

**TERMS OF REFERENCE FOR THE SUPPLY, DELIVERY, INSTALLATION AND
CONFIGURATION OF NEW RACK MOUNT SERVERS TO BE USED FOR THE VARIOUS
PROJECTS OF THE CITY ASSESSOR'S OFFICE**

I. RATIONALE AND BRIEF BACKGROUND

The City Assessor's Office (CAO) is now in the fourth Phase of its Enhanced Tax Mapping System Project (ETAXMAPS) that aims to upgrade not only the GIS platform for its web-facing application and map services but includes as well the procurement of servers with which to house its output. The existing GIS and ETAXMAPS applications are hosted using the Unified GIS server since 2019 pending final procurement of its own server dedicated solely for CAO.

CAO also relies on its IT infrastructure for its Field Appraisal and Assessment System & Tax Declaration – FAAS-TD Transaction processing and its day to day operation, and there is a need to upgrade it to the latest technology for administrative efficiency, particularly during the COVID 19 pandemic days wherein most of its transaction are done online. And the immediate procurement of these servers will further enable us to host additional applications, such as the QC Property Transfer Easy and other web-facing applications.

II. PROJECT DESCRIPTION

The requested servers will be deployed at the Quezon City Information Technology Development Department where our existing servers are housed and properly maintained. The supplier shall provide the necessary installation, set-up and configuration services of all deliverables.

III. OBJECTIVE

The project aims to purchase three (3) rack mount servers, inclusive of all related operating systems and SQL Licenses to meet the demand of CAO for network and database storage.

IV. PROJECT SCOPE OF WORK

The project scope shall include the supply, delivery, installation and configuration of necessary software and peripherals needed to set up the rack mount servers tailored-fit for the various project of the City Assessor's Office, that includes:

1. Planning and data gathering
2. Pre-configuration and Network Setup
3. User Acceptance Test
4. Documentation and Knowledge Transfer

V. PROJECT STANDARDS AND REQUIREMENTS

1. QUALIFICATIONS OF THE SUPPLIER

The SUPPLIER shall be a firm/company with the following experience and qualifications:

- a. Must be operational for at least ten (10) years.
- b. Must have similar contract related to any ICT Projects.
- c. Must provide an access to a 24/7 hotline for provision in case of technical concern by the end-user
- d. Must provide an end-to-end services based on specific needs of end-user.
- e. Must provide after-sales support

2. OTHER REQUIREMENTS

Other requirements must be considered as integral part of the bid proposal.

- a. Submit Authorized Dealer Certificate issued by the manufacturer or the exclusive distributor of the product being offered
- b. List of existing service center and technical support
- c. Affidavit of Undertaking for the following:
 - Upgrades for new software version during warranty will be given at no additional cost
 - System maintenance is included during the warranty period
 - Provide training for the end-user
 - Must have at least 10 years of experience in the Information Technology industry
 - The offered brand and equipment must at least have been in the market for at least 10 years in experience in the Philippines Market (there should be a proof of company stability)

VI. PROJECT IMPLEMENTER

The City Assessor's Office (CAO) shall be the Project Implementer on behalf of the Quezon City Government and shall be in-charge of ensuring the successful execution of the Project.

The Quezon City Information and Technology Department (QCITDD) is responsible to assist CAO in project monitoring and strict implementation of the requirements and guidelines in this Terms of Reference.

VII. PROJECT DURATION

Thirty (30) calendar days upon issuance of the Notice to Proceed.

VIII. WARRANTY

- a. Three (3) years onsite warranty on parts and service.
- b. Includes a system maintenance during the warranty period

IX. **APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for this Contract (ABC) amounts to Twelve Million Two Hundred Ninety Seven Thousand Six Hundred Thirteen Pesos [PHP12,297,613.00] VAT inclusive.

X. **TERMS OF PAYMENT**

Full payment shall be made upon completion of the project.

XI. **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 and its revised Implementing Rules and Regulations.

XII. **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 negotiated procurement pursuant to RA 9184 and its IRR.

Reviewed and endorsed by:


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