

## TERMS OF REFERENCE

### SUPPLY, INSTALLATION, TESTING, AND COMMISSIONING OF THE QUEZON CITY DEPARTMENT OF BUILDING OFFICIAL DROP OFF TERMINALS

#### I. Rationale and Brief Background

The Quezon City Department of Building Official Drop Off Terminals will improve the citizen's Ease of Doing Business with the Department by providing an efficient method of submitting physical documents required by their permit applications that limits face to face interaction with DBO personnel.

#### II. Project Description

The Quezon City Department of Building Official Drop Off Terminal (QC DBO-DOT) is a One Stop Shop that will allow permit applicants to drop off documents, check status of application, print order of payment, make online payment, print permit. The QC DBO-DOT will make it easier and convenient for citizens to apply for permits, implementors to process applications, and department administrators to monitor and manage its staff and resources.

#### III. Project Scope of Work

The provider shall provide 14 Drop Off Terminal with each Terminal having the following minimum specifications:

##### Operation:

- QR Code recognition
- Appropriate Notice to Proceed will be generated based on the submitted documents
- Thermally-printed receipts will be generated for follow-up slips
- Electronically-triggered opening of bin tray for document submissions
- Opening of bin tray for valid transactions only
- Visual notification (at the front) to signal that kiosk is accepting new transaction
- Visual notification (at the front) to signal if bin tray is currently occupied and cannot accept new transaction
- Visual notification (at the back) that documents have been submitted
- Printing of Order of Payment
- Support for Online Payment
- Local area network connection to connect to remote systems and databases

##### Touch screen:

- Size: 15"
- Touch: Capacitive touch screen panel
- Type: LED-backlit TFT LCD
- Resolution: 1024x768
- Aspect Ratio: 4:3
- Viewing Angle: H: 160 V:140
- Voltage Rating: 200-230Vac at 60-75Hz

- # of Colors: 16.2M
- Brightness: 300 cd/m2

Enclosure:

- Material: BI Sheet
- Thickness: 1.5mm
- Finish: Powder-coated

Dimensions:

- Overall: 1.55m x 0.8m x 0.95m (H x W x D)
- Drop-off box:  
Height: 1.05m  
Width: 0.8m  
Depth: 0.95m
- Panel Screen area:  
Height: 0.5m  
Width: 0.8m  
Depth: 0.3m

Power rating:

- Voltage: 200-230 Vac @ 50-60 Hz
- Consumption: 30W

The dimensions and ratings are estimates and may change if the Department determines that more appropriate values are needed to implement the objectives of the Terminals.

Proof of Concept:

- Bidder shall provide a working Proof of Concept that has necessary software, touch screen, electronically triggered bin tray, QR code scanner, and printers

#### **IV. Area of Coverage**

The Quezon City Department of Building Official Drop Off Terminals will be installed at the lobby of the first floor of Civic Center D to handle DBO permit applications.

#### **V. Project Standard & Requirements**

##### **A. Track Record**

1. The Bidder must have Platinum status in PHILGEPS
2. The Bidder must be a duly registered corporation with SEC filing or DTI registration
3. The Bidder must be able to fully deliver all components of the project within 60 calendar days upon contract award.
4. The Bidder must be duly registered under the National Privacy Commission

##### **B. Organization**

1. The Bidder must present an Organizational Chart indicating at least the following personnel for the project
  - a) One (1) Software Development Manager

- b) Two (2) Project Managers
  - c) Eight (8) Software Developers
2. The service provider must have its own regular employee pool of personnel for systems administration, deployment, proper quality assurance analysts and technical support staff for the project.

**C. Training**

The service provider will provide all necessary training to at least 5 DBO personnel comprising of encoders, inspectors, administrators, IT personnel for the usage, administration, and management of the system.

**VI. Project Duration**

The project duration shall be one (1) year from the date of the Notice to Proceed observing the schedule of delivery as stated below:

MILESTONES	DELIVERY PERIOD
Process Implementation Plan	5 calendar days from the date of the Notice to Proceed
Proof of Concept	5 calendar days from the date of the Notice to Proceed
Installation of 4 Terminals	30 calendar days from the date of the Notice to Proceed
Installation of 4 Additional Terminals	30 Days after Installation of the First Batch of Terminals
Installation of 6 Additional Terminals	30 Days after Installation of the Second Batch of Terminals
Training and Handover	7 calendar days
Project Support (Maintenance/Warranty)	1 year

**VII. Approved Budget For the Contract (ABC)**

The Total Approved Budget for the Contract shall be Four Million Nine Hundred Thousand Pesos (PhP 4,900,000.00).

**VIII. Basis of Payments**

MILESTONES	ACCEPTANCE CRITERIA	PERCENTAGE BILLING
Project Implementation Plan	Receipt of Document	15%
Delivery of Proof of Concept	1 Proof of Concept	15%
Installation of 4 Terminals	4 Installed Terminals	20%
Installation of 4 Additional Terminals	4 Installed Termina	25%
Installation of 6 Additional Terminals	6 Installed Termina	25%
<b>TOTAL</b>		<b>100%</b>

## **IX. Conditions and Penalties for Breach of Contract**

### **A. Delivery**

The failure of the Service provider to perform any of the obligations or covenants provided in this Section shall constitute a breach and shall make it liable for damages, without prejudice to the right of the CITY to seek other remedies as may be allowed by law.

The Service provider must deliver all system components within 3 months upon contract award. Failure to do so will be subject to penalties as prescribed by law.

### **B. Product Warranty**

The following are the terms of the product/system warranty guaranteed by The Service provider:

- Software and Hardware Component shall have one (1) year warranty upon implementation.
- User manual and installer (if necessary) shall be provided for software components.

## **X. 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.

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