

PUBLIC EMPLOYMENT SERVICE OFFICE

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TERMS OF REFERENCE

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND TESTING OF ELECTRONIC DATA GATHERING SYSTEM FOR LABOR MARKET INFORMATION SURVEY AND PROFILING OF CHILD LABORERS

I. RATIONALE AND BRIEF BACKGROUND

a. Labor Market Information Survey

Having the ability to gather Labor Market Signals is vital to the City's economic stability and progress. Given that labor is such a vital component in our local economy, it is also important for the Local Government Unit to increase the quality of the labor force and make it more productive, resilient and adaptable to change. A clear understanding of the population segment's size, makeup, and other components of the Labor Force is a huge step forward for local development planning.

For the first time, the Quezon City Local Government will conduct a Labor Force Survey (LFS), spearheaded by the Public Employment Service Office (PESO) to collect electronic data about the population's demographic and socioeconomic features.

b. Profiling of Child Laborers

Results of the 2011 Survey on Children conducted by the Philippine Statistics Authority showed that an estimated 2.1 million children 5 to 17 years of age were engaged in child labor. **Quezon City** remains to have the most incidence of Child Labor in NCR, based from the recent profiling activities.

The Quezon City - Program Implementation Committee (QC PIC) chaired by QC PESO assisted the DOLE Profiling Team in its profiling activities in the City. However, the data gathered from the enumeration is not shared with the City due to data privacy concerns and lack of a Data Sharing Agreement. Despite the City's continuous petition to DOLE to share the gathered data for the City's own provision of appropriate services to child laborers, the data privacy concerns prohibit them from sharing the data.

Recognizing the importance of the information on the names, location and specific needs of the child laborers and their families, among others, that shall serve as the basis in the provision of services and interventions necessary to remove children from child labor, the Hon. City Mayor Josefina G. Belmonte instructed QC PESO to conduct its own City-funded profiling of Child Laborers and to create and develop the city's own database.

II. PROJECT DESCRIPTION

The project involves the development of an electronic system for data gathering. This will comprise of a server application for receiving and handling gathered labor market and child laborer data.

The development of the application for mobile devices, configuration of cloud server and data collection forms, data retrieval, security features, and user training among others.

III. PROJECT SCOPE OF WORK

The performing party is expected to provide an electronic system for data gathering which comprised of the following:

- Project initiation, coordination and planning
- Systems Analysis and requirements
- Systems design
- Development integration and testing
- Implementation
- Operation and Maintenance Training
- Provision of cloud environment for development and testing
- Capability for both online and offline data collection;
- Data collection app must have the capability to automatically collect GPS location data;
- Can collect photo and video data;
- Automatic transmission of completed forms from collection device to server (when connection is established – for offline collection);
- Monitoring of the operation compliance with audit trails

IV. PROJECT STANDARDS AND REQUIREMENTS

The performing party is required to deliver the electronic system for data gathering with the following condition:

- Base system should be at par with international standards for electronic data collection and have been used by international organizations;
- Base system must be an open-source system with no dependency on license application;
 - o Provide the link to the base system's official website indicating the above-mentioned information
- Manpower requirement: At least 1 Systems Administrator for server deployment and configuration, 1 system developer to customize the system
- Capacity building (admin and users training)
 - o Server Management training
 - o System configuration training
 - o System Administration training
 - o Data collection forms management
 - o Data collection user training
 - o 30 working days in-house training

Bidders Qualifications:

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

- a minimum of two (2) years operating as a business
- proven track record with Existing System Implementation on any Government Agency.
- the service provider must be duly registered under the National Privacy Commission
- 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.
- Supplier/Bidder must be able to submit a copy of ready and available system screen shots of the following:
 - a. Systems user interface\
 - b. Systems administrator interface
 - c. both online and offline data collection
 - d. automatic collection of GPS location data;
 - e. collection of photo and video data

f. transmission of completed forms from collection device to server

V. PROJECT DURATION

The time frame for the project to be functional, glitch-free and ready for data gathering must be within 60 Calendar days upon issuance of notice to proceed.

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is Two Million pesos (Php 2,000,000.00).

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

The payment will be paid in in the following tranches: 15% upon submission of Systems Design; 45% upon System Implementation testing and 39% after completion of users training and system turnover. 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

The system requires a one (1) year warranty upon turnover.


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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