

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF SIM CARDS WITH INTERNET DATA SUBSCRIPTION FOR THE AUTOMATED AUDIT INSPECTION SYSTEM OF THE BUSINESS PERMITS AND LICENSING DEPARTMENT OF QUEZON CITY

I. INTRODUCTION

The Business Permit and Licensing Department (BLPD) of Quezon City is mandated to provide effective systems, procedures, and practices in the issuance and renewal of business permits, regulating the nature, conduct and/or operations of various business activities within the City. Part of its regulatory function is the monitoring of compliances of all business establishments with ancillary permits and clearances through the newly developed audit inspection system. Over the years, the BPLD, through its Inspection Division, manually conducts inspection and verification of all business establishments within the city. With the implementation of the audit inspection system, Inspectors and Verifiers will be able to conduct inspection efficiently and effectively, whether for compliance monitoring or an on-the-spot inspection. One of the major requirements of the audit inspection system that will be used by the Inspection Division is data subscription for the device that Inspectors and Verifiers will use for such purposes.

II. OBJECTIVE

Consistent with the automation of all systems and processes of the BLPD, the audit inspection system of the Inspection Division is designed to enhance the performance and effective delivery of the BPLD's mandated regulatory function. All License Inspectors shall be issued devices for their monitoring or inspection usage. Although the devices to be issued are wi-fi ready, availability of internet access especially during actual monitoring or inspections is necessary to ensure real time submission of reports. Mobile data shall be the secondary internet connection and will serve as a redundant connection to augment primary internet connection, especially on remote places where wi-fi is not available.

III. PROJECT SCOPE OF WORK

1. The project covers the supply and delivery of EIGHTY FOUR (84) Subscriber Identification Module (SIM) cards with mobile data subscriptions.
2. Engagement of the service will be for FIVE (5) months, which shall commence from the issuance of the Notice of Proceed and Execution of the contract.
3. Mobile data allocation must be at least 100gb per month per sim card.
4. Only the following sites or apps are accessible or downloadable to ensure that data is utilized solely for the purpose of the Automated Inspection Audit System:
 - a. <https://quezoncity.gov.ph>
 - b. <https://qceservices.quezoncity.gov.ph>
 - c. QC iBizView
 - d. QC Biz Easy
 - e. QCitizen
 - f. Facebook Messenger
 - g. Viber Messenger
 - h. Telegram
 - i. Other sites/apps as may be approved by the BLPD at a later date following specific protocols.

5. Service provider shall replace any and all defective, lost, or damaged SIM cards immediately after receipt of written notification by the BLPD.

IV. QUALIFICATION OF THE SERVICE PROVIDER

The Internet Service Provider should have the required qualifications under Republic Act No. 9184 to be eligible to submit bids. In addition, the Internet Service Provider should have the following minimum qualifications:

- a. At least three (3) years actual operation as an Internet Service Provider;
- b. Must possess the necessary National Telecommunications Commission (NTC) registration requirements; and
- c. Must have the capacity and ability to provide help desk support for technical issues concerning mobile data.

V. BUDGET ALLOCATION

The total approved budget for the contract is **ONE MILLION THREE HUNDRED TWO THOUSAND PESOS (PHP 1,302,000.00)**, inclusive of incidental expenses and other government fees and charges.

VI. DURATION AND BILLING STATEMENT

The SIM cards with data subscription shall be delivered with thirty (30) days upon receipt of Notice to Proceed. The data subscription shall be for FIVE (5) months and payment will be done on a monthly basis.

VII. APPLICABILITY

This Terms of Reference shall form part of the contract documents pertaining to the procurement of the Data Subscription (SIM only) Plan of the Business Permits and Licensing Department.

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