

TERMS OF REFERENCE
QUEZON CITY TREASURER'S OFFICE COLLECTION REPORT SYSTEM

I. TITLE OF PROJECT:

The Quezon City Treasurer's Office Collection Report System

II. PROJECT RECIPIENT:

The Quezon City Treasurer's Office and its respective divisions, sections and units that directly involved in the revenue collection reporting. In particular, Cash Division, Financial Management Unit, Accountable Forms Unit and Verification Section of Administrative Division.

III. INTRODUCTION:

It is imperative upon the Quezon City Local Government to explore and utilize innovative technologies that create value and provide exponential growth within its sphere of administrative operation. Seamlessly integrating and centralizing revenue collection reports from all its divisions and units that will make efficient reports, saving time, effort and money in executing manual day-to-day reporting and verification.

IV. RATIONALE:

This project is derived from the Quezon City Treasurer's Office need for a computerized and data-shared revenue collection report solution that can provide an efficient and integrated system for proper accountability, verification and monitoring of accountable forms used by this city in consonance with the Electronic POS Collection System. Currently, the Quezon City government operates on manual and nonintegrated collection report. The need for a comprehensive technology-based system was initiated to cater to the challenges of accuracy and security in issuance of receipts, verification, collection reporting, monitoring and government control procedures that provide data analytics and business intelligence to network operations while being compliant to mandated government regulations.

Similarly, the purpose of this project is in capturing data that is needed by decision-makers to run an effective service. Data could help in generating reports given to National Government Agencies like Commission on Audit and Bureau of Local Government Finance.

Traditionally, Collection Report systems were only used to pull up information and creating reports. However, the system has undergone tremendous transformation over the years, making it a robust platform for reporting and management. Due to the advancement in technology, it can now provide financial and non-financial information, which can help management take the necessary action to control their services and activities.

V. PROJECT DESCRIPTION:

Collection Report System is a client/server application for the integration of reports and sharing of data under Quezon City Treasurer's Office which include Accountable Form Unit, Cash Division, Verification Section and Financial Management Unit. The system is made up of the computerization of the issuance of forms for Accountable Form Unit, creation of report of collection and deposit (RCD) for Cash Division, verification of RCD and official receipts (OR) for Verification Section and payments encoding and report generation for Financial Management Unit.

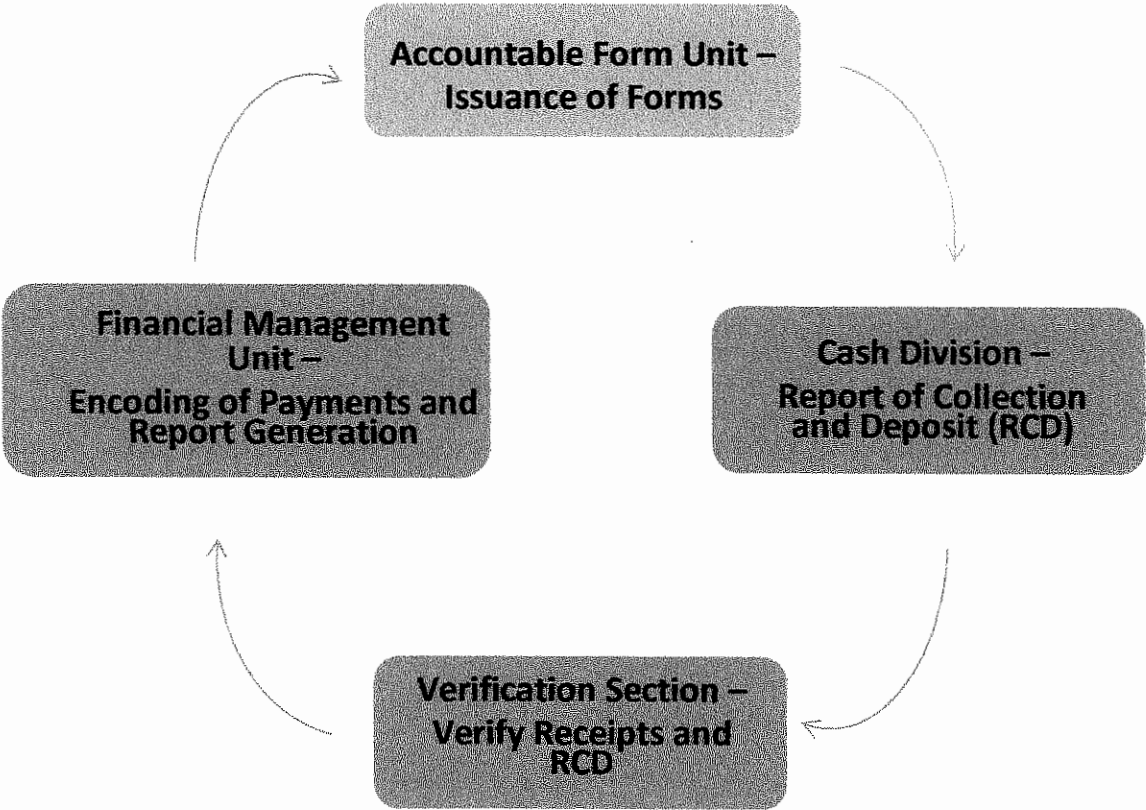
Under Accountable Form Unit, the Inventory Module includes the issuance and return of accountable forms, it will determine the daily usage, availability and summary of forms and the restriction on issuing to the accountable officers. It stores Pad No. and Serial No. of each Accountable Form type with the location for easy retrieval. Below is a sample diagram that can be included in this module.

Under Cash Division, the RCD Module creates and prints the daily report of the accountable officer. It retrieves the Serial No. that was issued by the Accountable Form Unit to the accountable officer. It includes the cash and check collections with the total issued of official receipts.

Under Verification Section, the Verification Module involves the actual verification of individual official receipts that was issued by the accountable officer. It includes the verification and correction of collector's OR date and OR No. with the RCD amount.

Under Financial Management Unit, the Payment and Report Module includes the encoding of manual payments of all miscellaneous collections and the generation of reports that will be submitted to the Bureau of Local Government Finance of the Department of Finance. It encodes the individual official receipt that includes particular nature of collection, fund and account code based on Philippine Public Sector Accounting Standard (PPSAS).

COLLECTION REPORT SYSTEM DIAGRAM



VI. EXPECTED OUTPUT:

This project will provide an efficient, accurate and secure system for Official Receipts issuance, collection and deposit report, remittance report, verification tagging and payment encoding and collection report of Quezon City that will deliver integrated data processing and accessibility. The system modules and features are as follows:

1. Inventory module
 - a. Accountable forms categorization
 - b. Location tracking
 - c. Request and issuance services
 - d. Order and purchasing services
 - e. Return and transfer management
 - f. Reporting analytics
2. RCD module
 - a. Report of collection and deposit
 - b. Remittance and deposit services
 - c. Accountability for accountable forms service
 - d. Check clearance
 - e. Collection monitoring and inquiry
 - f. Transactions history
3. Verification Module
 - a. Comparison service
 - b. Balance report
 - c. Verification report
4. Payment and Report Module
 - a. Manual payment data entry
 - b. Computerized payment extraction report
 - c. Payment collection monitoring and inquiry
 - d. Payment certification
5. Settings module
 - a. Schedule of accounts
 - b. User registration
 - c. Security and access
 - d. Collector's profile

VII. SOURCE CODE:

It is the computer programming source code form of the Software in the form provided by Vendor to QC Government, and includes all non-third-party executables, libraries, components, and documentation created or used in the creation, development, maintenance, and support of the software as well as all updates, error corrections and revisions thereto provided by Vendor, all provided by Vendor for use, in whole or in part, either by itself or in the development of Derivative Works.

VIII. TOOLS:

These are programs, techniques, and development environments used by Vendor in the creation, development, maintenance and support of the Source Code and Software.

IX. SOURCE CODE LICENSEE:

- a. The Quezon City Government will have the following rights:

The right and license to use and incorporate the Source Code and/or the Documentation, in whole or in part, to develop Derivative Works (including the integration of all or part of the Source Code into QC Government's own software), and to compile, use, copy, and distribute executable versions of such Derivative Works. The right and license to use and copy the Source Code, in whole or in part, in compiled, object-code form for QC Government's internal testing and development

use. The right and license to make a reasonable number of backup and archival copies of Source Code and Documentation.

As used herein, "**Source Code**" shall also include all Vendor-developed Tools useful in the development of Derivative Works. To the extent Tools are third party products, Vendor shall identify all such third-party Tools to QC Government, and to the extent such third-party Tools are not commercially available to QC Government on commercially reasonable terms, Vendor shall use its best efforts to assist the QC Government in its efforts to obtain access to such Tools.

b. Scope, Rights and Responsibilities

- (i) Vendor shall deliver to QC Government one (1) complete copy of the Source Code, and one (1) complete copy of the Documentation.
- (ii) The Source Code is intended for the use of QC Government in development efforts. The QC Government has no right hereunder to compile such Source Code in the form provided hereunder by Vendor to QC Government and distribute the resulting, unmodified Vendor Software.
- (iii) QC Government does not have the right to distribute the Source Code, whether modified or unmodified. QC Government's distribution hereunder shall be limited to the distribution of the binary (object code) form of Derivative Work resulting from compiling of the QC Government-modified Source Code.
- (iv) Notwithstanding the restrictions in (b)(iii) above, QC Government may appoint, or work with, third parties to perform development services using the Source Code, the source code to Derivative Works and/or the Documentation on behalf of, or working with, the QC Government. Release of Source Code, Derivative Work source code and/or Documentation to such third parties shall be subject to the agreement of such third parties to be subject to appropriate limited, non-transferable sub-license terms and conditions. Furthermore, such QC Government contractors shall provide a written statement saying he/she will not hold any copies of the Source Code following termination of their agreement with the QC Government.

c. Ownership

- (i) Software and Source Code. Except for the rights granted to QC Government herein, all right, title, copyright, and interest in the Software, Source Code, Software Modifications and Error corrections will be and remain the property of Vendor.
- (ii) Derivative Works. All right, title, copyright, and interest in all Derivative Works and Improvements created by, or on behalf of, QC Government will be the property of QC Government. QC Government shall be entitled to protect intellectual property in all such Derivative Works and Improvements in any country as it may see fit including without limitation seeking copyright and/or patent protection; provided, however that QC Government may mark with its own copyright notice and register copyrights in Derivative Works as works which constitute original works of authorship, so long as such Derivative Works are identified in such registration as based upon pre-existing works of Vendor.

X. OBJECTIVES:

This project underlines the following with regards to the software and service objectives for the QC Government:

- a. Provide a secure and efficient system for the maintenance of Quezon City's revenue collection reports.

- b. Facilitate a report system that promotes collector's accountability on funds handling.
- c. Sharing an integrated data for a better communication and improves productivity.
- d. Improves decision-making and efficiency within organization.
- e. Establish real-time data accessibility for needed information, related, but not limited to accountable forms availability and usage.
- f. Contribute analytics for operational data to respective divisions, sections and units.
- g. Promote a technology-based system that can integrate and complement with other QC government systems for seamless information transfer.

XI. SCOPE OF WORK:

The designated system software provider shall deliver the software development and technical assistance to the Quezon City Government and provide the following:

Software Specifications and Inclusions:

- a. Project Workplan and Timeline
- b. Delivery, deployment, testing and configuration of the following:
 - i. Collection Report System can be coded in these programming languages that can be connected and compatible to existing software and hardware of Quezon City Government.
 - i. Java
 - ii. Visual Basic
 - iii. Visual C/C++
 - iv. Visual C#
 - ii. Server and Database in Standard Query Language
 - i. MS-SQL
 - ii. MySQL
- c. Database will be stored in the City Treasurer's Office server located at Information Technology Development Department.
- d. User Training Sessions and User Manuals
- e. Submission of business rules and policies on the implementation of system infrastructure requirements, established maintenance procedures and administration of security protocols.

XII. PROJECT STANDARDS AND REQUIREMENTS:

The established project standards and required modes of operation with regards to the software and services are as follows:

- 1. The system provider shall submit certifications/undertakings or include copyright notice as verified owner and vendor of the software type or brand being offered.
- 2. The systems provider has a commendable track record of 3 years and has submitted its organizational structure, manpower, schedules, functions, and duties, with certifications.
- 3. The systems provider must issue an Affidavit of Undertaking committing to non-disclosure of the agency's data.
- 4. The systems provider shall submit an affidavit of undertaking for the warranty period as indicated in Section XIV of this TOR.
- 5. The systems software provider shall provide 24/7 on-call or on-site technical support services for twelve (12) months in the course of implementation.

6. The system provider has fulfilled/accomplished a revenue collection system or similar project within the past three years the value of which has at least fifty percent (50%) of the ABC cost of the project.

XIII. BUDGETARY REQUIREMENTS:

The budgetary cost of this project for the development, deployment, configuration, customization and training of the Collection Report System is as follows:

XIV. PROJECT DURATION & WARRANTY:

Provisions for maintenance, inclusive of updates and technical support services shall activate after project acceptance and go live for a period of Ninety (90) calendar days.

Software warranty period shall cover three (3) years from date of delivery and successful installation.

XV. SYSTEM ADMINISTRATOR:

The QC Government's system administrator is the City Treasurer's Office. CTO and its authorized user shall solely use the software for the purpose stated herein.

XVI. TRAINING SCHEDULE:

Trainings for the use of software and system administration to the QC Government's system administrator and intended users shall commence right after the installation of the system.

Total No. of Trainees: Seventy-five (75) personnel

Training Duration: Thirty (30) days

XVII. BASIS OF PAYMENTS:

Software and Services

1. Ten percent (10%) upon conduct of Pre-Application meeting and submission of Implementation Work Plan, inclusive of the implementation program, timeline and Gantt Chart representation;
2. Full payment upon completion and installation of the herein project.

XVIII. PENALTIES FOR BREACH OF CONTRACT:

The willful failure to deliver the services contained in this TOR, in accordance with the standards and requirements established by the City Government of Quezon City, shall constitute an offense and shall subject the Contractor to penalties and/or damages pursuant to RA 9184, An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for Other Purposes and its revised Implementing Rules and Regulations.

XIX. CANCELLATION OR TERMINATION OF CONTRACT:

In the event of any dispute, controversy or difference between the parties arising out of this TOR, the parties herein shall exert all efforts to amicably settle such dispute, controversy or difference. 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 Government of Quezon City terminates the Contract due to default insolvency, or for cause, it may enter into a negotiated procurement pursuant to Section 53(d) of RA 9184, and its revised IRR.


EDGAR T. VILLANUEVA
City Treasurer