

TERMS OF REFERENCES (TOR)
FOR THE SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING
OF ENTERPRISE ASSET MANAGEMENT SYSTEM (EAMS) PROJECT

I. RATIONALE:

The City Mayor Honorable Ma. Josefina G. Belmonte issued Executive Order No. 52-2019 creating the Quezon City Asset Management System Task Force to effectively comply with the Commission on Audit (COA) Circular 92-386 titled " Rules and Regulations on Supply and Property Management in the Local Government" local government should adopt systems for effective handling, utilization and accounting of all assets including all city-owned buildings and structures built on city-owned land.

II. PROJECT DESCRIPTION:

Modernize and update the records in the utilization and accounting system of the local government of Quezon City including that of supplies, properties and those categorize as fixed assets pursuant to COA Circular 92-386.

The Project Objectives are as follows:

1. Establish standards that will institute a disciplined and uniform approach in accounting process;
2. Improve efficiency by streamlining processes in accordance to the accepted accounting policies and government accounting procedures;
3. Make available vital financial data at any given time for timely management decision making;
4. Ensure that financial information is accessible as needs arises to support management decision;
5. Establish linkage to offices with related work process for the completion of the transaction

III. SCOPE OF WORK

1. Supply, Deliver, Install, Test and Commission an Enterprise Asset Management System (**EAMS**) to the Quezon City Local Government - General Services Department.
2. Provide End User's Training (General Services Department) for a maximum of 10 participants for five (5) days.
3. Provide Administrator's/User's (Local LEIPO, City Engineering Department, City Accounting Department, City Budget Department, Procurement Department, Information Technology Development Department and City Assessors Office) system training for a maximum of ten (10) participants for five (5) days.
4. Provide Documentation in soft and hard copy. (This includes User's Training Quick Guide)
5. Provide Technical Support Warranty for at least one (1) year from the date of final acceptance.
6. Provide cloud hosting subscription for one (1) year.

7. Provide the Non-Functional Requirements of Enterprise Asset Management System (**EAMS**) as follows:

Non-Functional Requirements

Function	Description of Requirement
System	The system proposed should be on the leader's quadrant of Gartner Report or its equivalent for the last 10 Years
	The system should be designed and developed from ground up as an Enterprise Asset Management System
	The system should be cloud-based
	The Service Provider should have an office in National Capital Region, Philippines
	The systems implementor should have at least 5 functional and 20 technical people focused on the proposed system and should be Philippine resident
	The system should be able to do unlimited service request without cost for minimum of one (1) year.
	The system proposed should be 100 named users
	The number of users that can-do Service request should be unlimited
	The service provider's core competence should be in the area of expertise of asset management
	The service provider should be at least in existence for at least three (3) years in the Philippines
	The Service Provider should be at least 60% Owned Filipino Company

8. Training/ Technology Transfer - The service provider shall provide training/technology transfer and training materials for EAMS users and application administrators. The service provider shall provide training for users composed of Application Administrators, Asset Management Users, Asset Management Approvers, Finance Users Operations Support Users, Internal Audit Users and other needed training for the implementation of the project.

Training Schedule/Duration

OFFICES	TYPE OF TRAINING	DURATION
General Services Dept.	<ul style="list-style-type: none"> End user training will be delivered by the service provider through the train-the trainer approach 	A maximum of ten (10) participants for Five (5) days
Leipo, City Engineering Dept, ITDD, City Accounting Dept., City Budget Dept., Procurement Dept., City Assessors Dept.	<ul style="list-style-type: none"> Training for system administrators/users 	A maximum of ten (10) participants for Five (5) days

9. Conduct business process analysis and design development of the EAMS through elicitation and elaboration with the Asset Management System Task Force, process owners and project support group, if necessary;

10. Strategize and formulate implementation plans for the efficient and timely accomplishment of all the EAMS features and project milestones;
11. Conduct software planning, design and testing;
12. Develop, customize and implement system, provide maintenance support;
13. Provide Project Plan and all the required documentation including detailed software specifications, test documents, training manuals, user/administration guides and other documents that may deemed necessary to efficiently test, operate and maintain the EAMS;
14. Deliver software products and services based on the requirements provided by the Quezon City Government;

V. AREA OF COVERAGE

The Enterprise Asset Management System (**EAMS**) will be installed and implemented at Quezon City General Services Department as the end-user, LEIPO, City Engineering Department, City Accounting Department, City Budget Department, Procurement Department, City Assessors Office and Information Technology Development Department.

VI. PROJECT STANDARDS AND REQUIREMENTS

1. As part of the Requirement in RA 9184, the Bidder must have completed a government contract that is **SIMILAR** in nature to this Project within three (3) years equivalent to at least fifty percent (50%) of the ABC. The single contract should consist of software and licenses deliverables
2. The service provider must be in the IT Industry
3. Submit copies of its company's organizational structure, manpower schedule, functions, duties with related Information Technology Certifications.
4. Submit Certification/Undertakings in software system and licenses services.
5. Statement of warranty, provide 24/7 on call technical support in service in the course of implementation.
6. Projected Schedule/Timeline-Gantt Chart Identifying project milestones and durations.
7. Affidavit of Undertaking that the system should conform with applicable data privacy laws and non-disclosure of the agency's data.
8. Provide training/technology transfer for both systems end-user and administrator.
9. The service provider should at least be in existence for at least three (3) years in the Philippines.
10. The service provider should be at least 60% owned Filipino Company.

VII. PROJECT DURATION

The project duration is six (6) months

RECOMMENDING APPROVAL:



PIERANGELO A. DOMINGUEZ
Project Manager- Asset Management
System Task Force and Action Officer -
Local Economic Investment Office (LEIPO)



PAUL RENE S. PADILLA
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RUBY MANANGU
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MARIAN C. ORAYANI
City Budget Officer
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NOTED BY:



MICHAEL VICTOR N. ALIMURUNG
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Task Force and City Administrator