

**TERMS OF REFERENCE
(TOR)**

**SUPPLY, INSTALLATION, COMMISSIONING, AND DESIGN OF WEB-BASED
DOCUMENT MANAGEMENT SYSTEM**

I. RATIONALE AND BRIEF BACKGROUND

Republic Act No. 7160 otherwise known as the Local Government Code of 1991, specifically Chapter 2, Section 16 – General Welfare – mandates every local government unit to exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental of its efficient and effective governance, and those which are essential to the promotion of the general welfare.

The said provision further provides that every local government unit shall promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, and preserve the comfort and convenience of the inhabitants among others within their territorial jurisdictions.

To attain this, the **Task Force Solid Waste Collection, Cleaning, and Disposal Services Management** ("*Task Force*") of **Quezon City** ("*City*") desires to adopt new technology in the performance of its mandated functions to further enhance its service delivery and to ensure compliance with relevant laws, Ordinances, and other issuances by engaging the services of a technically and professionally competent service provider.

II. PROJECT DESCRIPTION

The project, subject of this TOR involves the following components:

1. System formulation, installation, setting-up and provision of access to the Document Management System for a period of twenty-four (24) months (2 years);
2. Delivery of Inspection Mobile Devices to be owned and used by the City in support of the system;
3. Digitization of client's compliance documents' hard copies and others;
4. Capacity building for personnel on the device and the system;
5. Maintenance and support services for the device and the system;
6. Provision of stable and redundant Internet connectivity; and
7. Other services relevant to the economic and responsive utilization of the system deemed appropriate by the City.

III. PROJECT SCOPE OF WORK

1. Set-up a system and provide access for a period of 24 months capable of doing the following:
 - a. Capture and store biometric data of violators and other relevant information;
 - b. Real-time and historical tracking of the movement of devices with overlay on a map of Quezon City;
 - c. Provide and schedule assignments or instructions to inspectors through the application;
 - d. Print Notices of Violations (NOVs) and other forms;
 - e. Ability to create and fill-out electronic After Inspection Report forms and load them into the DMS; and
 - f. Produce the necessary reports including the dashboard of the daily and weekly operations of the Task Force.
2. Provide access to a DMS for a period of 24 months with the following features:
 - a. Quick retrieval of digitized documents via a defined index;
 - b. Storage of digitized documents, photos, videos and other data in the DMS; and
 - c. Ability to view, search and print any document.
3. Delivery of Mobile Devices to be owned and used for inspections as support for the system
 - a. 40 rugged biometric enrollment devices with specifications listed in the Technical Fact Sheet;
 - b. 15 rugged tablet PCs with specifications listed in the Technical Fact Sheet;
 - c. 15 printer attachments;
 - d. 5 units system-compatible document scanners and
 - e. 2 units high capacity Laptops
4. Digitization of **Clearances** and corresponding supporting documents.
 - a. Scan and encode 13,000 folders containing Clearances and supporting documents with an estimated volume of 80,000 pages.

IV. AREA OF COVERAGE

The project implementation shall cover all documents, forms, and records of the Task Force related to the processing of Environmental Clearance and the conduct of inspection activity to validate the compliance of the business sector to sanitation standards.

V. PROJECT STANDARDS AND REQUIREMENTS

The following are the minimum qualifications and requirements for the Service Provider:

Track Record

1. The Service Provider should have an established Information Technology Company, or its equivalent, currently registered under pertinent laws of the Philippines.
2. The Service Provider must have been operating for at least three (3) years and should have completed at least three (3) contracts/projects related to information technology and/or document management wherein the value of which is equivalent to at least 50% of the ABC of the herein project.

Organization

1. The Service Provider should have an organizational structure that clearly define the responsibilities of each division/sections to show its capability in undertaking the project.

Manpower

1. The Service Provider's personnel must be composed of technical personnel that are well-versed on document digitization and virtual storage, web development, online document management, and other pertinent processes related thereto.

Trainings

1. The Contractor must have accomplished at least one (1) training/seminar related to the herein project.

In addition to the above-mentioned requirements, the Contractor shall strictly observe the relevant provisions of Republic Act 10173 or the Data Privacy Act of 2012 and its other pertinent issuances during the course of implementation of the project.

VI. PROJECT DURATION

The digitization phase of the Project shall be for a period of **90 calendar days** from the time of the issuance of the Notice to Proceed.

The system and the DMS had a subscription period of 24 months from the final set-up of the system.

VII. APPROVED BUDGET FOR THE CONTRACT

The ABC for the proposed Project is **TEN MILLION PESOS (Php 10,000,000.00)**, inclusive of all applicable government taxes.

VIII. BASIS OF PAYMENT

1. Payments shall be made only upon a certification by the end-user to the effect that services have been rendered or delivered in accordance with the terms of the Contract and that the output have been duly inspected and accepted;
2. The Service Provider's request(s) for payment shall be made monthly, detailing the completed deliverables and the volume for the cost parameters. The request for payment must be in writing, accompanied by an invoice describing, as appropriate, the goods delivered and/or services rendered;
3. There shall be a payment of 30% of the total contract price upon delivery and acceptance of the equipment listed under the Scope of Work; and
4. The City has the option to renew the service for another term with an escalation of the service fees across the board with at most 10% escalation of the fees.

IX. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver any or part of the services mentioned herein shall constitute an offense and shall subject the Contractor to penalties computed based on the applicable unit or item as indicated in this Terms of Reference (TOR) and/ or liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations (IRR).

X. CANCELLATION OR TERMINATION OF CONTRACT

The City may, without prejudice to other remedies against the Contractor, extra judicially cancel or terminate the Contract, in whole or in part, due to default, insolvency or for justifiable cause or on any ground which it deems inimical to the City's or public's interest.

Noted by:



RICHARD S. SANTUILE

Action Officer

Task Force on Solid Waste Collection,
Cleaning, and Disposal Services Management



RICARDO T. BELMONTE, JR.

Secretary to the Mayor

Chairperson, Task Force on Solid Waste
Collection, Cleaning, and Disposal Services Management

TECHNICAL FACT SHEET

I. MINIMUM SPECIFICATIONS OF THE DEVICES

1. Rugged Biometric Enrollment Devices
 - a. Processor: A7, Quad Core;
 - b. Memory: 2GB RAM, 16 GB Flash;
 - c. Operating System: Android 7.1;
 - d. Display: 5 inch, TFT 720*1280 LCD;
 - e. With GPS, Wi-Fi and Bluetooth Support;
 - f. Camera: 5 or 8M Pixel Auto Focus;
 - g. Built-in Fingerprint Module: ANSI-378, ISO19794-2/4; and
 - h. Ability to capture and store biometric data of persons of at least 400ppi.

2. Rugged Tablet PCs
 - a. Processor: 8 core CPU, 2GHz;
 - b. Memory: 4GB RAM, 64GB Flash;
 - c. Operating System: Android 7.1;
 - d. Display: 8 inch LCD screen, 1920x1200 IPS screen, capacitive touch screen;
 - e. With GPS, Wi-Fi and Bluetooth support; and
 - f. Camera: 5M pixels front camera, 13M pixels rear camera with automatic focus and lighting function.

The devices must be able to interface with the system; and
Has the facility to fill-out inspection and attach photos and biometric data.

II. THERMAL PRINTER ATTACHMENTS

Printing speed of at least 50mm/s

III. SYSTEM COMPATIBLE DOCUMENT SCANNERS

Scanning speed of at least 40 pages per minute