



TERMS OF REFERENCE

SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF ONE (1) COMPUTER SERVER FOR QCPESO

I. RATIONALE AND BRIEF BACKGROUND

The Quezon City Public Employment Service Office (QCPESO) was created to effectively and efficiently implement employment facilitation and generation and other related services through Quezon City Ordinance No. SP-1307, Series 2003 – the institutionalization of QCPESO Ordinance and Quezon City Ordinance No. SP-2657, Series 2017 (PESO rationalization) and operates under relevant National Laws. The QCPESO has a mission to facilitate equal employment opportunities to the city's constituents thru Job Matching and Coaching, employability enhancement and referrals for livelihood or training, and promotion of industrial peace thru tripartism.

To support the QCPESO mandate and mission-critical in terms of high-data management, processing, and analysis a state-of-the-art computer server is required to host applications and handle multiple databases that shall provide reliable and efficient computing resources for the organization. These ensure smooth operation, maximize uptime, maintain data security and provide support for end-users including QCPESO personnel and public-clients.

II. OBJECTIVE OF THE PROJECT

The following are the objectives of the project:

1. To acquire a high-performance and multi-purpose server computer to handle high workloads such as large databases, webhost and webserver, public end-user access, virtualization, and mission-critical applications for QCPESO.
2. To support new platform and systems to be developed and implemented by the QCPESO as part of its computerization.
3. To enhance office productivity with the efficient use of office applications software designed to increase management efficiency using the developed and implemented software hosted in new computer server.

III. PROJECT SCOPE OF WORK

The supplier shall:

- govern the supply, delivery, installation, configuration, and test of one (1) unit Computer Server at the Quezon City IT Data Center, with the following minimum technical specifications, and additional software and licenses package:

A. HARDWARE EQUIREMENTS	SPECIFICATIONS
Processor	(Intel Xeon Gold 6248 or its equivalent) 2.5GHz, 20-core
Memory	1 TB DDR4 ECC RAM
Storage	4 x 4TB NVMe SSD in RAID 10 configuration
RAID Controller	Onboard LSI RAID
Network	Dual 10G SFP+ and corresponding 5m fiber patch with SFP (compatible with ITDD switch)
Power supply	Dual power supply
Chassis	2U rack mountable
Accessories	<ul style="list-style-type: none"> • Power Cord Jumper, C13-C14 Connectors, 2 Meter Length • Rail kit for rack server • Hot-swappable hard drive
B. SOFTWARE REQUIREMENTS	
Operating System	Windows Server 2019 Datacenter
Additional Software and Licenses	Remote Desktop Services (RDS)
	Hyper-V for virtualization
	Backup Software: Veeam Backup & Replication
	Anti-Virus Software: (Symantec) Endpoint Protection
	VPN Software
C. OTHER REQUIREMENTS	
One (1) Desktop PC (for remote station)	Keyboard, Mouse, 32 inch LED Monitor (same brand of the unit), 512GB SSD, 16GB RAM DDR4, i7 Processor 9 th Gen or its equivalent.

- 1 • Provide test and technical knowledge transfer on Virtualization software installation, configuration, and management including storage, network, security setup, and maintenance implementation for virtual environment.
- 2 • Provide a plan and implement RAID 10 for data backup and data protection.
- 3 • Provide appropriate manuals such as Equipment, User and Operational Manual to each participant and written in a simple manner that everybody can understand.
- 4 • Conduct Training and Technology Transfer for overall operation of the server (15-30 days server management and 5-10 days for Virtual Machine backup software) before final project acceptance.

Project Standards

- 6 • Hardware Installation: The server hardware platform, should be compatible to the existing Quezon City IT Data Center.
- 7 • Technical specifications: The server should at least meet the minimum certain hardware and software requirements, such as memory capacity, processing power, and compatibility with other systems.
- 8 • Quality control: The server should undergo thorough testing and inspection after installation to ensure that it meets quality standards and works as intended.
- 9 • Reliability: The server should have a proven track record of stability and reliability, with a low rate of hardware failures and software crashes during testing.
- 10 • Software Licensing: Proper licensing of operating systems, applications, and utilities to be installed on the server.
- 11 • Remote Management: The server shall be able to securely remote from QCPESO office to the QC IT Data Center.

IV. PROJECT REQUIREMENTS

The following are the minimum qualifications and requirements for the contractor or bidder:

- The bidder should have been operating for at least three (3) years and is registered with SEC or DTI.

V. PROJECT DURATION

The project shall be completed within a period of sixty (60) calendar days upon issuance of the Notice to Proceed.

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is Three Million pesos (Php 3,000,000.00).

Server hardware: -

Software (Microsoft Server 2019 Datacenter, Remote Desktop Services, Hyper V, Virtual machine backup and Replication Software, Symantec Endpoint, VPN Software) –

Other Requirements: (Remote station PC and peripherals) –

The Project cost shall be fixed and there shall be no price adjustments applicable for the duration of the contract except when the operations costs are increased by more than 10% as a result of any extraordinary circumstances determined by the National Economic Development Authority (NEDA). Pursuant to the provisions of RA 9184 and its IRR on contract price escalation shall be approved by the Government Procurement Policy Board (GPPB).

VII. BASIS OF PAYMENT

Payment shall be made within sixty (60) calendar days, one-time payment upon completion of the project. One percent (1%) of the total winning bid amount will be released one (1) year after the final acceptance of the system as performance security.

VIII. WARRANTY AND AFTER-SALES SUPPORT

The winner bidder shall have:

- One (1) year on all components, and free of labor;
- 8x7 technical/customer support, four (4) hours response and six (6) hours resolution time during warranty period, and a single point of contact shall be assigned to the IT officer of QCPEO for technical inquiries.
- Within the warranty period, machines that cannot be repaired within forty-eight (48) hours shall be immediately replaced with a service unit of similar specifications or better at no cost to the QCPEO.

- Provide regular firmware and software updates for the server based on the manufacturer's schedule of updates when available up to 5 years.

IX. 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.

X. CANCELLATION OR TERMINATION OF CONTRACT

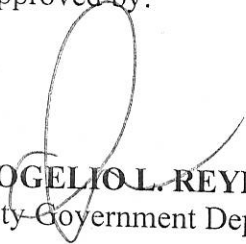
The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminated the Contract due to default insolvency, or, for cause, it may enter into negotiated procurement pursuant to section 53 (d) of RA 9184 and its IRR.

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