



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC – Goods and Services
2nd floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SECTION 53.9
SMALL VALUE PROCUREMENT

DATE : NOVEMBER 15, 2022

PROJECT NO. : LEIPO-22-IT-1452

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : QUEZON CITY CENTRALIZED DASHBOARD PROJECT
Approved Budget of the Contract : P 267,600.00
End-User / Implementing Office : LOCAL ECONOMIC INVESTMENT PROMOTIONS OFFICE

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **NOVEMBER 18, 2022, 10:00 AM** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2022);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2021) (For ABCs above P500,000.00)
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** issued by **QC BAC- Goods and Services**.


ATTY. DOMINIC B. GARCIA
Officer-in-Charge / Head, BAC-Secretariat



TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	<p>SCOPE OF WORK ✓</p> <p>1. Bidder shall be responsible to install and facilitate the deployment of the necessary licenses to the appropriate departments/offices that will be involved in Phase 1 of the Quezon City Centralized Dashboard Project.</p> <p>2. The licenses function as to the following:</p> <ul style="list-style-type: none">• Creator License (or any equivalent) ✓ - Designed for users who create content. This can include the design, cleaning, and <u>curation</u> of data sources, which others will use to analyze governed data, or the creation of visualizations and dashboards with which other users will interact. It also includes designing governance and permissions models that control which information users may find. ✓• Explorer License (or any equivalent) - Provides governed authoring and data exploration capabilities for users who do not need the full data transformation, or the ability to publish or connect to raw data sources. Explorers may access and analyze published data, create and distribute own dashboards, and manage content built or have been given the permission to edit. ✓• Viewer License (or any equivalent) - View and interact with published visualizations and dashboards. These users can be given permission to access published content and interact with guided drill paths and filters. Viewers can also subscribe to dashboards to get periodic updates and receive data-driven alerts. ✓ <p>3. The following licenses will be procured by the Quezon City Local Government: ✓</p>	lot ✓	1 ✓		

Handwritten signature/initials

<table><tr><th>Type of License ✓</th><th>Quantity</th></tr><tr><td>Creator License (or any equivalent) ✓</td><td>1 ✓</td></tr><tr><td>Explorer License (or any equivalent) ✓</td><td>1 ✓</td></tr><tr><td>Viewer License (or any equivalent) ✓</td><td>16 ✓</td></tr><tr><td>Total: ✓</td><td>18 ✓</td></tr></table>	Type of License ✓	Quantity	Creator License (or any equivalent) ✓	1 ✓	Explorer License (or any equivalent) ✓	1 ✓	Viewer License (or any equivalent) ✓	16 ✓	Total: ✓	18 ✓				
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Creator License (or any equivalent) ✓	1 ✓													
Explorer License (or any equivalent) ✓	1 ✓													
Viewer License (or any equivalent) ✓	16 ✓													
Total: ✓	18 ✓													
<p>4. The license must be able to create the following Visualization/ Data Views. The graphs/ charts will depend on the type of data and dashboard visualization requirements, to wit:</p> <ul style="list-style-type: none">• Area Chart (Basic and Stacked)• Bar Chart• Box Plot• Bullet Graph• Calculated Columns• Z-Scores, KPIs• Cards or Text Table• Column Chart• Density Marks/ heatmaps• Doughnut Chart• Funnel Chart• Gantt Chart ✓• Gauge Chart• Highlight Table• Histogram• Line Chart• Maps and Geographic Data Analysis• Packed Bubble Chart• Pareto Chart• Pie Chart• Population Pyramid• Scatter Plot• Treemap• Combination Charts ✓														
<p>5. Capability to read from various sources such as workbooks, bookmarks, packaged data files, data extracts, and data connection files (e.g. .xls, etc.) ✓</p>														
<p>6. Allows users to export data into Excel and CSV ✓</p>														
<p>7. Flexible architecture allows for visualizing large volumes of data (no limits on data volume ingested/visualized) ✓</p>														
<p>8. Allows for near-real time or batch processing of data ✓</p>														
<p>9. Allows for easy-to-use drag-and-drop data preparation capabilities ✓</p>														
<p>10. Must be Unicode-enabled and compatible with data stored in any language ✓</p>														
<p>11. Data summary from visualizations and dashboards may be downloaded by viewers</p>														
<p>12. Data visualizations may be downloaded as images or pdf files by viewers ✓</p>														
<p>13. Allows for advanced analytics including statistical regression, averages, quartile analysis ✓</p>														
<p>14. Provide Technical Support in case of dashboard error for at least one (1) year from the date of final acceptance. ✓</p>														

<div>15. The following licenses will be installed to the following offices:<ul style="list-style-type: none">• City Mayor's Office ✓• City Administrator's Office ✓• City Planning and Development Department ✓• Business Permits and Licensing Department ✓• City Epidemiology and Surveillance Unit ✓• Social Services Development Department ✓• Youth Development Office ✓• City Assessor's Office ✓• City Civil Registry Department ✓• City Health Department ✓• City Treasurer's Office ✓• Department of Building Official ✓• Disaster Risk Reduction and Management Office ✓• Education Affairs Unit ✓• Quezon City Police District ✓• Quezon City Protection Center ✓• Quezon City Fire Department ✓• Schools Division Office ✓</div> <div>Project Duration:<ul style="list-style-type: none">• Deliver the licenses to designated departments/ offices until December 31, 2022 upon issuance of Notice to Proceed.• The subscription of the data dashboard system is for twelve (12) months.</div> <div>***with attached Terms of Reference which will form an integral part of this Quotation***</div>					
TOTAL:					

Amount in Words: _____

Delivery Period : Upon issuance of Notice to Proceed until December 31, 2022

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

PR 87

COST DERIVATION

PROJECT TITLE: QUEZON CITY CENTRALIZED DASHBOARD PROJECT
PROJECT NUMBER: LEIPO-22-IT-1452

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	<ul style="list-style-type: none">• Creator License (or any equivalent) - Designed for users who create content. This can include the design, cleaning, and curation of data sources, which others will use to analyze governed data, or the creation of visualizations and dashboards with which other users will interact. It also includes designing governance and permissions models that control which information users may find.	license	1		
2	<ul style="list-style-type: none">• Explorer License (or any equivalent) - Provides governed authoring and data exploration capabilities for users who do not need the full data transformation, or the ability to publish or connect to raw data sources. Explorers may access and analyze published data, create and distribute own dashboards, and manage content built or have been given the permission to edit.	license	1		
3	<ul style="list-style-type: none">• Viewer License (or any equivalent) - View and interact with published visualizations and dashboards. These users can be given permission to access published content and interact with guided drill paths and filters. Viewers can also subscribe to dashboards to get periodic updates and receive data-driven alerts.	license	16		
TOTAL QUOTE:					

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TERMS OF REFERENCE FOR THE QUEZON CITY CENTRALIZED DASHBOARD PROJECT

I. RATIONALE

The LGU of Quezon City needs centralized reports/dashboards for easier visibility and to help with the city's planning and reporting. The development of this dashboard will enable the creation of timely reports for more efficient decision-making and effective management of the City Government's resources.

This will cover Quezon City's data, which involves the following sectors: Education, Environment and Climate Change, Institutional Development, Peace and Order, etc.

II. PROJECT DESCRIPTION

To purchase licenses with the following functionalities:

1. To provide Quezon City with easily accessible and available reports and dashboards to show data on key departments/offices which are vital in the decision-making process of the executives in the LGU.
2. To provide viewership of the dashboard to:
 - a. Office of the City Mayor
 - b. City Administrator's Office
 - c. City Planning and Development Department
3. To consolidate data from several manual data sources into one (1) data store for analytics and reporting purposes.

III. SCOPE OF WORK

1. Bidder shall be responsible to install and facilitate the deployment of the necessary licenses to the appropriate departments/offices that will be involved in Phase 1 of the Quezon City Centralized Dashboard Project.
2. The licenses function as to the following:
 - **Creator License (or any equivalent)** – designed for users who create content. This can include the design, cleaning, and curation of data sources, which others will use to analyze governed data, or the creation of visualizations and dashboards with which other users will interact. It also includes designing governance and permissions models that control which information users may find.
 - **Explorer License (or any equivalent)** – provides governed authoring and data exploration capabilities for users who do not need the full data transformation, or the ability to publish or connect to raw data sources. Explorers may access and analyze published data, create and distribute own dashboards, and manage content built or have been given the permission to edit.

- **Viewer License (or any equivalent)** – view and interact with published visualizations and dashboards. These users can be given permission to access published content and interact with guided drill paths and filters. Viewers can also subscribe to dashboards to get periodic updates and receive data-driven alerts.

3. The following licenses will be procured by the Quezon City Local Government:

TYPE OF LICENSE	QUANTITY
Creator (or any equivalent)	1
Explorer (or any equivalent)	1
Viewer (or any equivalent)	16
TOTAL	18

4. The license must be able to create the following Visualization/Data Views. The graphs/charts will depend on the type of data and dashboard visualization requirements, to wit:
- Area Chart (Basic and Stacked)
 - Bar Chart
 - Box Plot
 - Bullet Graph
 - Calculated Columns, Z-Scores, KPIs
 - Cards or Text Table
 - Column Chart
 - DensityMarks/heatmaps
 - Doughnut Chart
 - Funnel Chart
 - Gantt Chart
 - Gauge Chart
 - Highlight Table
 - Histogram
 - Line Chart
 - Maps and Geographic Data Analysis
 - Packed Bubble Chart
 - Pareto Chart
 - Pie Chart
 - Population Pyramid
 - Scatter Plot
 - Treemap
 - Combination Charts
5. Capability to read from various sources such as workbooks, bookmarks, packaged data files, data extracts, and data connection files (e.g. .xls, etc.)
6. Allows users to export data into Excel and CSV
7. Flexible architecture allows for visualizing large volumes of data (no limits on data volume ingested/visualized)
8. Allows for near-real time or batch processing of data
9. Allows for easy-to-use drag-and-drop data preparation capabilities
10. Must be Unicode-enabled and compatible with data stored in any language
11. Data summary from visualizations and dashboards may be downloaded by viewers

12. Data visualizations may be downloaded as images or pdf files by viewers
13. Allows for advanced analytics including statistical regression, averages, quartile analysis
14. Provide Technical Support in case of dashboard error for at least one (1) year from the date of final acceptance.
15. The following licenses will be installed to the following offices:

OFFICES INVOLVED
City Mayor’s Office City Administrator’s Office City Planning and Development Department Business Permits and Licensing Department City Epidemiology and Surveillance Unit Social Services Development Department Youth Development Office
City Assessor’s Office City Civil Registry Department City Health Department City Treasurer’s Office Department of Building Official Disaster Risk Reduction and Management Office Education Affairs Unit Quezon City Police District Quezon City Protection Center Quezon City Fire Department Schools Division Office

IV. ASSIGNED OFFICES

The Data Dashboard System will be installed and implemented at the following departments/offices:

LICENSE TYPE	OFFICES INVOLVED
Creator	City Planning and Development Department
Explorer	City Administrator’s Office
Viewer	1. City Mayor’s Office 2. Business Permits and Licensing Department 3. City Assessor’s Office 4. City Epidemiology and Surveillance Unit 5. City Civil Registry Department 6. City Health Department 7. City Treasurer’s Office 8. Department of Building Official 9. Disaster Risk Reduction and Management Office 10. Education Affairs Unit

	11. Quezon City Police District 12. Quezon City Protection Center 13. Quezon City Fire Department 14. Schools Division Office 15. Social Services and Development Department 16. Youth Development Office
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V. PROJECT STANDARDS AND REQUIREMENTS

- As part of the requirement in RA 9184, the bidder/systems integrator must have a Single Largest Completed Contract (SLCC) either in government or private firm accepted within the past three (3) years, equivalent to at least fifty percent (50%) of the ABC. The SLCC should be of any IT deployment contract.
- The bidder/service provider must be a systems integrator in the IT industry and should be in existence for at least three (3) years in the Philippines.

VI. PROJECT DURATION

Deliver the licenses to designated departments/offices until December 31, 2022.

The subscription of the data dashboard system is for twelve (12) months.

VII. APPROVED BUDGET FOR THE CONTRACT

The sum of Two Hundred Sixty Seven Thousand Six Hundred Pesos (Php267,600.00) is the Approved Budget for the Contract for the above-mentioned project.

Source of Fund: Local Economic Investment Promotions Office

VIII. BASIS OF PAYMENT

No.	Particular	Amount
1	Upon installation of 1 Creator License (or any equivalent)	15%
2	Upon installation of Licenses which includes: 1 Explorer License (or any equivalent) 5 Viewer License (or any equivalent)	50%
3	Upon installation of Licenses which includes: 11 Viewer License (or any equivalent)	35%

IX. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services 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.



MR. PIERANGELO A. DOMINGUEZ
OIC- Local Economic Investment Promotions Office



ARCH. PEDRO P. RODRIGUEZ, JR.
Head
City Planning and Development Department

Approved by:



MR. MICHAEL VICTOR N. ALIMURUNG
City Administrator