

TERMS OF REFERENCE (TOR)
SUPPLY AND DELIVERY OF QUEZON CITY UNIFIED ID CARDS

- I. RATIONALE AND BRIEF BACKGROUND – QC LGU will implement a city-wide Unified Identification System for citizens and non-citizens who have official transactions with Quezon City. In conjunction with this, the City will need to procure identification cards to issue to approved registrants.

- II. PROJECT DESCRIPTION – The provider will supply ID cards according to the provided specifications. These are PVC smartcards conforming to the CR80 standard.

- III. PROJECT SCOPE OF WORK – The provider shall bid and provide ID cards that will be used for the QC Unified ID with details as follows:
 - i. Technical Specifications:
 - a) The ID cards are Mifare Classic Smartcards with 1KB storage capacity
 - b) Mifare Smartcards must comply with ISO 14443 and must operate in the 13.56 MHz frequency range
 - c) The card is made of PVC material conforming to CR80 standards
 - d) The cards will be pre-printed using offset printing, full color, front and back
 - e) The background design of the card will be provided by QC LGU
 - f) Each card will be printed with its own unique serial number at the back in both human and machine-readable format. The serial numbers will be provided by QC LGU

 - ii. Security Features:
 - a) The printing of the card must support the following features (as incorporated into the card design):
 1. Hologram logo (incorporated in the card design)
 2. Microprinting
 3. UV ink printing
 4. Drop-on-demand card serialization
 - b) Smartcard initialization that conforms to the checksum algorithm to be provided by QC LGU

 - iii. Support Services:
 - a) In addition to the supply of ID cards, the provider must also perform data initialization on each card, wherein the format and location of the data to be written to the smartcard chip will be provided by QC LGU

- b) The service provider must include an online, browser-based authentication tool that QC LGU will use to verify the data initialization written in the smartcard
- c) The authentication tool will query a QC-controlled online service to check if the security keys are valid
- d) The authentication tool will keep a record of all cards checked
- e) The provider should provide delivery services to locations specified by QC LGU
- f) Inclusive of 1-year warranty against smartcard defects and offset design printing errors
- g) For card initialization errors and card serialization printing errors, the warranty against defects will be 3 years

IV. AREA OF COVERAGE – The ID cards will be provided to QC LGU in 1 lot, with possible multiple delivery locations. QC reserves the right to have the cards delivered in tranches.

V. PROJECT STANDARDS AND REQUIREMENTS

The following are the minimum qualifications and requirements for the Contractor or Bidder:

- i. Track Record
 - a. The service provider must be in the same industry as per their DTI or SEC filing for at least five (5) years
 - b. The service provider should have been in operation for at least five (5) years
 - c. The service provider should have implemented a public or private project with a single completed contract amounting to at least fifty percent (50%) of the ABC within the last three (3) years
 - d. The service provider must have experience in providing both smartcards and smartcard-based software systems and solutions
- ii. Organization
 - a. Service providers must have Platinum status in PHILGEPS
 - b. The service provider must be a duly registered company with DTI or SEC filing
 - c. The service provider must be filed with DTI or SEC as an IT company with the purpose of software development and the supply of IT-related goods and services
 - d. The service provider must be duly registered under the National Privacy Commission (NPC) and submit a copy of current and valid NPC Registration

- iii. Manpower
 - a. The provider must supply their own delivery services for the cards.
 - b. The service provider must have their own support staff to address quality and operations concerns up to one (1) year from card batch delivery. It is understood that card batches may have different delivery dates, and hence different support expiration dates.

VI. DELIVERY SCHEDULE

The delivery schedule will be within thirty (30) calendar days upon the issuance of the Notice to Proceed.

VII. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) amounts to Forty-Two Million Pesos Only [P42,000,000.00].

Unified Card Descriptions	Quantity
QC Residents	500,000
Senior Citizen	65,000
Person with Disability	35,000
TOTAL	600,000

COST DERIVATION

Description of Card Features	Unit Cost	Amount
Smart Card with 1KB storage capacity		
Security Components		
· Hologram logo (incorporated in the card design)		
· Microprinting		
· UV ink printing		
· Drop-on-demand card serialization		
TOTAL		P42,000,000.00

VIII. BASIS OF PAYMENT

- a. Upon completion of a delivery batch, the procuring entity will release ninety-nine percent (99%) of the total price of that batch. The price per card will be based on the winning bid.
- b. One percent (1%) of the total winning bid amount will be released one (1) year after the final delivery of the last delivery batch as performance security.

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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 negotiated procurement pursuant to RA 9184 and its IRR.

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