

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. The implementation of the project shall be by phase;

Phase I

- Conduct software planning, design and strategize and formulate implementation plans for the efficient and timely accomplishment of all the EAMS features and project milestones; ✕
- Develop, customize and implement system and provide maintenance support; ✕

- 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;
- Provide End User's/Administrators/Users Training for General Services Department for a maximum of 10 participants for five (5) days.
- Deliver 15 Asset Management Authorized User (Licenses) plus SW Subscription for 1 year
- 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;

Phase II

- Provide Administrator's/User's system training for LEIPO, City Engineering Department, City Accounting Department, City Budget Department, Procurement Department and City Assessors Office and Information Technology Development Department for a maximum of ten (10) participants for five (5) days.
 - Deliver upto 85 Asset Management Authorized User (Licenses)
 - 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.
 - Provide Technical Support Warranty for at least one (1) year from the date of final acceptance.
3. 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 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 with one (1) year subscription
	The Service Provider should have an office in National Capital Region, Philippines
	The systems implementor should have functional and technical people focused on the proposed system and should be a

	Philippine resident
	The system should be able to do unlimited service request without cost for a minimum of one(1) year
	The system proposed should be upto 100 named users(licenses)
	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

IV. 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 Department

V. 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.

VI. PROJECT DURATION

The project duration is twelve (12) months. Six (6) months for Phase I and 6 months for Phase II.

VII. APPROVED BUDGET FOR THE CONTRACT

The sum of **Twenty Six Million Six Hundred Seventy Six Thousand Six Hundred Ninety Three Pesos and Eighty Centavos(P 26,676,693.80)** is the budget cost of the contract/s for the enterprise asset management project.

Source of Fund: Available funds of the GSD Annual Approved Budget

The Approved budget for the Contract is: **P 26,676,693.80**

VIII. BASIS OF PAYMENT

No.	Particular	Weight
1	Submission of Approved Project Plan	15%
2	Upon submission of infrastructure configuration and design document including the migration completion report	20%
3	After User's Acceptance and Testing and submission of test scripts and results and issue log and Fix documentation	20%
4	Upon completion of the required user's and administrator's training	20%
5	30 Days after Go Live/actual run or use of the system and Final Acceptance	24%
6	Retention money	1%

IX. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the City shall constitute an offence and shall subject the Contractor to penalties and/or liquidated 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.

X. CANCELLATION OR TERMINATION OF CONTRACT

Should there be any dispute, controversy or difference between the parties arising out of this TOR, the parties herein shall exert efforts to amicably settle such dispute or difference. However, if any dispute, controversy or difference cannot be resolved by them amicably to the mutual satisfaction of the parties, then the matter may be submitted for arbitration in accordance with existing laws, without prejudice for the aggrieved party to seek redress before a court of competent jurisdiction.

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 its IRR.

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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City Assessor
City Assessor's Department



MARIAN C. ORAYANI

City Budget Officer
City Budget Department

NOTED BY:



MICHAEL VICTOR N. ALIMURUNG
Chairman- Asset Management System
Task Force and City Administrator