

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