TERMS OF REFERENCE

SUPPLY, INSTALLATION, TESTING, AND COMMISSIONING OF THEQUEZON CITYDEPARTMENT OF BUILDING OFFICIAL BUILD EASY INSPECTION SYSTEM

I. Rationale and Brief Background

The Quezon City Department of Building Official Build Easy Inspection System (DBO – BEIS) will complement the DBO Build Easy Online Centralized Automated System (DBO-OCAS) in improving the citizen's Ease of Doing Business with the Department by providing acomprehensive system for all inspection-related activities by the Department. The DBO-BEIS will enable greater productivity and transparency among the Department's officials and inspectors.

II. Project Description

The Quezon City Department of Building Official Build Easy Inspection System (DBO – BEIS) has mobile and server application components that integrates with the existing Department of Building Official Build Easy Online Centralized Automated System (DBO-OCAS)toreplace the manual forms in inspection-related activities for the different permits and licenses. The DBO-BEIS will make it easyand convenient for inspectors to inspect project locations and for department administrators to monitor and manage its staff and resources. A system for the Annual Building Inspection which is not yet supported by DBO-OCAS but whose inspection can already be supported by DBO-BEIS shall also be implemented.

III. Project Scope of Work

The service provider shall provide the City with a system with the following specifications:

i. The Quezon City Department of Building Official Build Easy Inspection System (DBO – BEIS) will have mobile and server application components.

ii. The server application willbe SSL-protected, web-based, and accessible using the most recent versions of Chrome, Firefox, and Safari. It is a centralized location for managing data collected using the mobile application.

iii. The mobile application will be Android-based and compatible with mobile devices such as smartphones and tablets running at least Android OS Version 9.0

iv. The mobile application can synchronize data with the server application which allows for real-time sending of inspection reports.

v. Permit application data needed by DBO-BEIS will be retrieved from the DBO-OCAS using authenticated and authorized API communications. Some fields in the inspection form will be prefilled based on the data provided by DBO-OCAS.

vi. The supplier shall provide a system for the Annual Building Inspectionwhich is not yet supported by the DBO-OCAS to allow inspection by the DBO-BEIS.

vii. DBO-BEIS allows users to collect data even when there is no internet connection available. Data can be manually sent to the server when internet connection becomes available.

viii. Users can create, edit, delete custom inspection forms needed by the different permits using a variety of question types, including text, numeric, multiple choice, file upload, and image capture.

ix. The mobile application can synchronize with the server to download the latest inspection forms.

x. Users can set up validation rules for form fields, such as requiring certain fields to be completed or setting a range of acceptable values for numeric fields.

xi. DBO-BEIS can automatically and silently collect GPSand time information about the inspection. Gathering of these data does not require a trigger from the inspector aside from the inspection start signal. The GPS and time information are not visible to the inspectors and cannot be edited.

xii. DBO-BEIS allows users to attach files to data entries.

xiii. Users can sign inspection forms via stencils or their fingers

xiv. DBO-BEIS allows users to export data in a variety of formats, including CSV, Excel, and JSON.

xv. DBO-BEIS will have a user management module to create and manage user accounts.

xvi. The system will generate pertinent reports for the Department.

xvii. The system will implement industry standard measures to protect user data and prevent unauthorized access.A firewall will be implanted for secured cloud connection.

xviii. The cloud-based hosting will operate for one (1) year and subject to renewal thereafter. A minimum of 8 GB memory, 2 virtual CPU, and 120 GB storage will be allocated each for the system andthe database.

xix. The system will allow periodic backups of the database in the cloud.

xx. The system will conform with applicable data privacy laws.

xxi. DBO-BEIS, including source code and data captured and generated by the system, will be owned and controlled by the City. If the service agreement expires

or is terminated the data on cloud can be retrieved without additional cost to the City.

xxii. The service provider will provide all necessary trainings to at least five (5) DBO personnel within seven (7) days comprising of encoders, inspectors, administrators, IT personnel. Training would at least be four (4) hours per session. The scope of the training will include usage of the system, administration and management of the system, maintenance of the system.

IV. Area of Coverage

The Quezon City Department of Building Official Build Easy Inspection System will be for the inspection related activities of DBO.

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 issuance of Notice to Proceed.
4. The Bidder must be duly registered under the National Privacy Commission
5. The Bidder must conform/abide with the DICT Philippine Government's Cloud First Policy

B. Organization

1. The Bidder must present an Organizational Chart indicating at least the following personnel for the project
   - One (1) Software Development Manager with at least 8 years of experience
   - Two (2) Project Managers with at least 5 years of experience
   - Eight (8) Software Developers with at least 1 year of experience each.
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.
3. Technical Support:
   - Workdays from 8:00am to 5:00pm, expect a response within the day or by next day.
   - Weekends and holidays, expect a response by next workday.

4. The service provider shall guarantee that the system shall abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected

C. Training

The service provider will provide all necessary trainingsto at least five (5) DBO personnel within seven (7) days comprising of encoders, inspectors, administrators, IT personnel. Training would at least be four (4) hours per session. The scope of the training will include:

- Usage of the system
- Administration and management of the system
- Maintenance of the system

VI.   Project Duration

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

MILESTONES	DELIVERY PERIOD
Project Implementation Plan	5 calendar days from the Notice to Proceed
Application Development	60 calendar days from the date of the Notice to Proceed
Training and Turnover	7 calendar days
Project Support and Maintenance	1 year

VII.   Approved Budget For the Contract (ABC)

The Approved Budget for the Contract is Five Million Seven Hundred Thousand Pesos (Php5,700,000) VAT Inclusive.

VIII.   Basis of Payments

MILESTONES	ACCEPTANCE CRITERIA	PERCENTAGE BILLING
Project Implementation Plan	Receipt of Document	15%
Project Turnover	Upon Acceptance of Complete Delivery of System	85%
TOTAL		100%

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 within60 days upon issuance of Notice to Proceed. 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 Component shall have one (1) year warranty upon implementation.
- User manual and installer shall be provided for software components.
- All hardware requirements are existing and to be provided by the Quezon City Government

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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