TERMS OF REFERENCE FOR:

CENTRAL WAREHOUSE MANAGEMENT DIVISION
GENERAL SERVICES OFFICE SELF SERVICE SYSTEM (GSOSS)
INFORMATION AND INVENTORY SYSTEM
First Phase Module

BACKGROUND AND CONTEXT

The Quezon City Central Warehouse is a Local Government facility under City General Services Department currently located at Scout Reyes St. Brgy. Paligsahan, Quezon City where appropriate issuances of commonly used supplies to different offices and departments are completed. Central Warehouse Management Division currently finds itself servicing both the executive and legislative offices of the QC Government in terms of receiving, recording, and issuance of supplies, and materials. Subsidiary ledger cards are sustained for monitoring purposes. QC CENTRAL WAREHOUSE under the Centralized Stocking Program has been conceived to provide for the immediate supply needs of the city's various administrative types of machinery while papers are being processed. This guarantees "non-delay" in the implementation of projects whether developmental or routinary.

All agencies are mandated to directly procure commonly use supplies and equipment from Procurement Service, Dept. of Budget and Management. Quezon City prescribing the functions thereof, and in line with the continuing thrusts of the City Government on Good Governance and on sound Financial Management for Local Government of Quezon City.

In the construction of this Warehouse Center, it is imminent that the structurally integrated facilities are in line with the IT standard requirements as mandated by the national e-Philippines Roadmap and properly aligned to the city's mission and vision. Hence, IT-based equipment is expected to be placed within the new Quezon City Central Warehouse.

PROJECT OBJECTIVES

The **GENERAL SERVICES OFFICE SELF SERVICE SYSTEM (GSOSS) INFORMATION AND INVENTORY SYSTEM** played a vital role in the steadiness and continuity of Inventory procedure of supplies stored in QC Warehouse. It enabled faster data collection and processing, which in turn provided better inspective outputs. However, because of the fast-growing industry and the rapid development of new inventory solutions, there is a need to upgrade the manual system to converge with the current trend.

In essence, the enhancement of the QC Warehouse Inventory System is geared towards improving the existing system, specifically to:

- Identify the supplies, materials and such other items, including equipment which can be economically purchased through centralized stocking program and which are within the scope of its activity;
- Provide excellent customer service responsive to the needs of its stakeholders;
- Keep the stock in such a way that it is neither overstock nor understock;
- Allow the end-user to see what inventory is and be available at any given time.

SCOPE OF PROJECT

This project will be procured through "competitive bidding" under the category of goods. This method of procurement is open to participation by any interested party and which consists of the following processes: advertisement, pre- bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract.

The **GENERAL SERVICES OFFICE SELF SERVICE SYSTEM (GSOSS) INFORMATION AND INVENTORY SYSTEM** scope is the installation of Web-Based Program software compatible with QC Warehouse Inventory Projects that include hardware and accessories but not limited to the following:

- SOFTWARE

    The supplier shall provide the necessary Inventory Web-based Program Development Kits with network compatibility for office productivity and endpoint safekeeping. A web page wherein the user can use the system functionality and links according to their level of access in the QC Inventory System through signing in, and logging out, in which they can easily view and request the availability and non-availability of stocks/supplies. In addition to that, there will be an Administrator wherein all the system operations will take place similar to updating, deleting, uploading, adding items that allow the administrator level of convenience.

    The supplier will also provide other security software program (i.e. anti-virus, internet security), Database Management Software Tools (Enterprise Edition), Secure Sockets Layer Virtual Private Network (SSL VPN) Client License compatible with supplied Next Generation Firewall and other necessary installation tool.

- HARDWARE

    TOWER SERVER

    > **Processor - One Intel E-2200 UP to 8 Cores per Processor**
    > **Operating System - MS Windows Server with Hyper-V (2016 and 2019)**
    > **Memory** - Architecture: Up to 2400MT/s DDR4 DIMMs
    > **Memory Type**: UDIMMs
    > **Memory Module Sockets**: 4
    > **RAM**: Up to 64GB
    > **Hard Drive** - 2TB 7.2K RPM SATA 6Gbps 3.5in Hot-plug Hard Drive
    > **Power** - 1 x 350W cabled PSU or up to 2 x 495W redundant PSUs
    > **Chipset** - Intel C236 or higher
    > **Storage - 2.5" SATA SSD's 8TB Capacity**
    > **Network Controller - 2 x 1GbE**
    > **Monitor** - 27-inch ; Brightness : 250 cd/m2 ; Contrast Ratio : 1000:1; Response Time : 4ms / 6ms / 14ms ; Panel Type : In-Plane Switching ; Stand : Tilt EPEAT : Yes EU Energy Rating : Yes Energy Star : 7
    > IO Ports : No
    > Near Edgeless: Yes
    > Supported OS: OS Independent
    > Multiple ports include VGA and HDMI
    > **Keyboard** - USB Interface, LED Full blue Backlight; Shortcut Keys YES, Media and Volume adjustment
    > **Mouse** - USB Interface, DPI 2000 (3 Level), LED Backlight Blue

- **INSTALLATION**

  The supplier shall provide the necessary installation, setup and configuration services of all deliverables, to include but not limited to hardware, software, and network and electrical.

DETAILED TECHNICAL REQUIREMENTS

- **MINIMUM WEB-PAGE REQUIREMENTS**
  (GENERAL SERVICES OFFICE SELF SERVICE SYSTEM (GSOSS)
  INFORMATION AND INVENTORY SYSTEM)

  Sign up - User credentials input i.e. (username, password, department, designation and email)

  Email Verification - the system will send email verification to the user before he/she will be able to sign in.

  Sign In - Facility where the user inputs his/her username and password

  Admin User Interface - A web page wherein all the system operation will take place, like Updating, Deleting, Uploading, Adding Items, User Level of Access.

  Main User Interface - A web page wherein the user can use the system functionality and links according to his/her level of access.

  Link Pages -   ▢ Items View
                       ▢ Request for Available Item/s
                       ▢ Department Head Viewer (Approve/Disapprove)
                       ▢ Request Viewer from Budget Representative (Approve/Disapprove)
                       ▢ GSO Representative (Approve/Disapprove)

  Items are instantly viewed by the requestor and can select items for his/her request. These pages has the capability to process request from requestor (Staff/Department Head) which will then automatically proceed to the Budget Representative for Approval or Disapproval option. Upon Approval from the Budget Representative the request will proceed to GSO for another Approval or Disapproval.

  Approval/Disapproval User Interface - If the GSO Disapproves the request, it will notify the Budget Representative as well as the Department Head and the Staff that the request was disapproves due to some reasons that the disapproving authority may provide. Same functionality will take place if the request was approved.

  Diminishing Functionality - This functionality shall only apply when the request was approved by the GSO, and it will then subtract from the requested Items.

  Reports - The system has capability to produce printable reports according to the Items turn-out.

  Log Out - Functionality for every user to log out their respective accounts.

- **GENERAL REQUIREMENTS**

  - ➤ Supplier/Provider has similar projects at least within 3 years, which valued at least Fifty percent (50%) of the ABC.
  - ➤ Supplier/Provider certify will provide complete documentation and user's manual for the said project;

- **WARRANTY AND GUARANTEE REQUIREMENTS**

  Quality assurance is expected from the SUPPLIER, such that any error or fault in any hardware, peripherals, pre-installed mandatory software, and installation tools delivered during the implementation shall be acted upon, resolved, mitigated, and/or replaced accordingly at no cost to the organization. Likewise, upon final project acceptance, the SUPPLIER is required to aftersales service and assurance that all equipment and installation are accurate, complete, operable, uncompromised, and error-free during the warranty period.

PROJECT DURATION

Thirty days period (30 Days)

APPROVED BUDGET FOR THE CONTRACT

Source of Fund: **GENERAL FUND**

The approved budget for the Contract is: **2,290,440.00**

BASIS OF PAYMENT:

100% upon completion of project.

PENALTIES FOR BREACH OF CONTRACT:

Failure to deliver the services according to the standards and requirements of the City shall constitute an offence and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.

CANCELLATION OR TERMINATION OF CONTRACT:

The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter into negotiated procurement pursuant to section 53(d) of RA 9184 and it's IRR.

TECHNICAL WORKING GROUP:

Technical Working Groups are brought together for fixed, short periods of time to work on very specific tasks. Individuals participating in these groups are expected to have the time, interest, and commitment to participate in the production of deliverables assigned to the group. The TWG are composed of the following person:

- Chief, Central Warehouse Management Division
- Assistant Division Chief, Central Warehouse Management Division
- Section Chief, Central Warehouse Management Division

Submitted by:

FE B. BASS
Officer-In-Charge,
City General Services Department
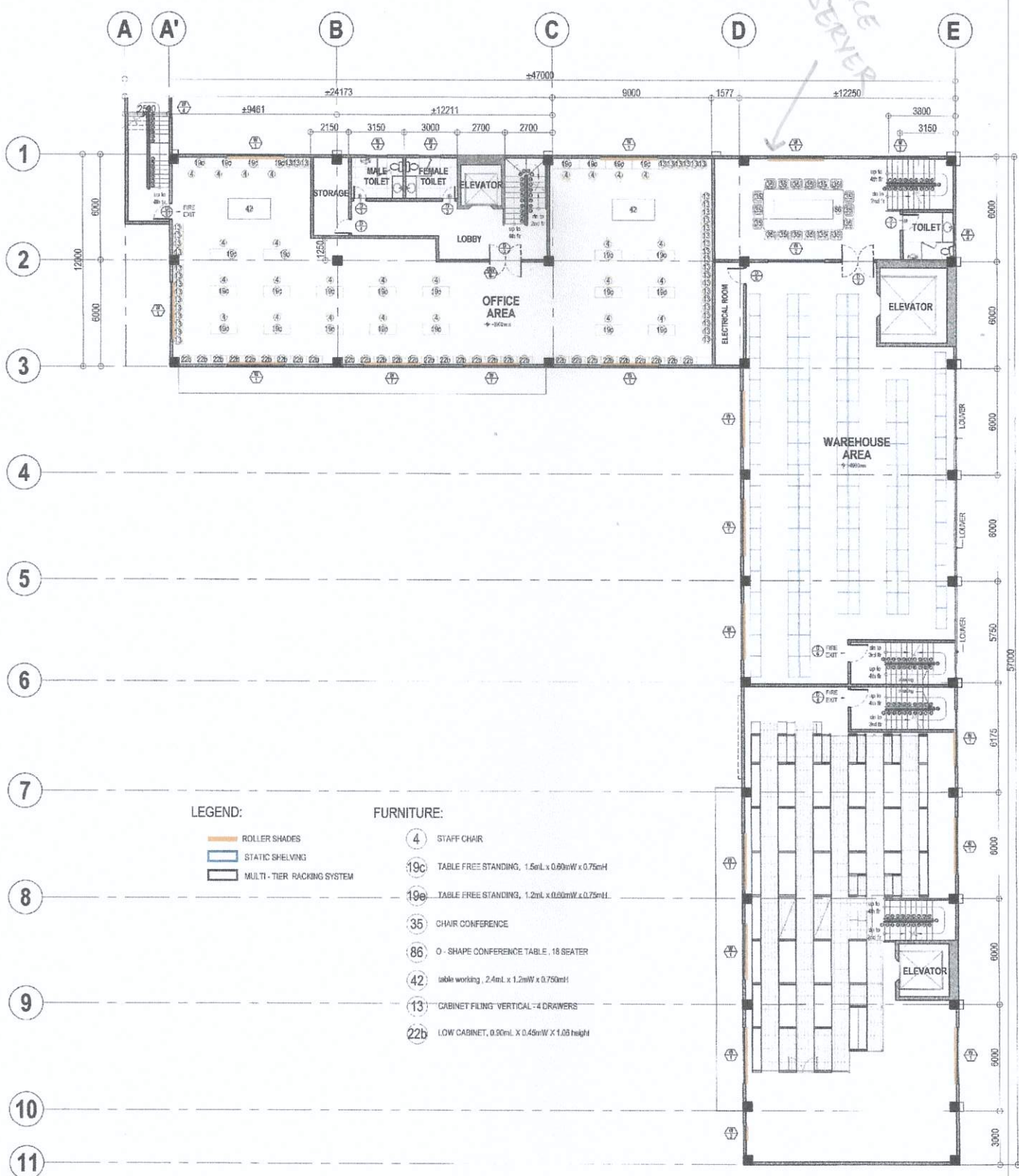
THIRD FLOOR PLAN

SCALE 1:200 METERS

PLACE OF SERVER

MALE TOILET

FEMALE TOILET

STORAGE

ELEVATOR

LOBBY

OFFICE AREA

ELECTRICAL ROOM

WAREHOUSE AREA

TOILET

ELEVATOR

FIRE EXIT

LOUVER

LEGEND:

- ROLLER SHADES
- STATIC SHELVING
- MULTI - TIER RACKING SYSTEM

FURNITURE:

- (4) STAFF CHAIR
- (19c) TABLE FREE STANDING, 1.5mL x 0.60mW x 0.75mH
- (19e) TABLE FREE STANDING, 1.2mL x 0.60mW x 0.75mH
- (35) CHAIR CONFERENCE
- (86) O - SHAPE CONFERENCE TABLE, 18 SEATER
- (42) table working , 2.4mL x 1.2mW x 0.750mH
- (13) CABINET FILING VERTICAL - 4 DRAWERS
- (22b) LOW CABINET, 0.90mL X 0.45mW X 1.05 height

Grid references: A, A', B, C, D, E (horizontal); 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 (vertical)

Dimensions: ±47000, ±24173, ±9461, ±12211, 9000, 1577, ±12250, 2500, 2150, 3150, 3000, 2700, 2700, 3800, 3150, 6000, 12000, 6000, 5750, 6175, 3000, 57000, 1250