



REPUBLIC OF THE PHILIPPINES
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE –
GOODS AND SERVICES



PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

PROCUREMENT OF VARIOUS INFORMATION TECHNOLOGY

LINE 1: DEVELOPMENT, INSTALLATION, TESTING AND DEPLOYMENT OF THE QUEZON CITY SOCIAL WELFARE PROGRAM ADMINISTRATION SYSTEM

LINE 2: SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE QUEZON CITY ONLINE TRICYCLE REGISTRATION AND RENEWAL SYSTEM

LINE 3: SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE PROPERTY AND CASE MANAGEMENT SYSTEM OF QUEZON CITY

LINE 4: SUPPLY, INSTALLATION, TESTING, COMMISSIONING, DEPLOYMENT AND DEVELOPMENT OF THE QUEZON CITY GENDER AND DEVELOPMENT (QC GAD) INTEGRATED MANAGEMENT INFORMATION SYSTEM (PHASE 2)

LINE 5: SUPPLY AND DELIVERY OF TECHNICAL UPGRADES AND MAINTENANCE SERVICES OF THE ONLINE QUEZON CITY PORTAL

LINE 6: DEVELOPMENT, INSTALLATION, TESTING AND DEPLOYMENT OF THE QUEZON CITY COMMUNITY HOUSING ADMINISTRATION SYSTEM

LINE 7: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF QUEZON CITY CYBER SECURITY SYSTEM

LINE 8: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF THE ENHANCEMENT OF THE QUEZON CITY PUBLIC LIBRARY SYSTEM (QCPL-S)

LINE 9: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF THE QUEZON CITY DEPARTMENT OF ENGINEERING INFRASTRUCTURE PROJECT MANAGEMENT SYSTEM (QCDE-IPMS)

LINE 10: SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE QUEZON CITY DEPARTMENT OF ENGINEERING ROAD AND DRAINAGE FIX: INFRA ASSET MANAGEMENT SYSTEM (QC ROADFIX)

LINE 11: SUPPLY, INSTALLATION, COMMISSIONING, DATA MIGRATION AND MAINTENANCE OF AN ONLINE MARKET MANAGEMENT SYSTEM FOR THE MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT (MDAD), QUEZON CITY (PHASE 2)

LINE 12: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF A CONSOLIDATED COMPREHENSIVE SYSTEM ENHANCEMENT OF THE BUSINESS ONE STOP SHOP MODULE UNDER THE QC E-SERVICES PORTAL ADOPTING THE WHOLE OF GOVERNMENT PRINCIPLE AS PROVIDED UNDER RA 11032 OTHERWISE KNOWN AS THE EASE OF DOING BUSINESS AND EFFICIENT DELIVERY OF GOVERNMENT SERVICES ACT OF 2018 AND ITS IMPLEMENTING RULES AND REGULATIONS

PROJECT NO. OCM(CAO)-23-IT-1620

Government of the Republic of the Philippines

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Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission,*” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, **Quezon City Local Government** wishes to receive Bids for the **PROCUREMENT OF VARIOUS INFORMATION TECHNOLOGY** with identification number **OCM(CAO)-23-IT-1620**.

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

The Procurement Project (referred to herein as “Project”) is composed of **TWELVE (12) line items**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2023** in the amount of **TWO HUNDRED NINE MILLION SEVEN HUNDRED THOUSAND PESOS AND 00/100 ONLY (Php209,700,000.00)**.

2.2. The source of funding is:

a. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement of **Non-Expendable Supplies and Services**: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least **fifty percent (50%)** of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that: Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the

IB, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *the last three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an Apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

- iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
 - a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security *in no case shall exceed One Hundred Twenty (120) calendar days from the date of opening of bids, unless duly extended by the bidder upon the request of the Head of the Procuring Entity (HoPE) of the Quezon City Local Government*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time through manual submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. <i>A single contract similar to the items to be bid and must be at least fifty percent (50%) of the ABC.</i> b. Completed within the last three (3) years prior to the deadline for the submission and receipt of bids substantially in a FORM prescribed by the QC-BAC-GOODS AND SERVICES, must be accompanied by a copy of Certificate of Acceptance by the end-user or Official Receipt (O.R) or Sales Invoice (S.I.) issued for the Contract.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP <i>within Quezon City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p><u>LINE 1</u></p> <ol style="list-style-type: none"> a. The amount of not less than Php157,000.00 or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php392,500.00 or equivalent to five percent (5%) of ABC if bid security is in Surety Bond. <p><u>LINE 2</u></p> <ol style="list-style-type: none"> a. The amount of not less than Php157,000.00 or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php392,500.00 or equivalent to five percent (5%) of ABC if bid security is in Surety Bond. <p><u>LINE 3</u></p> <ol style="list-style-type: none"> a. The amount of not less than Php280,000.00 or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php700,000.00 or equivalent to five percent (5%) of ABC if bid security is in Surety Bond. <p><u>LINE 4</u></p> <ol style="list-style-type: none"> a. The amount of not less than Php180,000.00 or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php450,000.00 or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.

LINE 5

- a. The amount of not less than **Php300,000.00** or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
- b. The amount of not less than **Php750,000.00** or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.

LINE 6

- a. The amount of not less than **Php300,000.00** or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
- b. The amount of not less than **Php750,000.00** or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.

LINE 7

- a. The amount of not less than **Php280,000.00** or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
- b. The amount of not less than **Php700,000.00** or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.

LINE 8

- a. The amount of not less than **Php400,000.00** or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
- b. The amount of not less than **Php1,000,000.00** or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.

LINE 9

- a. The amount of not less than **Php400,000.00** or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
- b. The amount of not less than **Php1,000,000.00** or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.

LINE 10

- a. The amount of not less than **Php400,000.00** or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
- b. The amount of not less than **Php1,000,000.00** or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.

LINE 11

- a. The amount of not less than **Php700,000.00** or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
- b. The amount of not less than **Php1,750,000.00** or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.

	<p><u>LINE 12</u></p> <p>a. The amount of not less than Php640,000.00 or equivalent to two percent (2%) of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than Php1,600,000.00 or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.</p>																												
19.3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">APPROVED BUDGET FOR THE CONTRACT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">LINE 1</td> <td style="text-align: right;">P 7,850,000.00</td> </tr> <tr> <td style="text-align: center;">LINE 2</td> <td style="text-align: right;">P 7,850,000.00</td> </tr> <tr> <td style="text-align: center;">LINE 3</td> <td style="text-align: right;">P 14,000,000.00</td> </tr> <tr> <td style="text-align: center;">LINE 4</td> <td style="text-align: right;">P 9,000,000.00</td> </tr> <tr> <td style="text-align: center;">LINE 5</td> <td style="text-align: right;">P 15,000,000.00</td> </tr> <tr> <td style="text-align: center;">LINE 6</td> <td style="text-align: right;">P 15,000,000.00</td> </tr> <tr> <td style="text-align: center;">LINE 7</td> <td style="text-align: right;">P 14,000,000.00</td> </tr> <tr> <td style="text-align: center;">LINE 8</td> <td style="text-align: right;">P 20,000,000.00</td> </tr> <tr> <td style="text-align: center;">LINE 9</td> <td style="text-align: right;">P 20,000,000.00</td> </tr> <tr> <td style="text-align: center;">LINE 10</td> <td style="text-align: right;">P 20,000,000.00</td> </tr> <tr> <td style="text-align: center;">LINE 11</td> <td style="text-align: right;">P 35,000,000.00</td> </tr> <tr> <td style="text-align: center;">LINE 12</td> <td style="text-align: right;">P 32,000,000.00</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: right;"><u>P 209,700,000.00</u></td> </tr> </tbody> </table>	APPROVED BUDGET FOR THE CONTRACT		LINE 1	P 7,850,000.00	LINE 2	P 7,850,000.00	LINE 3	P 14,000,000.00	LINE 4	P 9,000,000.00	LINE 5	P 15,000,000.00	LINE 6	P 15,000,000.00	LINE 7	P 14,000,000.00	LINE 8	P 20,000,000.00	LINE 9	P 20,000,000.00	LINE 10	P 20,000,000.00	LINE 11	P 35,000,000.00	LINE 12	P 32,000,000.00	TOTAL	<u>P 209,700,000.00</u>
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20.2	<p>List of required licenses and permits relevant to the Project and the corresponding law requiring it.</p> <p><u>For Line Item Nos. 1 to 12</u></p> <ul style="list-style-type: none"> • Copy of current and valid National Privacy Commission (NPC) Registration 																												
21.2	<p>Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity.</p> <p><u>LINE 1: DEVELOPMENT, INSTALLATION, TESTING AND DEPLOYMENT OF THE QUEZON CITY SOCIAL WELFARE PROGRAM ADMINISTRATION SYSTEM</u></p> <ol style="list-style-type: none"> 1) Organizational Chart 2) Notarized Affidavit of Undertakings stating compliance to the following: <ul style="list-style-type: none"> • The service provider should have been in operation for at least five (5) years • 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 • The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected • The service provider will provide all necessary trainings to at least five (5) users for the usage of the system with four (4) hours training duration. A separate training for key SSDD and ITDD personnel will be conducted for the administration and management of the system with an equivalent four (4) hours of training. • The service provider will provide Technical support: <ul style="list-style-type: none"> -Workdays from 8AM to 5PM, expect a response within the day or by next day -Weekends and holidays, expect a response by next workday 																												

- 3) **Statement of Warranty: Minimum of one (1) year for software bugs and fixes**
- 4) **List of Manpower Requirements: Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences:**
 - Overall Project Manager – college graduate (preferably IT-related courses) and with at least five (5) years experience on this field
 - Senior Web Developer – college graduate (preferably IT-related courses) and with at least two (2) years experience on this field
 - Cloud Server Administrator – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field
 - Web Security Engineer – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field
 - Quality Assurance and Testing Staff – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field

LINE 2: SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE QUEZON CITY ONLINE TRICYCLE REGISTRATION AND RENEWAL SYSTEM

- 1) **Organizational Chart**
- 2) **Notarized Affidavit of Undertakings stating compliance to the following:**
 - The service provider should have been in operation for at least five (5) years
 - 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
 - The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected
 - The service provider will provide all necessary trainings to at least five (5) users for the usage of the system with four (4) hours training duration. A separate training for key TFB, TRD and ITDD personnel will be conducted for the administration and management of the system with an equivalent four (4) hours of training.
 - The service provider will provide Technical support:
 - Workdays from 8AM to 5PM, expect a response within the day or by next day
 - Weekends and holidays, expect a response by next workday
- 3) **Statement of Warranty: Minimum of one (1) year for software bugs and fixes**
- 4) **List of Manpower Requirements: Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences:**
 - Overall Project Manager – college graduate (preferably IT-related courses) and with at least five (5) years experience on this field
 - Senior Web Developer – college graduate (preferably IT-related courses) and with at least two (2) years experience on this field
 - Cloud Server Administrator – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field
 - Web Security Engineer – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field
 - Quality Assurance and Testing Staff – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field

LINE 3: SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE PROPERTY AND CASE MANAGEMENT SYSTEM OF QUEZON CITY

- 1) **Organizational Chart**
- 2) **Notarized Affidavit of Undertakings stating compliance to the following:**
 - The service provider should have been in operation for at least five (5) years
 - 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

- The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected
- The service provider will provide all necessary trainings to at least three (3) users for the usage of the system with four (4) hours training duration. A separate training for key CREMCO and ITDD personnel will be conducted for the administration and management of the system with an equivalent four (4) hours of training.
- The service provider will provide Technical support:
 - Workdays from 8AM to 5PM, expect a response within the day or by next day
 - Weekends and holidays, expect a response by next workday

3) Statement of Warranty: Minimum of one (1) year for software bugs and fixes

4) List of Manpower Requirements: Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences:

- Overall Project Manager – college graduate (preferably IT-related courses) and with at least five (5) years experience on this field
- Senior Web Developer – college graduate (preferably IT-related courses) and with at least two (2) years experience on this field
- Cloud Server Administrator – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field
- Web Security Engineer – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field
- Quality Assurance and Testing Staff – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field

LINE 4: SUPPLY, INSTALLATION, TESTING, COMMISSIONING, DEPLOYMENT AND DEVELOPMENT OF THE QUEZON CITY GENDER AND DEVELOPMENT (QC GAD) INTEGRATED MANAGEMENT INFORMATION SYSTEM (PHASE 2)

1) Organizational Chart

2) Notarized Affidavit of Undertakings stating compliance to the following:

- Directly report to Quezon City GAD Office, or his designated staff, on the plan of action and timing of the deliverables.
- Hybrid Setup Compromise Server and Cloud Server – The gathered data will be owned by the CITY, SSL Certificate, Secured ports, any vulnerability Assessment and Penetration Testing (VAPT) The provided will make adjustment to secure the application. The source code will be owned by the end user.
- Compliant to DICT cloud first policy, Data Privacy act.
- Email address to use for app access.
- Ensure that the quality of the Service Provider satisfies the following:
 - a. Duly registered business in the Philippines with audited financial statements starting at least two (2) years from the date of the bidding.
 - b. The BIDDER shall be a firm/company with the following experience and qualifications:
 - Must be operational for at least five (5) years.
 - Must have similar developed software with Data Management System.
 - Must have similar product as Data Management System created before.
 - Must have a full-time software development team
 - Must deliver project in Three (3) months upon issuance of the Notice to Proceed.
 - Must have a working prototype relative to the Gender Awareness and Development of Integrated Management Information System system.
 - The BIDDER must have successfully completed, supplied, delivered, installed, tested and commissioned of a databank system for a Gender

	<p>Awareness and Development of Integrated Management Information System (GAD-IMIS) platform to a local government unit (LGU).</p> <ul style="list-style-type: none"> - The BIDDER should be registered to the National Privacy Commission. - The BIDDER shall ensure that the system shall abide to Data Privacy Act of 2012 and ensure that personal information is protected. - The BIDDER must have an Ombudsman clearance certificate associated with at least one shareholder of the company. - The BIDDER must provide a valid DUNS number associated with their organization. This number should be current and up to date. - The BIDDER must have an office in the Philippines. <p>c. Has software deployment capability in the area of:</p> <ul style="list-style-type: none"> - Custom-built application software - Assign the necessary Project Team <ul style="list-style-type: none"> • The service provider will provide all necessary training to at least three (3) Super Administrator (GAD Council and SSDD – Main) for the usage, administration, and management of the system with four (4) hours training duration. A separate training for key GAD Council and ITDD personnel will be conducted for the administration and management of the system with an equivalent four (4) hours of training <p>3) List of Manpower Requirements: Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences:</p> <ul style="list-style-type: none"> • Project Manager: Must have demonstrable experience in handling related work engagements, with at one (1) development project related to a Data Management System or Enterprise Resource Planning. Must have a five (5) year experience on project management and have at least successfully implemented a project. • Business Analyst: Must have at least two (2) years of experience in aligning business and technical requirements to meet client needs. Must also have experience in managing and conducting user training. • Developer: Must have at least two (2) years of experience in web developing. Must have demonstrable experience in developing or customizing a Data Management System. Must have been involved in similar and/or related service. • UX Designer: Must have at least two (2) years of experience in designing visual and other interactive elements of software. Must also have experience in conducting user testing <p>4) Statement of Warranty: One (1) year Maintenance Warranty and Support to Management Information System – to ensure that the System retains all full functionality and conforms to the specifications, the service provider will fix the bugs for free during the warranty period of One (1) year from turnover of the project to the client.</p> <p>LINE 5: SUPPLY AND DELIVERY OF TECHNICAL UPGRADES AND MAINTENANCE SERVICES OF THE ONLINE QUEZON CITY PORTAL</p> <p>1) Organizational Chart</p> <p>2) Notarized Affidavit of Undertakings stating compliance to the following:</p> <ul style="list-style-type: none"> • The service provider should have been in operation for at least five (5) years • 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 • The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected • All data captured by the system shall remain the property of the City, and the cloud-based storage that contains the data will be turned over to the City at an agreed upon date prior to the expiration or termination of the agreement with no additional cost to the city including program code and must comply to DICT Cloud First Policy. • The service provider will provide Technical support: <ul style="list-style-type: none"> -Workdays from 8AM to 5PM, expect a response within the day or by next day
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-Weekends and holidays, expect a response by next workday

- 3) **Statement of Warranty: Minimum of one (1) year for software bugs and fixes**
- 4) **List of Manpower Requirements: Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences:**
 - Overall Project Manager – college graduate (preferably IT-related courses) and with at least five (5) years experience on this field
 - Senior Web Developer – college graduate (preferably IT-related courses) and with at least two (2) years experience on this field
 - Cloud Server Administrator – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field
 - Web Security Engineer – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field
 - Quality Assurance and Testing Staff – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field

LINE 6: DEVELOPMENT, INSTALLATION, TESTING AND DEPLOYMENT OF THE QUEZON CITY COMMUNITY HOUSING ADMINISTRATION SYSTEM

- 1) **Organizational Chart**
- 2) **Notarized Affidavit of Undertakings stating compliance to the following:**
 - The service provider should have been in operation for at least five (5) years
 - 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
 - The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected
 - The service provider will provide all necessary trainings to at least five (5) approvers for the usage of the system with four (4) hours training duration. A separate training for key HCDRD and ITDD personnel will be conducted for the administration and management of the system with an equivalent four (4) hours of training.
 - The service provider will provide Technical support:
 - Workdays from 8AM to 5PM, expect a response within the day or by next day
 - Weekends and holidays, expect a response by next workday
- 3) **Statement of Warranty: Minimum of one (1) year for software bugs and fixes**
- 4) **List of Manpower Requirements: Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences:**
 - Overall Project Manager – college graduate (preferably IT-related courses) and with at least five (5) years experience on this field
 - Senior Web Developer – college graduate (preferably IT-related courses) and with at least two (2) years experience on this field
 - Cloud Server Administrator – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field
 - Web Security Engineer – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field
 - Quality Assurance and Testing Staff – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field

LINE 7: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF QUEZON CITY CYBER SECURITY SYSTEM

- 1) **Organizational Chart**
- 2) **Notarized Affidavit of Undertakings stating compliance to the following:**
 - The service provider must be an operational company for at least nine (9) years.

- 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
- The service provider must be a PREMIER/highest level partnership certificate. The bidder will be required to submit the appropriate Partnership Level certification from its associated Cloud Service Provider.
- The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected

3) List of Manpower Requirements: Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences:

- One (1) Project Manager
 - At least four (4) years experience in managing IT related projects; solutioning of cyber security threats.
 - Graduate of any 4-year computer course or IT related course.
 - Must have a certificate on cloud digital leader.
- Two (2) Red Team Service providers
 - Extensive penetration testing background across applications and infrastructure;
 - Threat modeling experience when planning a Red Team engagement;
 - Red Teaming engagements should include government agencies;
 - Graduate of any 4-year computer course or IT related course (Minimum);
 - Professional certifications in the areas of penetration testing;
 - Public presentations on cyber security is an advantage;
 - Identification of vulnerability disclosures (CVE) is an advantage;
 - Have at least Ten (10) years' experience in security testing and performing network penetration testing.
- Two (2) Table Top Exercise Service provider(s)
 - Experience in design, build and operationalizing modern security operation centers (SOC);
 - Table Top Exercise engagements should include government agencies;
 - Graduate of any 4-year computer course or IT related course (Minimum);
 - Professional certifications in information and cyber security;
 - Have at least Ten (10) years' experience in security operations centers (SOCs), cyber defense and computer incident response team (CIRT)

LINE 8: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF THE ENHANCEMENT OF THE QUEZON CITY PUBLIC LIBRARY SYSTEM (QCPL-S)

1) Organizational Chart

2) Notarized Affidavit of Undertakings stating compliance to the following:

- The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected
- All data captured by the system shall remain the property of the City, and the cloud-based storage that contains the data will be turned over to the City at an agreed upon date prior to the expiration or termination of the agreement with no additional cost to the city including program and must comply to DICT Cloud First Policy.
- 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.
- The service provider will provide all necessary training to at least five (5) QCPL personnel comprising of librarians, administrators, and IT personnel for the usage, administration, and management of the system with four (4) hours training duration. A separate training for key QCPL and ITDD personnel will be conducted for the administration and management of the system with an equivalent four (4) hours of training.

3) Statement of Warranty:

- Software Component shall have one (1) year warranty upon implementation.
- User manual and installer shall be provided for software components.

4) List of Manpower Requirements: Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences:

- One (1) Software Development Manager – college graduate (preferably IT-related courses) and with at least five (5) years experience on this field
- Two (2) Project Managers – college graduate (preferably IT-related courses) and with at least five (5) years experience on this field
- Eight (8) Software Developers – college graduate (preferably IT-related courses) and with at least two (2) years experience on this field

LINE 9: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF THE QUEZON CITY DEPARTMENT OF ENGINEERING INFRASTRUCTURE PROJECT MANAGEMENT SYSTEM (QCDE-IPMS)

1) Organizational Chart

2) Notarized Affidavit of Undertakings stating compliance to the following:

- The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected
- All data captured by the system shall remain the property of the City, and the cloud-based storage that contains the data will be turned over to the City at an agreed upon date prior to the expiration or termination of the agreement with no additional cost to the city including program and must comply to DICT Cloud First Policy.
- 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.
- The service provider will provide all necessary trainings within seven (7) days after project turn over to at least five (5) Engineering personnel comprising of encoders, project engineers, project managers, administrators, and at least one (1) ITDD personnel for the administration and management of the system. 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

3) Statement of Warranty:

- Software Component shall have one (1) year warranty upon implementation.
- User manual and installer shall be provided for software components.

4) List of Manpower Requirements: Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences:

- 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

LINE 10: SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE QUEZON CITY DEPARTMENT OF ENGINEERING ROAD AND DRAINAGE FIX: INFRA ASSET MANAGEMENT SYSTEM (QC ROADFIX)

1) Organizational Chart

2) Notarized Affidavit of Undertakings stating compliance to the following:

- The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected
- All data captured by the system shall remain the property of the City, and the cloud-based storage that contains the data will be turned over to the City at an agreed upon date prior to the expiration or termination of the agreement with no additional cost to the city including program and must comply to DICT Cloud First Policy.
- 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.
- The service provider will provide all necessary trainings within seven (7) days after project turn over to at least five (5) Engineering personnel comprising of encoders, project engineers, project managers, administrators and at least one (1) ITDD

personnel for the administration and management of the system. 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

3) Statement of Warranty:

- Software Component shall have one (1) year warranty upon implementation.
- User manual and installer shall be provided for software components.

4) List of Manpower Requirements: Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences:

- 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

LINE 11: SUPPLY, INSTALLATION, COMMISSIONING, DATA MIGRATION AND MAINTENANCE OF AN ONLINE MARKET MANAGEMENT SYSTEM FOR THE MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT (MDAD), QUEZON CITY (PHASE 2)

1) Organizational Chart

2) Notarized Affidavit of Undertakings stating compliance to the following:

- Service provider must be filed with SEC or DTI as an IT company with the purpose of “to establish and operate Information Technology Services and products and to sell computer hardware and other similar products.
- Service provider must be in the same industry as per their SEC or DTI filing for at least fifteen (15) years.
- Service provider must have deployed a market management system in the last three (3) months.
- The winning service provider must be able to fully deliver a minimum viable product within forty-five (45) calendar days upon issuance of the Notice to Proceed.
- The service provider must be a Public Sector Partner and a Public Sector Solutions Provider for a Cloud Solution (AWS, Azure, Google, etc.)
- The service provider must be a partner of a leader in 2022 Gartner Cloud Infrastructure & Platform Services Magic Quadrant
- That the Cloud Solution provider should be at least fifteen (15) years.
- 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
- The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected
- The service provider will provide all necessary trainings to at least five (5) users for the usage of the system with four (4) hours training duration. A separate training for key MDAD and ITDD personnel will be conducted for the administration and management of the system with an equivalent four (4) hours of training.

3) Statement of Warranty:

- Software Component shall have six (6) months warranty upon turnover. It shall not cover support for software applications failure due to calamity, virus infection, user errors, network connectivity failure, database error due to electricity fluctuations and system reinstallation.
- User manual and installer shall be provided for software components.
- Actual on-site software installation shall be made within Quezon City only.
- Additional hardware requirements purchased by the winning service provider outside of the contract coverage shall be charged by the winning service provider as the need arises.

LINE 12: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF A CONSOLIDATED COMPREHENSIVE SYSTEM ENHANCEMENT OF THE BUSINESS ONE STOP SHOP MODULE UNDER THE QC E-SERVICES PORTAL ADOPTING THE WHOLE OF GOVERNMENT PRINCIPLE AS PROVIDED UNDER RA 11032 OTHERWISE KNOWN AS THE EASE OF DOING BUSINESS AND EFFICIENT DELIVERY OF GOVERNMENT SERVICES ACT OF 2018 AND ITS IMPLEMENTING RULES AND REGULATIONS

1) Organizational Chart

2) Notarized Affidavit of Undertakings stating compliance to the following:

- The service provider will provide all necessary training for software and existing usage, administration, and management of the web portal to all office-based and field personnel using the inspection audit system.
- The service provider must be filed with the DTI or SEC as an IT company with the purpose of trading goods and services such as software systems.
- The service provider must be in the same industry as per their DTI or SEC filing for at least five (5) years.
- The service provider must have its own regular pool of employees or personnel for system administration, deployment, proper quality assurance analyst and technical and support staff for the project.
- The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected
- The service provider will provide all necessary trainings to at least five (5) BPLD technical personnel on OUBPAS troubleshooting, maintenance and simple system modifications:
 - a. Turn-over and review of all user manuals
 - b. Eighty (80) hours of highly technical training sessions with code review, Q&A and hands-on exercises
- Technical and Customer Service Support for twelve (12) months
- Provide hosting and administration of a cloud storage server based on due diligence of QC Database size and requirements for any data collected and utilized by QC BPLD for the OUBPAS for new, renewal, amendment, special business permit applications and retirement.

3) Statement of Warranty:

- Software components shall have six (6) months warranty upon implementation. User manual and installer shall be provided for software components.
- User manual and installer shall be provided for software components.

(With attached Terms of Reference which will form an integral part of this bidding document)

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<ol style="list-style-type: none"> e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. <i>[Specify additional incidental service requirements, as needed.]</i> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

Select appropriate requirements and delete the rest.

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [*indicate here the time period specified. If not used indicate a time period of three times the warranty period*].

Spare parts or components shall be supplied as promptly as possible, but in any case, within [*insert appropriate time period*] months of placing the order.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

- Name of the Procuring Entity
- Name of the Supplier

	<p>Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows:
4	The inspections and tests that will be conducted are: <i>Product Presentation/Demonstration/Site Inspection, if applicable.</i>

Section VI. Schedule of Requirements

**PROJECT NAME: LINE 1: DEVELOPMENT, INSTALLATION, TESTING
AND DEPLOYMENT OF THE QUEZON CITY SOCIAL WELFARE
PROGRAM ADMINISTRATION SYSTEM
PROJECT NO. OCM(CAO)-23-IT-1620**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1	<p>DEVELOPMENT, INSTALLATION, TESTING AND DEPLOYMENT OF THE QUEZON CITY SOCIAL WELFARE PROGRAM ADMINISTRATION SYSTEM</p> <p>The project is for a web application that will run off the QC-eServices online platform. This application will utilize the existing QCitizen ID to establish residency and subsequent eligibility. The applicants will be vetted by the Social Services Development Department (SSDD) as defined by the program mechanics. Phase 1 shall be a cloud-based system while a 2nd phase can possibly be implemented for an on-premise system.</p> <p><u>PROJECT SCOPE OF WORK</u></p> <p>Technical Specifications:</p> <p>All users will require a valid email address to log in and use the system. They can recover their password through their email.</p> <p>The web applications will be accessible using the latest versions of Safari and Chrome on Mac/iOS and Chrome on Windows/Android</p> <p>The web applications will store all data and documents in the cloud instead of on-premises servers.</p> <p>The cloud-based hosting of the data will be provided for one (1) year, subject to renegotiation thereafter.</p> <p>All data captured by the system shall remain the property of the City, and the cloud-based storage that contains the data will be turned over to the City at an agreed upon date prior to the expiration or termination of the agreement with no additional cost to the city including program code and must comply to DICT Cloud First Policy.</p> <p>Security:</p> <p>The web server will be protected by SSL certificates.</p>	LOT	1	<p>Within Sixty (60) Calendar Days Upon Issuance of Notice to Proceed</p>

	<p>The web server will be a separate instance from the database server.</p> <p>A secure means of communication between all servers within the cloud must be provided.</p> <p>The system will implement industry standard measures to protect user data, prevent web fraud, mitigate bot attacks, secure APIs, and prevent unauthorized application access.</p> <p>The system should conform to applicable data privacy laws.</p> <p>System Features:</p> <ul style="list-style-type: none"> a) The Social Welfare Program is open to eligible QC residents as verified by their QCitizen ID; b) Applicants must have a QCitizen ID, which they will use to apply for the program and to renew their participation; c) Applicants will provide relevant proof of their economic status, which will be done through QC-eServices; d) Applications to the program may be submitted online through the applicant’s QC-eServices account, or they may apply in person at locations designated by SSDD; e) The applications may include the uploading of relevant documents establishing eligibility for the program, and these may be done by the applicant online, or by the authorized SSDD personnel; f) The required application supporting documents may include all or some of the following, which are subject to possible revisions; <ul style="list-style-type: none"> i. Barangay Clearance ii. Certification of Indigency g) Those approved for the program will apply to renew their participation in the program periodically through QC-eServices, whether online or via SSDD; <ul style="list-style-type: none"> i. There will be a maximum number of consecutive renewals allowed ii. A participant who fails to renew for a given period will not receive the financial aid for that period h) Internal Quezon City Hall personnel with valid access can review and approve the applications; <ul style="list-style-type: none"> i.Reviewer and approver workflow ii.Pending applications inbox iii.Search feature iv.Feedback for rejections or incomplete documents 			
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	<p>i) The system will track the number of periods participants have availed of the program, including the total financial aid they have received;</p> <p>j) The time intervals that cash grants are given, the total number of grants allowed in a given period, and the amount given per interval are variable;</p> <p>k) Where possible, program participants will receive their monetary aid through the financial information they have provided in their application;</p> <p>l) Authorized QC personnel will be able to view reports on program metrics such as usage, number of participants, number of pending applications and total aid disbursed;</p> <p>m) The system will include a facility for generating payroll lists for use in the approval process of internal QC LGU offices in funds disbursement;</p> <p>n) All mentioned reports may be printed on demand by the authorized users;</p> <p>**One (1) year warranty for software bugs and fixes</p> <p><u>Terms of Payment:</u></p> <p>- Upon submission of the system for internal testing, the procuring entity will release fifteen percent (15%) of the total winning bid amount to the service provider.</p> <p>- Upon deployment of the system online, the procuring entity will release eighty-four percent (84%) of the total winning bid amount to the service provider.</p> <p>- 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.</p> <p><i>***with attached Terms of Reference which will form an integral part of this bidding document***</i></p>			

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VI. Schedule of Requirements

**PROJECT NAME: LINE 2: SUPPLY, DELIVERY, INSTALLATION, TESTING
AND COMMISSIONING OF THE QUEZON CITY ONLINE TRICYCLE
REGISTRATION AND RENEWAL SYSTEM
PROJECT NO. OCM(CAO)-23-IT-1620**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1	<p>SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE QUEZON CITY ONLINE TRICYCLE REGISTRATION AND RENEWAL SYSTEM</p> <p>This project involves an online, web-based, cloud-hosted system that will register and manage tricycle and pedicab franchises as well as track and record the operators, drivers, routes and operator and driver associations pertaining to each franchise. The system will be used by authorized users from TFB and TRD to facilitate the application, approval, cancellation, and transfer of tricycle and pedicab franchises and registrations. Phase 1 shall be a cloud-based system while a 2nd phase can possibly be implemented for an on-premise system.</p> <p><u>PROJECT SCOPE OF WORK:</u></p> <p>Technical Specifications:</p> <p>a) All internal users will require a valid email address to log in and use the system. They can recover their password through their email.</p> <p>b) The web applications will be accessible using the latest versions of Safari and Chrome on Mac/iOS and Chrome on Windows/Android</p> <p>c) The web applications will store all data and documents in the cloud instead of on-premises servers.</p> <p>d) The cloud-based hosting of the data will be provided for one (1) year, subject to renegotiation thereafter.</p> <p>e) All data captured by the system shall remain the property of the City, and the cloud-based storage that contains the data will be turned over to the City at an agreed upon date prior to the expiration or termination of the agreement with no additional cost to the city including program code and must comply to DICT Cloud First Policy.</p>	lot	1	<p>Within Sixty (60) Calendar Days Upon Issuance of Notice to Proceed</p>

	<ul style="list-style-type: none"> ii. Security: <ul style="list-style-type: none"> a) The web server will be protected by SSL certificates. b) The web server will be a separate instance from the database server. c) The system will implement industry standard measures to protect user data, prevent web fraud, mitigate bot attacks, secure APIs, and prevent unauthorized application access. d) The system should conform with applicable data privacy laws. iii. System Features: <ul style="list-style-type: none"> a) Users from TFB will be able to encode, manage, and process applications for new, renewal, amendment, and reconsideration of all franchises of tricycles, pedicabs, and utility trikes in Quezon City; b) Users from TRD will be able to process applications for new, renewal, amendment, and reconsideration of tricycles, pedicabs, and utility trikes in Quezon City; c) Users will access the system through the QC-eServices online platform, and they will need valid QC-eServices accounts; d) TFB will be able to generate and print the Certificate of Public Convenience for franchise holders. e) TFB will be able to generate and print reports of current and existing franchises and their owners; f) TRD will be able to generate and print Motorized Tricycle Operator's Permit and Pedicab Operator's Permit for applicable operators; g) TRD will be able to generate and print reports of current and existing MTOP and POP operators; h) TRD will be able to assign the following to each franchise: <ul style="list-style-type: none"> i. Name of Operator ii. TODA or PODA name iii. Motor number iv. Sidecar number v. Route 			
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	<p>vi. Case number vii. Names of drivers</p> <p>i) Operators will apply for and renew their franchises and Motorized Tricycle Operator's Permit (MTO), and Pedicab Operator's Permit (POP) through the system;</p> <p>j) Each franchise will be valid for three years, while each MTO and POP will be valid for one year;</p> <p>k) All operators and drivers will be required to have a QCID, and the proposed system will need to integrate with the existing QCID system;</p> <p>Operators will also be able to view the status and validity of their permits and applications via the system;</p> <p>**One (1) year warranty for software bugs and fixes</p> <p><u>Terms of Payment:</u></p> <p>- Upon submission of the system for internal testing, the procuring entity will release fifteen percent (15%) of the total winning bid amount to the service provider.</p> <p>- Upon deployment of the system online, the procuring entity will release eighty-four percent (84%) of the total winning bid amount to the service provider.</p> <p>- 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.</p> <p><i>***with attached Terms of Reference which will form an integral part of this bidding document***</i></p>			

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VI. Schedule of Requirements

PROJECT NAME: LINE 3: SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE PROPERTY AND CASE MANAGEMENT SYSTEM OF QUEZON CITY
PROJECT NO. OCM(CAO)-23-IT-1620

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1	<p>SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE PROPERTY AND CASE MANAGEMENT SYSTEM OF QUEZON CITY</p> <p>This project will provide CREMCO with a centralized digital repository that can be readily accessed and updated by CREMCO officers. Because of the sensitive nature of the data, only authorized users will be able to use the system. As each case develops, updates to each property can be easily done for subsequent retrieval later by relevant case officers. Phase 1 shall be a cloud-based system while a 2nd phase can possibly be implemented for an on-premise system.</p> <p><u>PROJECT SCOPE OF WORK:</u></p> <p>Technical Specifications:</p> <ul style="list-style-type: none"> a) All internal users will require a valid email address to log in and use the system. They can recover their password through their email. b) The web applications will be accessible using the latest versions of Safari and Chrome on Mac/iOS and Chrome on Windows/Android c) The web applications will store all data and documents in the cloud instead of on-premises servers. d) The cloud-based hosting of the data will be provided for one (1) year, subject to renegotiation thereafter. e) All data captured by the system shall remain the property of the City, and the cloud-based storage that contains the data will be turned over to the City at an agreed upon date prior to the expiration or termination of the agreement with no additional cost to the city including program code and must comply to DICT Cloud First Policy. <p>Security:</p> <ul style="list-style-type: none"> a) The web server will be protected by SSL certificates. 	lot	1	<p>Within Sixty (60) Calendar Days Upon Issuance of Notice to Proceed</p>

	<p>b) The web server will be a separate instance from the database server.</p> <p>c) The system will implement industry standard measures to protect user data, prevent web fraud, mitigate bot attacks, secure APIs, and prevent unauthorized application access.</p> <p>d) The system should conform with applicable data privacy laws.</p> <p>i. System Features:</p> <p>a) Property Database Management module</p> <ol style="list-style-type: none"> 1. Capability to maintain all information in the property master list. <p>Including but not limited to:</p> <ol style="list-style-type: none"> a. PIN, TCT, and Tax Declaration b. Status c. Location d. Process e. Condition <p>f. Supporting documents</p> <ol style="list-style-type: none"> 2. Ability to assign specific properties for revision or updating to a specific person. 3. Ability to digitally store documents, photos, videos, and other miscellaneous documents related to the property. 4. Ability for City Real Estate Management and Control Office (CREMCO) users to submit recommendations for each property. <p>b) User Management module</p> <ol style="list-style-type: none"> 5. Ability to manage users of the system granting them varied levels of access. 6. The system should have at least three access levels: <ol style="list-style-type: none"> a. Admin – Has access to all modules and property types. b. Encoder – Has access to creating and modifying property information including attaching files. c. Viewer – Has the limited ability to view specific properties or property types. <p>c) Property Searching feature</p> <ol style="list-style-type: none"> 7. To aid in extracting and using the information in the property master list, a property search module is included. 8. The property search module allows users to search for specific property types or narrow down their search based on user defined parameters. 9. Property search module should include: <ol style="list-style-type: none"> a. PRN 			
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	<p>b. Area c. Barangay d. Classification e. District f. Phase g. Status</p> <p>d) System will include an Uploader Module for handling updating the database with multiple properties.</p> <p>e) System will include a Dropdown List Management feature that allows for expanding or editing dropdown lists.</p> <p>**One (1) year warranty for software bugs and fixes</p> <p><u>Terms of Payment:</u></p> <p>- Upon submission of the system for internal testing, the procuring entity will release fifteen percent (15%) of the total winning bid amount to the service provider.</p> <p>- Upon deployment of the system online, the procuring entity will release eighty-four percent (84%) of the total winning bid amount to the service provider.</p> <p>- 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.</p> <p><i>***with attached Terms of Reference which will form an integral part of this bidding document***</i></p>			

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VI. Schedule of Requirements

**PROJECT NAME: LINE 4: SUPPLY, INSTALLATION, TESTING,
COMMISSIONING, DEPLOYMENT AND DEVELOPMENT OF THE
QUEZON CITY GENDER AND DEVELOPMENT (QC GAD) INTEGRATED
MANAGEMENT INFORMATION SYSTEM (PHASE 2)
PROJECT NO. OCM(CAO)-23-IT-1620**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1	<p style="text-align: center;">SUPPLY, INSTALLATION, TESTING, COMMISSIONING, DEPLOYMENT AND DEVELOPMENT OF THE QUEZON CITY GENDER AND DEVELOPMENT (QC GAD) INTEGRATED MANAGEMENT INFORMATION SYSTEM (PHASE 2)</p> <p>The Quezon City Unified Referral System will provide an advanced customized software that will be modified based on the requirements to monitor the reports made related to cases of Children in Need of Special Protection (CNSP) such as Children at Risk (CAR) and Children in Conflict with the Law (CICL) and clients referred to the Processing Center of the Social Services Development Department.</p> <p><u>PROJECT SCOPE OF WORK:</u></p> <p>. System Design and Development:</p> <p>1. Social Services Development Department</p> <p>a. This part will only be accessed by users for Social Services Development Department</p> <p>b. Log in feature</p> <p>i. The user must be able to log-in based on the credentials provided to them.</p> <p>ii. The user must be able to reset the password to maintain data confidentiality.</p> <p>c. Dashboard</p> <p>The user must be able to view the dashboard that will show the visual representation of the data collected from the system specifically for Children in Social Services Development Department</p> <p>d. Reports</p> <p>i. The user will have visibility on the reports encoded on the system specifically for Social Services Development Department</p> <p>ii. The user will have the ability to encode new reports for Social Services Development Department</p> <p>e. People</p> <p>The user will have the visibility on all the victims, suspects, and complainants logged on the system specifically for Social Services Development Department</p> <p>f. Summary</p>	LOT	1	<p>Within Three (3) Months Upon Issuance of Notice to Proceed</p>

	<p>The user will have the ability to extract all the summary reports templated for all the agencies specifically for Social Services Development Department</p> <p>g. Hybrid Server – Cronjob (Online and Offline – Add on feature)</p> <p>i. Enable users to save or input data even when offline, with automatic synchronization of the data to the cloud once an internet connection becomes available.</p> <p>ii. Allow GAD and SSDD to view the dashboard and generate reports even when there is no internet connection. This means that the synchronization should be bi-directional.</p> <p>iii. Scheduled Tasks: to schedule tasks at specific times or intervals.</p> <p>iv. On-Premises Execution: Set up cron jobs on your on-premise server to perform tasks automatically.</p> <p>v. Cloud Integration: Automate the transfer of data or tasks from the on-premise server to the cloud server.</p> <p>vi. Logging and Monitoring: Monitor the execution of cron jobs and receive notifications for successful or failed tasks.</p> <p>vii. Error Handling: Implement error handling to manage failed cron jobs and troubleshoot issues.</p> <p>viii. Security: Secure communication between the on-premises and cloud servers using encryption and authentication.</p> <p>h. Phase 1 Revisions, New business rules and Features</p> <p>i. DASHBOARD</p> <ul style="list-style-type: none"> - # of Graphs summary report - Action Taken and status. - Total number of cases by age - Dashboard: Clients by Sex vs Total no. of victims - Summary report (Per Victim) - List of victims (Subtype Cases) ▪ SPECIAL PROTECTION OF CHILDREN AGAINST ABUSE EXPLOITATION AND DISCRIMINATION (RA 7610) <ul style="list-style-type: none"> o Neglect o Physical Abuse o Sexual Abuse o Psychological Abuse/Emotional Maltreatment ▪ ANTI-VIOLENCE AGAINST WOMEN AND THEIR CHILDREN ACT (RA 9262) <ul style="list-style-type: none"> o Economical/Financial Abuse o Sexual Abuse o Psychological/Emotional/Verbal Abuse o Physical Abuse ▪ ANTI-VIOLENCE AGAINST WOMEN AND THEIR CHILDREN ACT (RA 9262) <ul style="list-style-type: none"> o Use of Object, Letters or Notes with Sexual Under-Pinnings Verbal, Physical - Summary report (Per Victim) ▪ List of Victims (Per Agency) <ul style="list-style-type: none"> o Agency and Sector • QCPD-DWCCS Sectors (16 Police stations) • Barangay VAW Desk (142 Barangays) • SSDD Sectors (6 districts) • Hospital Sectors (RMBGH, QCGH, NDH)" 			
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	<ul style="list-style-type: none"> • ANTI-VIOLENCE AGAINST WOMEN AND THEIR CHILDREN ACT (RA 9262) <p>B. Development Phases</p> <p>1. Planning</p> <ul style="list-style-type: none"> a. Requirements and Policies Gathering <ul style="list-style-type: none"> i. Clear and signed requirements and policies b. Data flow <ul style="list-style-type: none"> i. Planning on how the data should be saved. c. Development Stack <ul style="list-style-type: none"> i. Planning the architecture of the software and how it will be deployed. d. Version and Milestone <ul style="list-style-type: none"> i. Planning for versions, milestone, and release <p>2. Deployment</p> <ul style="list-style-type: none"> a. Development of Environment Set up b. Testing/Staging Environment c. Production Environment d. Web Deployment e. Printing of reports (pdf, csv format) <p>3. Testing</p> <ul style="list-style-type: none"> a. Alpha Testing b. InternalTesting c. Close Beta testing d. Testing with QA, Managers and Client/Product Owner <p>4. Front-End Development</p> <ul style="list-style-type: none"> a. UI/UX Design b. Web Design c. Responsive Website d. Develop the website to make the layout adapt and be flexible to various viewing devices and different browsers. This cover: <ul style="list-style-type: none"> i. InternalTesting ii. Page element sizing in relative units iii. Flexible image sizing in relative units e. Programming and testing on the following viewing devices: <ul style="list-style-type: none"> i. InternalTesting ii. Smartphones <ul style="list-style-type: none"> o Apple iOS (browser base fluid capability) o Android Devices iii. Laptop / Desktop <ul style="list-style-type: none"> o Mac o Windows o Ubuntu o Centos 7 f. Testing on the following latest version of web browsers such as: <ul style="list-style-type: none"> i. Mozilla Firefox ii. Chrome iii. Safari <p>5. Training and Documentation</p> <ul style="list-style-type: none"> a. User Training b. User Manual c. Technical Documentation 			
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	<ul style="list-style-type: none"> i. Project Documentation d. Test Plan Documentation i. Testing Guidelines e. Gantt Chart/ Schedules i. Schedules of deliverables <p>C. Deliverables</p> <p>The project shall cover the delivery of services for planning, designing, development, testing, deployment, documentation, training and implementation of the system which includes the following:</p> <ul style="list-style-type: none"> a. Project Management <ul style="list-style-type: none"> i. Software Requirements Specification ii. System Development iii. Quality Assurance Testing iv. User Acceptance Testing v. Deployment and Implementation b. Project Documentation c. Functional, Technical and User Trainings d. Maintenance – One (1) year Maintenance Warranty and Support to Management Information System – to ensure that the System retains all full functionality and conforms to the specifications, the service provider will fix the bugs for free during the warranty period of One (1) year from turnover of the project to the client. e. Cloud Server (Pls. see below specs) <p>D. WEB HOSTING, MAINTENANCE AND SUPPORT (Every Year) – to be included in GAD Council Budget</p> <ul style="list-style-type: none"> a. Web Hosting Subscription for 2 Years b. Server Maintenance c. System Maintenance d. Security Updates e. Bug fixes f. Software Updates g. Tech support <ul style="list-style-type: none"> i. Phone ii. Email iii. Remote Access Support iv. Consultation includes 8x5 days, 9am to 6pm (Excluding Holidays) h. Tech support <ul style="list-style-type: none"> i. Personnel Assigned <ul style="list-style-type: none"> i. One (1) Account Executive ii. One (1) Technical Team j. 24/7 Server uptime <p>E. Web Hosting Specifications: (subscription of 2 Years)</p> <ul style="list-style-type: none"> a. Web Hosting: Elastic IP (AP-Southeast 1(Singapore), dedicated server, dynamic BGP, 1 Mbit/sx 1:1PCS b. Relational Database Service (Database Engine storage, MySQL 5.7, single, general-enhanced, 2 vCPU 4GB, Ultra high I/O 40B) c. Simple Storage Services (S3) (Storage Package 100GB, Internet Outbound Traffic 5QGB) 			
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	d. Elastic Cloud Server 2 (XS6, General computing, T3 medium, 2vCPU 4GB, Ubuntu 20.04 server 64bit, High I/O 40GB) <i>***with attached Terms of Reference which will form an integral part of this bidding document***</i>			

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VI. Schedule of Requirements

**PROJECT NAME: LINE 5: SUPPLY AND DELIVERY OF TECHNICAL
UPGRADES AND MAINTENANCE SERVICES OF THE ONLINE QUEZON
CITY PORTAL**

PROJECT NO. OCM(CAO)-23-IT-1620

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1	<p>SUPPLY AND DELIVERY OF TECHNICAL UPGRADES AND MAINTENANCE SERVICES OF THE ONLINE QUEZON CITY PORTAL</p> <p>The project involves updating the QC-eServices platform to integrate additional online services. Feature updates to ongoing online services are also included. The bid also includes coordinating a Vulnerability Assessment and Penetration Test for the core QC-eServices platform.</p> <p><u>PROJECT SCOPE OF WORK:</u></p> <p>i. Responsibility of the Service Provider:</p> <p>a) The service provider will study all current features and modules of the portal and will document their results.</p> <p>b) The service provider will conduct due diligence with all existing system developers who have web applications in the QC-eServices portal to scope out their maintenance needs for the year.</p> <p>c) The service provider should not expect any support from the suppliers who previously maintained the portal.</p> <p>d) The Quezon City Information Technology and Development Department (QC ITDD) will be available as resources for due diligence, but they may not be tapped to conduct any actual maintenance or upgrades to the portal.</p> <p>ii. Service Components:</p> <p>a) Resolution and fixes for all technical bugs of the QC-eServices portal should and when they occur;</p> <p>b) Technical support will be as follows:</p> <p style="padding-left: 40px;">viii. Workdays from 8AM to 5PM, expect a response within the day or by next day</p> <p style="padding-left: 40px;">ix. Weekends and holidays, expect a response by next workday</p> <p>c) Deliver 99.99% uptime for the QC-eServices portal;</p> <p>d) The service provider is also expected to provide technical support and feature</p>	LOT	1	<p>Within Sixty (60) Calendar Days Upon Issuance of Notice to Proceed</p>

	<p>enhancements for the following web applications currently running on the QC-eServices portal:</p> <p>x.Scholars Registration System xi.Alagang QC (Kalingang QC para sa Manggagawa) xii.Pangkabuhayang QC phase 3 payout</p> <p>e) The service provider will extend technical support to the following web applications to ensure that they are integrated with the QC-eServices platform:</p> <p>xiii.OVR Online Payment xiv.Market One Stop Shop xv.QCitizen ID Query Portal</p> <p>The service provider will commission a fully documented Vulnerability Assessment and Penetration Test (VAPT) utilizing enterprise tools and will conduct mitigating actions based on the results.</p> <p>**One (1) year warranty for software bugs and fixes</p> <p><u>Terms of Payment:</u></p> <p>- Upon submission of the system for internal testing, the procuring entity will release fifteen percent (15%) of the total winning bid amount to the service provider.</p> <p>- Upon deployment of the system online, the procuring entity will release eighty-four percent (84%) of the total winning bid amount to the service provider.</p> <p>- 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.</p> <p>***with attached Terms of Reference which will form an integral part of this bidding document***</p>			

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VI. Schedule of Requirements

PROJECT NAME: LINE 6: DEVELOPMENT, INSTALLATION, TESTING AND DEPLOYMENT OF THE QUEZON CITY COMMUNITY HOUSING ADMINISTRATION SYSTEM
PROJECT NO. OCM(CAO)-23-IT-1620

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1	<p style="text-align: center;">DEVELOPMENT, INSTALLATION, TESTING AND DEPLOYMENT OF THE QUEZON CITY COMMUNITY HOUSING ADMINISTRATION SYSTEM</p> <p>QC LGU requires an online system to accept and process applications for its housing communities. Applications will be open to eligible residents of the city. The system is a mobile-compatible web application that should be fully integrated with the QC-eServices online platform. This system may utilize the existing QCitizen ID to establish residency and subsequent eligibility. The system will be administered by the Housing Community Development and Resettlement Department (HCDRD). Phase 1 shall be a cloud-based system while a 2nd phase can possibly be implemented for an on-premise system.</p> <p><u>PROJECT SCOPE OF WORK:</u></p> <p>i. Technical Specifications:</p> <p>a) All users will require a valid email address to log in and use the system. They can recover their password through their email.</p> <p>b) The web applications will be accessible using the latest versions of Safari and Chrome on Mac/iOS and Chrome on Windows/Android</p> <p>c) The web applications will store all data and documents in the cloud instead of on-premises servers.</p> <p>d) The cloud-based hosting of the data will be provided for one (1) year, subject to renegotiation thereafter.</p> <p>e) All data captured by the system shall remain the property of the City, and the cloud-based storage that contains the data will be turned over to the City at an agreed upon date prior to the expiration or termination of the agreement with no additional cost to the city including program code and must comply to DICT Cloud First Policy.</p> <p>ii. Security:</p> <p>a) The web server will be protected by SSL certificates.</p>	LOT	1	<p>Within Sixty (60) Calendar Days Upon Issuance of Notice to Proceed</p>

	<p>b) The web server will be a separate instance from the database server.</p> <p>c) A secure means of communication between all servers within the cloud must be provided.</p> <p>d) The system will implement industry standard measures to protect user data, prevent web fraud, mitigate bot attacks, secure APIs, and prevent unauthorized application access.</p> <p>e) The system should conform with applicable data privacy laws.</p> <p>iii. System Features:</p> <p>a) The Housing Program is open to eligible QC residents as verified by their QCitizen ID;</p> <p>b) Applicants must have a QCitizen ID, which they will use to apply for the program;</p> <p>c) Applicants will provide relevant proof of their economic status, which will be done through QC-eServices;</p> <p>d) Applications to the program may be submitted online through the applicant’s QC-eServices account, or they may apply in person at locations designated by HCDRD;</p> <p>e) The applications may include the uploading of relevant documents establishing eligibility for the program, and these may be done by the applicant online, or by the authorized Housing Community Development and Resettlement Department (HCDRD) personnel;</p> <p>f) The required application supporting documents may include all or some of the following, which are subject to possible revisions;</p> <p>i. Barangay Clearance</p> <p>ii. Certification of Indigent</p> <p>h) Those approved for the program will be assigned to a housing project once available, and if required they may pay their amortization through the online payments solution of QC-eServices;</p> <p>i. Beneficiaries can only avail of one housing project</p> <p>ii. Beneficiaries will be provided with a breakdown of their monthly payments</p> <p>iii. Beneficiaries may choose to pay their dues at the cashiers of the City Treasurer’s Office (CTO) or via the online payment facility of QC-eServices.</p> <p>i) Internal Quezon City Hall personnel with valid access can review and approve the applications;</p> <p>i. Reviewer and approver workflow</p> <p>ii. Pending applications inbox</p> <p>iii. Search feature</p> <p>iv. Feedback for rejections or incomplete documents</p> <p>v. Assignment to available housing projects</p> <p>j) Authorized QC personnel will be able to view reports on program metrics such as usage, number of participants, number of pending applications and total beneficiaries approved.</p>			
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	<p>k) The system will include a facility for tracking payments of dues; All mentioned reports may be printed on demand by the authorized users.</p> <p>**One (1) year warranty for software bugs and fixes</p> <p><u>Terms of Payment:</u></p> <ul style="list-style-type: none"> - Upon submission of the system for internal testing, the procuring entity will release fifteen percent (15%) of the total winning bid amount to the service provider. - Upon deployment of the system online, the procuring entity will release eighty-four percent (84%) of the total winning bid amount to the service provider. - 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. <p><i>***with attached Terms of Reference which will form an integral part of this bidding document***</i></p>			

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Duly authorized to sign the Bid for and behalf of: _____

Section VI. Schedule of Requirements

**PROJECT NAME: LINE 7: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF QUEZON CITY CYBER SECURITY SYSTEM
PROJECT NO. OCM(CAO)-23-IT-1620**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1	<p>SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF QUEZON CITY CYBER SECURITY SYSTEM</p> <p>The project involves effective cybersecurity measures which can help prevent attacks and minimize the potential damage to the city’s digital services.</p> <p>Overall, cybersecurity is essential for Quezon City to protect its sensitive information, prevent cyber attacks, comply with regulations, and enhance its reputation.</p> <p>Test the organization's ability to respond to a cyber-attack and evaluate how effective the cyber incident response plans are.</p> <p>To assess and identify the vulnerabilities of the organization's cyber security defense, allowing the organization to strengthen and improve its defenses against real-world cyber attacks.</p> <p><u>PROJECT SCOPE OF WORK:</u></p> <p>A. Table Top Exercises</p> <ol style="list-style-type: none"> 1. Analyze the differences between documented processes, expected responses and determine the reasons for the discrepancies and provide a plan to address them. 2. The exercises are based on real-world scenarios which are relevant to the organization. 3. The program should be rapid, efficient, and non-intrusive to operations. 4. The provider has been operating in the cyber security space for more than ten years and conducting Tabletop Exercises for more than five years. 5. The Exercises should cover executive strategies in responding to a cyber crisis. 6. Ability to conduct roundtable exercises simulating relevant real-world scenarios and be flexible to pivot to different inputs to observe the organization's actions and decisions in response. 7. Facility to conduct prework to understand the organization's threat profile, operational environment, and particular areas of concern to develop more accurate scenarios. 8. Ability to execute the exercises either remotely or on site. 9. The outcome of the exercise to be presented at an executive level and audience. 	LOT	1	<p>Within Ninety (90) Calendar Days Upon Issuance of Notice to Proceed</p>

<p>10. The exercise should be managed by a project manager with additional subject matter experts executing the tasks.</p> <p>11. Must have performed more than 300 Red Team Assessments each year</p> <p>B. Red Teaming (RT)</p> <ol style="list-style-type: none"> 1. Security Principal/Vendor must have proven track records in delivering RT across industry sectors globally in the last 10 years. 2. Security Principal/Vendor must have its own RT that perform over 400 RT assessments per year. 3. Security Principal/Vendor must have its own RT that perform over 400 RT assessments per year. 4. Security Principal/Vendor must have global operations in US, Europe, Japan, Asia Pacific regions. 5. Security Principal/Vendor must have extensive threat intel network to facilitate in the execution of the RT exercise. 6. Security Principal/Vendor must have a proven RT methodology which can be tracked during the exercise and also customized for the customer. 7. Security Principal/Vendor must be able to help develop a remediation plan following the outcome of the RT exercise to address weaknesses identified. 8. Security Principal/Vendor should be able to provide a detailed report targeted at different audiences with understandable analysis and actionable recommendations. 9. Security Principal/Vendor must be able to provide an intelligence led RT exercise in partnership with the requirements set by the customer. 10. Security Principal/Vendor must be able to provide realistic capture flags using various levels of techniques. 11. Security Principal/Vendor should have the ability to replay the RT exercise to the customer's security operations. 12. The RT exercise must be able to deliver a threat profile which is specific for the customer covering the following at the very least: <ol style="list-style-type: none"> a. Cyber threat landscape changes over the last 3 year period. b. Newly identified tactics, techniques and procedures (TTPs) c. New threat actors d. Incident report on 1c 13. Conduct research and analysis on the intelligence output from 12 and requirements set by the customer in order to establish genuine TTPs. 14. Identify targets for the scope of the RT exercise covering both digital and non-digital assets. 15. Conduct the project initiation with the customer key stakeholders in a controlled need to know basis which can be executed in line with the customer's preferred method. 16. Clearly articulate the techniques utilized to exploit the customer environment. 17. Reporting should be in detail and cover the following: 			
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- a. Testing Scenarios
 - b. Scenarios Outcome
 - c. Customer Environment Restoration
 - d. Gaps and Remediation Recommendations
18. Up to one week of retesting on the completion of the remediation activities.

Delivery and Payment Schedule

Project Activity/Milestone	Deliverables	Amount of Payment/ Payment Schedule
1. Table top exercise	<ul style="list-style-type: none"> ● Kindly refer to <i>Scope of Work and Deliverables</i> listed items. 	<ul style="list-style-type: none"> ● 40% of the Total Project Cost ● (30) days upon sign off table top.
2. Red Teaming (RT)	<ul style="list-style-type: none"> ● Kindly refer to <i>Scope of Work and Deliverables</i> listed items. 	<ul style="list-style-type: none"> ● 40% of the Total Project Cost ● (30) days upon sign off Red teaming.
3. Report creation	<ul style="list-style-type: none"> ● To deliver documentation and reporting of findings. 	<ul style="list-style-type: none"> ● 10% of the Total Project Cost ● (30) days upon sign off of Report creation.
4. Review report & Remediation	<ul style="list-style-type: none"> ● QC LGU to conduct remediation on their system. 	<ul style="list-style-type: none"> ● n/a ● Timeline: Twenty-one (21) calendar days after repo.
5. Retesting	<ul style="list-style-type: none"> ● Mandiant to conduct retesting upon completion of the remediation. 	<ul style="list-style-type: none"> ● 5% of the Total Project Cost ● (30) days upon sign off of retesting report.
6. Result Presentation	<ul style="list-style-type: none"> ● To present results to stakeholders. 	<ul style="list-style-type: none"> ● 5% of the Total Project Cost ● (30) days upon sign off of the presentation report.

with attached Terms of Reference which will form an integral part of this bidding document

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Section VI. Schedule of Requirements

**PROJECT NAME: LINE 8: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF THE ENHANCEMENT OF THE QUEZON CITY PUBLIC LIBRARY SYSTEM (QCPL-S)
PROJECT NO. OCM(CAO)-23-IT-1620**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1	<p style="text-align: center;">SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF THE ENHANCEMENT OF THE QUEZON CITY PUBLIC LIBRARY SYSTEM</p> <p>The Enhancement of the Quezon City Public Library System (QCPL-S) project aims to improve the library experience for residents of Quezon City by enhancing the current library system while incorporating new features and functionalities. The web-based and mobile-responsive QCPL-S will preserve the existing functionalities of the system while introducing enhancements to meet the evolving needs of library users. Integration with the QC ID system and other QC systems will streamline processes, enabling users to utilize their QC ID for library card applications, appointment scheduling, and fine payments. The QCPL-S will allow citizens to borrow books using their QC ID, as well as use their ID for the library's In & Out Management System. Notable features include a Book Reservation Module, Online Borrowing and Book Delivery Modules, and a Book Donation Module. The QCPL website will be enhanced with a newspaper or magazine-style layout, facilitating the addition of fresh content by administrators. The website will also feature an Online Public Access Catalogue (OPAC) for searching books and materials throughout the QCPL system. Furthermore, the QCPL-S will generate reports to assist administrators in monitoring user registrations, branch visitors, borrowed books, and earnings from fees. Overall, the project aims to create an efficient, user-friendly, and inclusive library system that promotes reading, accessibility, and community engagement. Phase 1 shall be a cloud-based system while a 2nd phase can possibly be implemented for an on-premise system.</p> <p><u>PROJECT SCOPE OF WORK:</u></p> <p>II. The Quezon City Public Library System (QCPL-S) will be SSL-protected, web-based, and accessible using the most recent versions of Chrome, Firefox, and Safari.</p>	LOT	1	<p>Within Ninety (90) Calendar Days Upon Issuance of Notice to Proceed</p>

	<p>III. The QCPL System will be mobile responsive and compatible with the browsers of mobile smartphones and tablets</p> <p>IV. The QCPL-S will be an enhancement of the current library system. New features will be implemented without sacrificing the current functionalities of the existing system.</p> <p>V. QCPL-S will integrate with the QC ID system and data needed for library card application can be retrieved from the QC ID system by scanning the ID's QR Code and using authenticated and authorized API communications.</p> <p>VI. QCPL-S will also integrate with other QC systems such as, but not limited to, the QC Appointment system for scheduling of library visit and QC payment gateway for payment of fines using authenticated and authorized API communications.</p> <p>VII. The QCPL-S will allow QC citizens to borrow books using their QC ID's</p> <p>VIII. The QCPL-S will allow QC citizens to use their ID's for the library's In & Out Management System</p> <p>IX. The system will have a Book Reservation Module to allow users to reserve books online at a particular branch for a particular period of time. This module will have an admin portal to control which books in the circulation can be reserved and for how long</p> <p>X. The system shall allow online borrowing of books of any QCPL branch that can be picked up at any QCPL branch and returned at any QCPL branch. A Book In & Out Management Module shall keep track of the current location of the book while a Book Delivery Module will schedule the delivery of books from one branch to another.</p> <p>XI. A Book Donation Module will keep track of all book donations at a particular location. Donated books can be sorted according to title, author, and its current location.</p> <p>XII. The project shall involve the enhancement of the QCPL website with the purpose of increasing interest in reading and borrowing of books. The site shall be styled like a newspaper or magazine where fresh contents can be added to the site at any time by the website administrators without the need for additional programming from the supplier. The enhanced QCPL website will contain pertinent information about the collection and borrowing and visiting policies.</p> <p>XIII. The enhanced QCPL website shall have Online Public Access Catalogue (OPAC) functionality to allow searching of books and other reading materials available in the whole QCPL. Search can be done by author, title, ISBN, publisher, and keyword.</p>			
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	<p>XIV. The system will generate pertinent reports needed by the QCPL Admin such as but not limited to number of registered users, branch visitors, borrowed books, earnings from fees.</p> <p>XV. The system will implement industry standard measures to protect user data and prevent unauthorized access. A firewall will be implanted for secured cloud connection.</p> <p>XVI. 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 for the online system and database.</p> <p>XVII. The system will allow periodic backups of the database.</p> <p>XVIII. The system will conform with applicable data privacy laws.</p> <p>XIX. The QCPL-S, 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.</p> <p>XX. The service provider will provide all necessary training for at least 1 day to at least 5 QCPL personnel comprising of librarians, administrators, and IT personnel for the usage, administration, and management of the system.</p> <p>** Software Component shall have one (1) year warranty</p> <p>User manual and installer (if necessary) shall be provided for software components.</p> <p>All hardware requirements are existing and to be provided by the Quezon City Government</p> <p><i>***with attached Terms of Reference which will form an integral part of this bidding document***</i></p>			

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VI. Schedule of Requirements

**PROJECT NAME: LINE 9: SUPPLY, INSTALLATION, TESTING AND
COMMISSIONING OF THE QUEZON CITY DEPARTMENT OF
ENGINEERING INFRASTRUCTURE PROJECT MANAGEMENT SYSTEM
(QCDE-IPMS)**

PROJECT NO. OCM(CAO)-23-IT-1620

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1	<p>SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF THE QUEZON CITY DEPARTMENT OF ENGINEERING INFRASTRUCTURE PROJECT MANAGEMENT SYSTEM (QCDE-IPMS)</p> <p>The QC Department of Engineering Infrastructure Project Management System (QCDE-IPMS) is a web-based application that offers a range of features to manage infrastructure projects in Quezon City.</p> <p>The system consists of the following key specifications:</p> <ul style="list-style-type: none"> • Dashboard View • On-going and New Projects • Old Projects • Contractors Management • Work-Items Management • User Group and Account Type Management • System Users Management • Billing History • Report Generation <p>By implementing the QC Engineering Department Infrastructure Project Management System, stakeholders can benefit from improved project management, efficient budget utilization, correctness of data, enhanced decision-making, and increased transparency. The system provides a centralized platform to streamline processes and facilitate</p>	LOT	1	<p>Within Sixty (60) Calendar Days Upon Issuance of Notice to Proceed</p>

collaboration among stakeholders involved in infrastructure projects in Quezon City.

Project Scope of Work

- The Quezon City Department of Engineering Infrastructure Project Management System (QCDE-IPMS) will be cloud-based, SSL-protected, and accessible using the most recent versions of Chrome, Firefox, and Safari.
- QCDE-IPMS will be mobile responsive and compatible with the browsers of mobile smartphones and tablets.
- QCDE-IPMS will be integrated to other existing systems of the Department such as but not limited to the City Engineering Project Monitoring System (CEPMS) and Planning and Programming Division Integrated System (PPDIS).
- QCDE-IPMS will be integrated to other systems of the city such as but not limited to the QC E-services system, using authenticated and authorized API communications.
- The QCDE-IPMS shall provide the following modules
 - Dashboard View: The system provides a dashboard with multiple views to manage projects based on their status, statistics, due dates, project types, and locations. It allows customizable attributes and notifications to provide relevant information to stakeholders.
 - On-going and New Projects: Users can create new on-going and new projects by inputting project details such as name, location, start and end dates, variations, budgets, contractors, and more. The system allows for the addition of approved work-items with their quantities and auto-computes costs and percentages based on the project's budget. Users can input the target schedule and update actual work

	<p>accomplishments on a daily basis, with automatic graph plotting for progress tracking. Department of Engineering can validate reported actual accomplishments, which are graphically compared against the target schedule for monitoring purposes.</p> <ul style="list-style-type: none"> • Old Projects: The system also allows users to input data for old projects, including project details, budgets, contractors, and locations. Users can select and input quantities for work-items and track target and actual accomplishments. Graph overlays of target vs. validated accomplishments provide insights into project performance. • Contractors Management: The system provides functionality to add, edit, view, and delete the list of contractors. Contractors' details such as name, signatory, address, contact person, and contact information can be managed within the system. • Work-Items Management: Users can add, edit, view, and delete the list of work-items. Work-items are associated with codes, descriptions, units of measure, unit costs, and templates for efficient management. • User Group and Account Type Management: The system allows administrators to add, edit, view, and delete user groups or account types. Each group can have specific roles and permissions assigned to control system access and functionality. • System Users Management: Administrators can add, edit, view, and delete system users. Users are associated with usernames, names, email addresses, account types, and affiliations (e.g., city engineer, contractor, admin). • Billing Process: The system can automatically generate Statements of Work Accomplishment 			
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	<p>(SWA) and Billing Statements. It also maintains a billing history for each contractor.</p> <ul style="list-style-type: none"> • Report Generation: The system offers comprehensive report generation capabilities with various filters, enabling Stakeholders, Quezon City Management, Department Administrators, and Contractors to generate reports based on specific criteria and project attributes. ➤ The system will implement industry standard measures to protect user data and prevent unauthorized access. A firewall will be implanted for secured cloud connection. ➤ 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 240 GB storage will be allocated for the online system and database. A separate cloud storage system will be maintained for database and system backups and for uploaded pictures and files. The cloud storage can be scaled up or down as needed by the system. ➤ The system will allow daily backups of the database. ➤ The system will conform with applicable data privacy laws. ➤ The QCDE-IPMS, 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. ➤ The service provider will provide all necessary training for at least 1 day to at least 5 Engineering personnel comprising of encoders, project engineers, project managers, and administrators for the usage, administration, and management of the system. 			
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	<p>** Software Component shall have one (1) year warranty</p> <p>User manual and installer (if necessary) shall be provided for software components.</p> <p>All hardware requirements are existing and to be provided by the Quezon City Government</p> <p><i>***with attached Terms of Reference which will form an integral part of this bidding document***</i></p>			

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VI. Schedule of Requirements

**PROJECT NAME: LINE 10: SUPPLY, DELIVERY, INSTALLATION, TESTING
AND COMMISSIONING OF THE QUEZON CITY DEPARTMENT OF
ENGINEERING ROAD AND DRAINAGE FIX: INFRA ASSET
MANAGEMENT SYSTEM (QC ROADFIX)
PROJECT NO. OCM(CAO)-23-IT-1620**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1	<p>SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE QUEZON CITY DEPARTMENT OF ENGINEERING ROAD AND DRAINAGE FIX: INFRA ASSET MANAGEMENT SYSTEM (QC ROADFIX)</p> <p>The QC Department of Engineering Road and Drainage Fix: Infra Asset Management System (QC ROADFIX) is a web-based application that offers a range of features to manage road and drainage maintenance projects in Quezon City. The system consists of the following key specifications:</p> <ul style="list-style-type: none"> • Dashboard View • Creation of Job Requests • View of Assets and Projects History • Creation of Target Schedule • Input of Actual Work Accomplishments • Inventory Management • Database Creation of Work-item vs. Materials-Needed Relationship • Management of Inventory Categories • User Group and Account Type Management • System Users Management • Report Generation • Request and Feedback from Citizens • Requests from District Action Offices <p>By implementing the Quezon City Department of Engineering Road and Drainage Fix: Infra Asset Management System (QC ROADFIX), stakeholders can benefit from efficient project management, optimized resource allocation, improved decision-making, correctness of data, and enhanced communication. The system serves as a centralized platform to streamline processes, track project progress, and facilitate collaboration among</p>	LOT	1	<p>Within Sixty (60) Calendar Days Upon Issuance of Notice to Proceed</p>

stakeholders involved in road and drainage maintenance projects in Quezon City.

Project Scope of Work:

- The Quezon City Department of Engineering Road and Drainage Fix: Infra Asset Management System (QC ROADFIX) will be cloud-based, SSL-protected, and accessible using the most recent versions of Chrome, Firefox, and Safari.
- QC ROADFIX will be mobile responsive and compatible with the browsers of mobile smartphones and tablets.
- QC ROADFIX will be integrated to other existing systems of the Department if needed.
- QC ROADFIX will be integrated to other systems of the City such as but not limited to the QC-eservices system, using authenticated and authorized API communications.
- The QC ROADFIX shall provide the following modules
 - Dashboard View: The system provides a comprehensive dashboard with multiple views, allowing users to manage projects by status, statistics, project types, locations, number of available assets, and inventory item availability. Customizable attributes and notifications enable users to focus on relevant information.
 - Creation of Job Requests: Users can create job requests by inputting project details such as name, asset selection, location, start date, and expected completion date. The system allows the selection of work-items from a pool based on the nature of work, and users can input approved quantities for each work-item. The system automatically computes the needed materials, equipment, and manpower based on the selected work-items, and compares the quantities of on-hand items with the project

	<p>requirements. Supplemental items can be added when on-hand items are insufficient.</p> <ul style="list-style-type: none"> • View of Assets and Projects History: The system provides a feature to view the history of assets and projects, allowing users to track past projects and access relevant information. • Creation of Target Schedule: Users can input quantities of work-items on a daily or weekly basis to create a target schedule. The system automatically computes the consolidated percentage of all work-items and plots a projected work schedule on a graph. For horizontal projects, the system generates a roadmap to visualize the scope and range. • Input of Actual Work Accomplishments: Users can input the accomplished quantity of each work-item, and the system computes the consolidated percentage of all accomplished work-items. A graph displays the actual progress of the project, and a graph overlay compares the target schedule with the actual progress. For horizontal projects, a roadmap illustrates the target vs. actual accomplishment. • Inventory Management: The system provides a view of all items with various filters, allowing users to manage inventory items efficiently. Users can access inventory history, track ingress of inventory items, and manage inventory quantities and statuses. • Database Creation of Work-item vs. Materials-Needed Relationship: The system allows users to input per unit information for work-items and uses an algorithm to determine the needed materials, equipment, and manpower. This ensures accurate resource planning for each work-item. • Management of Inventory Categories: Users can add, edit, and delete inventory categories such as materials, equipment, and manpower to 			
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	<p>organize and manage inventory items effectively.</p> <ul style="list-style-type: none"> • User Group and Account Type Management: The system provides functionality to add, edit, view, and delete user groups or account types. Each group can have specific roles and permissions assigned to control system access and functionality. • System Users Management: Administrators can add, edit, view, and delete system users. Users are associated with usernames, names, email addresses, account types, and affiliations (e.g., district engineer, admin). • Report Generation: The system offers comprehensive report generation capabilities with various filters, allowing stakeholders to generate reports based on specific criteria and project attributes. • Request and Feedback from Citizens: The system includes a feature for citizens to submit requests and provide feedback through the QC E-services platform, ensuring transparency and citizen engagement. • Requests from District Action Offices: The system allows District Action Offices to submit requests related to road and drainage projects, facilitating communication and collaboration between different stakeholders. ➤ The system will implement industry standard measures to protect user data and prevent unauthorized access. A firewall will be implanted for secured cloud connection. ➤ 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 240 GB storage will be allocated for the online system and database. A separate cloud storage system will be maintained for database and system backups and for uploaded pictures and 			
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	<p>files. The cloud storage can be scaled up or down as needed by the system.</p> <ul style="list-style-type: none"> ➤ The system will allow daily backups of the database. ➤ The system will conform with applicable data privacy laws. ➤ The QC ROADFIX, 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. ➤ The service provider will provide all necessary training for at least 1 day to at least 5 Engineering personnel comprising of encoders, project engineers, project managers, and administrators for the usage, administration, and management of the system. <p>** Software Component shall have one (1) year warranty User manual and installer (if necessary) shall be provided for software components. All hardware requirements are existing and to be provided by the Quezon City Government</p> <p><i>***with attached Terms of Reference which will form an integral part of this bidding document***</i></p>			

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VI. Schedule of Requirements

**PROJECT NAME: LINE 11: SUPPLY, INSTALLATION, COMMISSIONING,
DATA MIGRATION AND MAINTENANCE OF AN ONLINE MARKET
MANAGEMENT SYSTEM FOR THE MARKET DEVELOPMENT AND
ADMINISTRATION DEPARTMENT (MDAD), QUEZON CITY (PHASE 2)
PROJECT NO. OCM(CAO)-23-IT-1620**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1	<p>SUPPLY, INSTALLATION, COMMISSIONING, DATA MIGRATION AND MAINTENANCE OF AN ONLINE MARKET MANAGEMENT SYSTEM FOR THE MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT (MDAD), QUEZON CITY (PHASE 2)</p> <p>Market Development and Administration (MDAD) aims to improve the existing Market One Stop Shop (MOSS) through integrating with relevant third party systems, adding new online modules, and enhancing existing system processes and modules.</p> <p>With this infrastructure, the local government will continue to effectively develop a thriving and robust market industry, and continue to position itself as one of the pioneering LGUs in the country.</p> <p>PROJECT SCOPE OF WORK:</p> <ul style="list-style-type: none"> ➤ Full due diligence of the current Market One Stop Shop System to ensure complete compatibility of system enhancement and loading of historical data. ➤ Integration to Third-Party Online Systems <ul style="list-style-type: none"> a. QC Appointment System <ul style="list-style-type: none"> i. Capability to set appointment system for applicant’s interview. b. QC Health Clearance <ul style="list-style-type: none"> i. Automated pulling of data using customized APIs. ii. Pulled data will be used for the attachment needed to support vendor’s application. 	LOT	1	<p>Within Sixty (60) Calendar Days Upon Issuance of Notice to Proceed</p>

	<p>c. QCID</p> <ul style="list-style-type: none"> i. Automated pulling of data submitted through the QC ID application. Wherever required, application will not proceed if market applicant has no QC ID retrieved. ii. Data pulled will be used to automatically fill-up some information of the vendor in the application forms where applicable. <p>d. Barangay Clearance</p> <ul style="list-style-type: none"> i. Create the functionality that would allow different barangays to provide clearance of each applicant ii. The clearance will be used to support vendor's application. <p>➤ New Functionalities</p> <p>a. Hawker Vending Site Approval</p> <ul style="list-style-type: none"> i. The public users will be able to submit an application for a new Vending Site. ii. Allow MDAD officers to approve the application. iii. Approved Vending Site can be added in Market Management. <p>b. Customer Satisfaction Survey</p> <ul style="list-style-type: none"> i. Allowing public users the option to rate the system and give comments after finishing an application. ii. The survey should include a comment section where the user can freely write his comments/thoughts about the service and/or the system. 			
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	<ul style="list-style-type: none"> iii. Create a report that will contain compilation of the survey. iv. Users should have the option to be anonymous when giving reviews. <p>c. Special Event Module</p> <ul style="list-style-type: none"> i. Allow MDAD officers to create a Special Event market in Market Management that has a Start and End date. ii. Public users should be able to submit application for Special Events. iii. MDAD should be able to manage applications submitted. <p>➤ Data Migration and Deployment for Existing City-Owned Markets / Hawkers with available data from MDAD</p> <ul style="list-style-type: none"> a. 8 City Owned Markets b. At least 65* Hawkers sites (50%) <p style="padding-left: 40px;"><i>*only those with available data from MDAD</i></p> <p>➤ Feature and Change Request on Pre-Existing Modules</p> <ul style="list-style-type: none"> a. City-Owned Markets <ul style="list-style-type: none"> i. Allow ability to print Statement of Account ii. Include attestations in application forms iii. Allow uploading of Proof of Payment for vendors iv. System to allow payments in full for past months v. Inclusion of an additional button "For Further Information" as an option in evaluation 			
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	<ul style="list-style-type: none"> vi. Providing flexibility of monthly due date vii. Present a historical timeline for reference viii. Provide an alternate user email address ix. Allow auto prefilled items for renewal x. Set User access approval process xi. Allow creation of Helper ID xii. Allow printing of Helper ID thru the system xiii. Limit the active registered helpers to a maximum of 2 xiv. Allow batch approval xv. Ability to put On Hold other vendors who are on queue in stall application xvi. Auto-rejection of on queue vendors when someone is already approved in the stall application xvii. Notification to public users on the status of his/her application xviii. Allow the Transferor to process Transfer Stall Application xix. Set a payment due date for the application fee, stall rights, and security bond. xx. Sorting per section <p>b. Hawkers</p> <ul style="list-style-type: none"> i. Application to Temporary Vending Sites with Floor plan Function ii. Floor plan of the vending site should show slots available 			
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	<ul style="list-style-type: none"> iii. Allow application as an Ambulant Vendor iv. Prefilled fields for renewal applications v. Remove Association Chairman in the forms vi. Sorting per section c. Private Market Operators <ul style="list-style-type: none"> i. Provide API to OUBPAS ii. Provide Market Evaluation for Clearance via API with BOSS iii. Automatically add the Private Market in Market Management d. Order of Payment <ul style="list-style-type: none"> i. Convert SOA to Order of Payment ii. Allow public users to print their Order of Payment iii. Include bill_number in Order of Payment iv. Include generation date in Order of Payment v. Include period of arrears in Order of Payment vi. Adjustment in SOA or OP generation date vii. Separate the computation of Total Unpaid Amount and Penalty viii. Inclusion of Violations in Order of Payment ix. Include the option to revert the penalty. x. Allow the vendors to pay the Vending Fee monthly, quarterly, semi-annually or annually 			
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	<ul style="list-style-type: none"> e. Online Payment <ul style="list-style-type: none"> i. Pop up disclaimer on 3-5 day clearance timeline ii. Rate Change Notifications to Users iii. Disabling of Online Payment a certain number of days before due date f. System Maintenance <ul style="list-style-type: none"> i. Establish start and end date for rates ii. Create an approval flow for User Access Request iii. Restrict file size into 5MB max iv. Set QC as a default city v. Allow adjusting of rental due date to consider holidays vi. Auto-refresh of the system vii. Change the default language from EN to PH viii. Include settings to adjust rate duration ix. Waving of fees with approval g. Violations <ul style="list-style-type: none"> i. Ensure alignment among markets ii. Allow E-Signature from stallholder to acknowledge the violation iii. Allow inspector to input the violator details if the violator is still not registered in the system iv. Put violation notification in the account 			
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	<p>h. Treasury Window</p> <ul style="list-style-type: none"> i. Add Payment Method column in Manage Market Lease ii. Add date in the Form ID number iii. Allow the user to filter For Payment Verification and Payment Confirmed iv. Allow the user to search for the Bill Number <p>i. Other Window</p> <p>MDAD Head approval rights with summary view together with other approval listings</p> <p>j. Reports and Analytics</p> <ul style="list-style-type: none"> i. Add district filter in the reports ii. Add date filter in Market Vendor iii. Add total closed applications in application transaction iv. Show the percentage and comparison in Market Vendor Dashboard v. Show the percentage and comparison in Revenue Dashboard <p>** Software Component shall have six (6) months warranty upon turnover. It shall not cover support for software applications failure due to calamity, virus infection, user errors, network connectivity failure, database error due to electricity fluctuations and system reinstallation.</p> <ul style="list-style-type: none"> • User manual and installer shall be provided for software components. • Actual on-site software installation shall be made within Quezon City only. • Additional hardware requirements purchased by the winning service provider outside of the contract coverage shall be charged by the winning service provider as the need arises. 			
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	<p><u>Terms of Payment:</u></p> <ul style="list-style-type: none"> - Upon awarding of the contract, fifteen percent (15%) of the total winning bid amount shall be released to the winning service provider upon submission of the Inception Report and Business Requirements Document. - Upon demonstration of the Minimum Viable Product (based on pre-agreed functionalities), the procuring entity will release forty percent (40%) of the total winning bid. - Upon submission and acceptance of the User Acceptance Testing (UAT) of the new web modules and system changes to the procuring entity, the procuring entity will release thirty-five percent (35%) of the total winning bid amount to the winning service provider. - Upon training and hand over, the procuring entity will release nine percent (9%) of the total winning bid to the winning service provider - Retention: One (1%) percent of the total winning bid amount shall be retained as a security to ensure performance and delivery of the winning service provider's obligation. If the winning service provider complies with its commitments and deliverables, this retained fee shall be released one (1) year after complete deployment of the new web modules to the production site. Otherwise, it shall be forfeited in favor of the city as provided under item VIII (A) hereof. <p><i>***with attached Terms of Reference which will form an integral part of this bidding document***</i></p>			

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VI. Schedule of Requirements

PROJECT NAME: LINE 12: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF A CONSOLIDATED COMPREHENSIVE SYSTEM ENHANCEMENT OF THE BUSINESS ONE STOP SHOP MODULE UNDER THE QC E-SERVICES PORTAL ADOPTING THE WHOLE OF GOVERNMENT PRINCIPLE AS PROVIDED UNDER RA 11032 OTHERWISE KNOWN AS THE EASE OF DOING BUSINESS AND EFFICIENT DELIVERY OF GOVERNMENT SERVICES ACT OF 2018 AND ITS IMPLEMENTING RULES AND REGULATIONS
PROJECT NO. OCM(CAO)-23-IT-1620

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1	<p style="text-align: center;">SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF A CONSOLIDATED COMPREHENSIVE SYSTEM ENHANCEMENT OF THE BUSINESS ONE STOP SHOP MODULE UNDER THE QC E-SERVICES PORTAL ADOPTING THE WHOLE OF GOVERNMENT PRINCIPLE AS PROVIDED UNDER RA 11032 OTHERWISE KNOWN AS THE EASE OF DOING BUSINESS AND EFFICIENT DELIVERY OF GOVERNMENT SERVICES ACT OF 2018 AND ITS IMPLEMENTING RULES AND REGULATIONS</p> <p>The main objectives of this project include enabling seamless integration with internal and third-party online systems, developing new online modules to cater to evolving requirements, and implementing necessary feature changes and upgrades to the existing online modules. This initiative will contribute to streamlining processes, improving efficiency, and providing a better user experience. The system enhancement project represents the department's commitment to continuously improving its services and adapting to evolving requirements.</p> <p>PROJECT SCOPE OF WORK:</p> <p>The service provider shall develop, test and deploy the following features and changes in the online module of the Online Unified Business Permit Application System (OUBPAS) and the Automated Inspection and Assessment System (AIAS) under https://qceservices.quezoncity.gov.ph/, to wit:</p> <p>A. OUBPAS Enhancement</p> <p>i. Integration to Internal and/or Third-Party Systems</p> <p>a. Integration of the OUBPAS and Market Development and Administration Department's (MDAD) Market One-Stop Shop (MOSS)</p>	LOT	1	<p>Within One Hundred Twenty (120) Calendar Days Upon Issuance of Notice to Proceed</p>

	<ol style="list-style-type: none"> 1. Update the Online Unified Business Permit Application Form to incorporate market-related questions 2. Customized APIs to push data from OUBPAS to MOSS and to pull data from MOSS to OUBPAS 3. Redirection of users from OUBPAS to MOSS <p>c. Feasibility study of the integration of OUBPAS and ancillary departments’/offices’ online systems</p> <ol style="list-style-type: none"> 1. Conduct due diligence with the following ancillary offices to document their current systems and processes related to business permitting, to wit: <ol style="list-style-type: none"> i. Zoning Classification System (for business) ii. City Assessor’s Office (CAO) iii. Department of Sanitation and Clean-up Works of Quezon City (DSQC) iv. Department of Public Order and Safety (DPOS) v. Traffic and Transport Management Department (DTTM) vi. QC Tourism Department (QCTD) vii. City Veterinary Department (CVD) 2. Propose integration specifications with the following objectives: <ol style="list-style-type: none"> i. Automated pulling of business data from OUBPAS to ancillary office’s system ii. Automated pushing of ancillary clearance status and information from ancillary office’s system to OUBPAS 3. Development of all necessary APIs required to achieve integration objectives <p>d. Feasibility study of the integration of OUBPAS and the BPLD Document Archiving and Digitization System</p>			
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	<ol style="list-style-type: none"> 1. Conduct due diligence and propose integration specifications with the following features that will enable the two systems to seamlessly communicate, share data, and streamline document-related processes: <ol style="list-style-type: none"> i. Data Synchronization ii. Document Indexing and Search iii. Document Retrieval and Access iv. Workflow Integration v. Security Access and Control vi. Audit Trail and Logging vii. Error Handling and Notifications 2. Development of all necessary APIs required to achieve integration objectives <p>ii. New Modules</p> <ol style="list-style-type: none"> a. On-premises queuing system across all BPLD services <ol style="list-style-type: none"> 1. Real-time queueing system for on-premise services with online viewer 2. Delivery of 55-inch LED Monitors (7 units) 3. Delivery of Queue Number thermal printer (2 units) b. Document Tracking System with the following features: <ol style="list-style-type: none"> 1. Document Repository 2. Document Versioning 3. Document Search and Retrieval 4. Audit Trail 5. Notifications and Reminders 6. Document Tagging and Categorization 7. Reporting and Analytics 8. Mobile Access c. Data Dashboard for Key Performance Indicators <ol style="list-style-type: none"> 1. Application Processing Time 2. Application Approval Rate 3. Application Backlog (Queuing and Aging Applications Report) 4. Compliance Rate 			
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	<p>5. Staff Productivity 6. Revenue Generation 7. Customer Satisfaction</p> <p>d. Business Retirement (Partial or Full) Application with the following features:</p> <ol style="list-style-type: none"> 1. Submission of application and requirements via OUBPAS 2. Assessment and issuance of order of payment (CTO) 3. Online Payment and Validation (CTO) 4. Issuance of electronic Acknowledgement Receipt (Intermediary/CTO) 5. Issuance of digital copy of Notice of Retirement (OUBPAS) 6. Furnishing of copy of Notice of Retirement to ancillary departments (OUBPAS) 7. Issuance of printed copy of Certificate of Retirement (CTO/BPLD) 8. Integration to ADDS for delivery of physical copy of Certificate of Retirement (BPLD) 9. Integration to AIAS for post retirement inspection (BPLD) <p>iii. Feature and Change Requests on Pre-Existing Modules</p> <p>a. Revised application process for amendment application</p> <ol style="list-style-type: none"> 1. Process streamlining based on end-user feedback 2. Additional tick box/selection for Amendment Type: <ol style="list-style-type: none"> i. Change of Ownership ii. Change of Location/Transfer of Location iii. Change of Line of Business/Additional Line of Business /Reduction of Line of Business iv. Etc. 			
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	<ol style="list-style-type: none"> 3. Automated routing of application to ancillary departments based on the Amendment Type <p>b. Revised application process for businesses related to Gaming Activities as provided under City Ordinance No. SP-2773, S-2018, as amended, otherwise known as the Quezon City Gambling Regulatory Ordinance</p> <ol style="list-style-type: none"> 1. Additional approver access: Gambling Regulatory Advisory Council (GRAC) Secretariat 2. Revised evaluation and approval process <ol style="list-style-type: none"> i. New ii. Renewal iii. Amendment 3. Additional module on the validation of LONO or GRAC Resolution 4. Automated generation of GRAC Resolution and BPLD LONO <p>c. Revisions on the Applicant Access</p> <ol style="list-style-type: none"> 1. Redesigned User-Interface User-Experience (UI-UX) <ol style="list-style-type: none"> i. Multi-step form with progress indicators ii. Improved mobile-responsiveness iii. Updated form fields based on latest business requirements 2. Additional Attachment in Owner Field: Require Affidavit of Undertaking for Government Owned Properties 3. Additional Important Note/Reminders - Travel Agency are required to submit surety bond 4. Additional data fields for the Contract of Lease Validity 5. Additional Email Notification for Pending Application (Returned by Evaluator) 6. Remove the Cancel Button if the application was returned by BPLD Chief/Head 7. Provision for Additional Upload Button (10) 			
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	<ul style="list-style-type: none"> d. Revisions on the Search Business Module <ul style="list-style-type: none"> 1. Display Ancillary Status in the summary table 2. Additional Search Filter: QC E-Services Email Address 3. Change Account Verification List to Queuing (BPD Chief) e. Revisions on the Records Division Access <ul style="list-style-type: none"> 1. Allow the Records Division to update the compliance status of the businesses 2. Allow the uploading of national and local ancillary clearance soft copy f. Revisions on the Final Reviewer Access <ul style="list-style-type: none"> 1. New Biz Tax Computation: Include Section 138 of the Quezon City Revenue Code on Zoning and/or Locational Clearance Fees 2. Include a Reject Application feature g. Revisions on the BPD Chief and BPLD Head Access Levels <ul style="list-style-type: none"> 1. Mayor's Permit e-copy viewer 2. Allow updating of applications submitted via the kiosks h. Enhancement on the Special Permit Application Module <ul style="list-style-type: none"> 1. Changes on the application form: Additional requirements and other fields 2. Revisions on the General Instructions 3. Allow routing of applications to ancillary departments 4. Generation of CTO copy of Special Permit for cash bond purposes 5. Generation of Special Permit e-copy upon BPLD Head approval 6. Revisions on the email notification i. Enhancements on the Amendment Application Module 			
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	<ol style="list-style-type: none"> 1. Generation of Order of Payment for the amendment/miscellaneous fees 2. Integration to QC PayEasy 3. Creation of API to push amended business data to ITDD servers <p>j. Enhancements on QC Biz Search module</p> <ol style="list-style-type: none"> 1. Display the link to QC Biz Search in OUBPAS Homepage 2. Allow users and BPLD evaluators to search for a specific business using the MP No. or using other parameters such as but not limited to: <ol style="list-style-type: none"> i. Business name/details ii. Line of Business and barangay iii. Last name of owner and barangay <p>k. Enhancements on Negative List Management</p> <ol style="list-style-type: none"> 1. Allow BPLD to tag the department that requested for the inclusion of the business in the negative list 2. Update the negative list prompt displayed in the applicant access <p>1. Enhancements on the Liquor Permit Application Module</p> <ol style="list-style-type: none"> 1. Revisions on the Applicant Access <ol style="list-style-type: none"> i. Allow applicants to submit Liquor Permit amendment applications online ii. Allow applicants to pay via QR Code in the order of payment iii. Auto-populate the information in the application form iv. Retain Liquor Permit Number during Liquor Permit renewal application v. Updates on the email notifications 2. Revisions on the Liquor Licensing Division (LLD) Access <ol style="list-style-type: none"> i. Allow LLD to cancel applications 			
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	<ul style="list-style-type: none"> ii. Addition of “Payment Stage” in in-person application process flow iii. Allow LLD to process in-person amendment applications iv. Adjusting max character and line count of Printing Remarks Fields in Encoding Module v. Rename "For LLD Chief Approval" module to "For LLD Chief Recommending Approval". vi. Include “LLD Chief Review Stage” for New Application Type vii. Auto-revert expired order of payment back to Assessment stage viii. Display encoding timestamp in all modules and viewers ix. Create Reports Module to allow LLD to extract Summary Report & Application List x. Create “Change Application Status” module for approval of change application status requests <p>3. New Online Features</p> <ul style="list-style-type: none"> i. Special Event Liquor Permit Module ii. Liquor Permit Retirement (Partial or Full) Module <p>4. Additional modules for CTO Access</p> <ul style="list-style-type: none"> i. CTO Transmittal Report Extraction ii. Payment Validation Module Enhancement iii. Validated Payment Report Module <p>5. Dashboard for Key Performance Indicators</p> <ul style="list-style-type: none"> i. Application Processing Time ii. Application Approval Rate iii. Application Backlog (Queuing and Aging Applications Report) iv. Compliance Rate v. Staff Productivity 			
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	<ul style="list-style-type: none"> vi. Revenue Generation vii. Customer Satisfaction m. Enhancements on the Locational Clearance application module <ul style="list-style-type: none"> 1. Conditional evaluation based on the application's declared business activity and zone class 2. Automatic tagging of applications as Not Permitted based on the declared business activity and zone class 3. Approval of ZAU Head on Conditional Applications 4. Conditional evaluation based on business area, total floor/bldg area, and office purpose question n. Enhancements on the Evaluation Pages <ul style="list-style-type: none"> 1. Include an evaluation checklist with automatic generation of remarks 2. Flagging of applications originated from email addresses with multiple applications 3. Enhancement on the queuing of applications submitted for re-evaluation 4. Display real time ranking of evaluators based on number of evaluated applications 5. Ability for the evaluators to record Away-from-Desk with pre-set categories (meeting, field work, break, etc.) and remarks o. Enhancements on the Online Queuing System <ul style="list-style-type: none"> 1. Automatic assignment of an application to evaluator upon his/her log-in to the system or upon completion of an evaluation. <ul style="list-style-type: none"> i. Display hours of aging of ongoing evaluation ii. Use of Away-from-Desk feature to prevent automatic assignment when the evaluator needs to log-out, attend a meeting, take a break, etc. 			
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	<ol style="list-style-type: none"> 2. Provision to allow Division Chiefs to enable/disable automatic assignment to evaluators per application type (New, Renewal, Amendment, Special/Short Term Permit, etc.) 3. Provision to allow BPLD Head to re-assign pending applications on demand 4. Real-time evaluator ranking dashboard based on productivity <p>p. Enhancements on the printing and releasing modules</p> <ol style="list-style-type: none"> 1. Generation of Transmittal Report of Printed Permits 2. Printed Report vs. Transmitted vs. MPs with Error <p>q. Other general updates</p> <ol style="list-style-type: none"> 1. Update Mayor's Permit template (e-copy and original printed copy) 2. Update Liquor Permit template (e-copy and original printed copy) 3. Update Special Permit template (e-copy) 4. Enhancement on the Remarks History Viewer <p>B. AIAS Enhancements</p> <p>i. Integration and process streamlining with OUBPAS</p> <p>a. Safety Seal</p> <ol style="list-style-type: none"> 1. Safety Seal Updated Checklist 2. Safety Seal e-Copy viewer for online application 3. Hide Safety Seal for Learning Institution <p>b. Liquor Licensing Division (LLD) Mission Order Generator</p> <ol style="list-style-type: none"> 1. Allow LLD Encoder to encode Mission Order for inspection 2. Provide access to LLD Chief to review and update encoded Mission Orders for approval of the BPLD Head 3. Provide access to BPLD Head to approve or reject application after review of LLD Chief 			
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	<p>4. Create separate access for printing of LLD Mission Orders</p> <p>c. AIAS Inspection Result Tagging to OUBPAS</p> <ol style="list-style-type: none"> 1. Display tagging during evaluation of application 2. Parameter: Matched Business Name only 3. Pop-up of inspection result details displaying relevant information 4. Hyperlink on the actual inspection result 5. Apply on BPLD Initial Evaluator, Final Reviewer, BPD Chief, BPLD Head, and Search Business (BPLD and AIAS access only) module 6. Apply on New, Renewal, and Amendment applications <p>d. Endorsement for Inspection by BPD Chief</p> <ol style="list-style-type: none"> 1. Provision to endorse a business to AIAS for inspection 2. With approval of Inspection and Verification Division (IVD) Chief and BPLD Head 3. Tracking of endorsed businesses for inspection <p>ii. New Modules</p> <p>a. Unlisted Business Feature</p> <ol style="list-style-type: none"> 1. Allow inspectors to conduct inspection on businesses not listed in the mission order provided there is an existing Mission Order for the specific barangay 2. Applied on both Compliance Monitoring and On-The-Spot mission orders <p>b. Safety Seal Reports Generator</p> <ol style="list-style-type: none"> 1. Provide access to BPLD Head and Enforcement and Adjudication Division (EAD) to extract Safety Seal query for online and encoded records 2. Allow user to filter the date range and type of report to be extracted 			
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	<ul style="list-style-type: none"> c. Mission Order-Inspector Assignment Module <ul style="list-style-type: none"> 1. Management page for updating of assigned district for inspectors 2. Viewer of assigned inspectors per district d. AIAS Data Dashboard for Key Performance Indicators <ul style="list-style-type: none"> 1. Efficiency/Productivity/Timeliness of Report (no. of completed inspections per day as against the no. of mission orders issued) 2. Inspection Completion Time (measures the average time taken to complete an inspection) 3. Compliance Rate (measures the percentage of inspections that result in compliance with the predefined standards or regulations) 4. Inspection Coverage (measures the percentage of entities or facilities that have been inspected within a specific time period) 5. Enforcement Actions (measures the number and types of enforcement actions taken as a result of inspections) e. Additional AIAS User Access <ul style="list-style-type: none"> 1. Mission Order Printer Access – Allow printing of BPLD Mission Orders 2. Legal Enforcer Access – Tagging of delivered legal letters to business owners 3. Legal Personnel 2 Access – Access to Negative List management module 4. Verification Chief Access – Generation of Mission Orders and access to Inspection Result and Search Business modules 5. LLD Encoder Access – Encoding of LLD Mission Orders 6. LLD MO Printer Access – Allow printing of LLD Mission Orders 7. Auto-assignment of generated Inspection Reports per Case Officers 			
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	<p>8. Uploading of signed communication for previously docketed/acted inspection reports</p> <p>iii. Feature and Change Requests on Pre-Existing Modules</p> <p>a. Changes on the Mission Order Generation</p> <ol style="list-style-type: none"> 1. Compliance Monitoring and On-The-Spot Inspection <ol style="list-style-type: none"> i. Clustering of assignment of inspectors ii. District and Barangay Tagging 2. Compliance monitoring/regular inspection <ol style="list-style-type: none"> i. Remove inspected businesses from OTS in generation of Compliance Monitoring ii. Update basis of Mission End Date from generation of Mission Order to approval of BPLD Head 3. On-the-Spot inspection <ol style="list-style-type: none"> i. Add filter in generation of Mission Order (Trade Name, Name of Owner, Address) ii. Multiple Businesses per Mission Order <p>b. Legal Management Module</p> <ol style="list-style-type: none"> 1. Legal Access Updated Process Flow (Legal Personnel > Legal Supervisor > BPLD Head > Legal Enforcer > Citizen) 2. Update 9 Legal Action Templates 3. Additional template for Case Closed 4. Additional Blank Template 5. Legal Action - Additional 13 templates with system generated electronic signature of the BPLD Head upon approval <ol style="list-style-type: none"> i. Operating Beyond Authority (Needs to secure Mayor's Permit) ii. Non-compliance with ancillary permits and clearances 			
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	<ul style="list-style-type: none"> iii. Show Cause Order before Closure Order iv. Show Cause Order before revocation of Mayor's Permit v. LLD Endorsed vi. Final Notice vii. Lifting of Cease and Desist Order viii. Lifting of Temporary Closure Order/Closure Order ix. Re-Implementation of Closure Order x. Reinstatement of Mayor's Permit with Lifting Order xi. Temporary Lifting of Closure Order xii. Case Closed (LLD) xiii. Time Extension <p>6. Summary Dashboard: Add count of "For Approval" and "Approved" by BPLD Head</p> <p>7. Tagging of businesses with open cases with automatic flagging to evaluators and inspectors</p> <p>c. Negative List</p> <ul style="list-style-type: none"> 1. Negative List Viewer 2. Negative List Department Tagging 3. Negative List Prompt Ancillary Details (Email Notification, Prompt during application) <p>d. Changes on the Inspection Form</p> <ul style="list-style-type: none"> 1. With Functioning CCTV tick box 2. Breastfeeding Station 3. Additional Questions Related to PWD 4. Owner/Leased Question 5. Copy Compliance Monitoring Inspection Form to OTS Inspection Form 6. Photos of Establishment max attachment from 5 to 10 7. Optional fields under Ancillary Section (clearance number, validity) 8. Add "No Mayor's Permit" tick box in the MP attachment when no MP is presented 			
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	<p>e. Other general updates</p> <ol style="list-style-type: none"> 1. Add Search Business module on Inspection Supervisor access 2. Allow searching by Mission Order and Report No. in Inspection Result module 3. Add Department filter in Accomplishment Report module 4. Update content of the body in Inspection Result PDF Template 5. Add Mayor's Permit in Mission Order PDF and Inspection Result PDF 6. Notify business owners with scheduled inspection <p>C. Technical Training and Knowledge Transfer</p> <ol style="list-style-type: none"> i. Training of at least five (5) BPLD technical personnel on OUBPAS troubleshooting, maintenance and simple system modifications <ol style="list-style-type: none"> a. Turn-over and review of all user manuals b. Eighty (80) hours of highly technical training sessions with code review, Q&A and hands-on exercises <p>D. Technical and Customer Service Support for 12 months</p> <p>E. Provide hosting and administration of a cloud storage server based on due diligence of QC Database size and requirements for any data collected and utilized by QC BPLD for the OUBPAS for new, renewal, amendment, special business permit applications and retirement.</p> <p>** Software components shall have six (6) months warranty upon implementation. User manual and installer shall be provided for software components.</p> <ul style="list-style-type: none"> • User manual and installer (if necessary) shall be provided for software components. • All hardware requirements are existing and to be provided by BPLD department. 			
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	<p><u>Terms of Payment:</u></p> <ul style="list-style-type: none"> - Upon awarding of the contract, the procuring entity will release fifteen percent (15%) of the total winning bid amount to the contract winning bidder as mobilization fee. -Upon demonstration of the minimum viable product based signed off technical specifications, the procuring entity will release thirty five percent (35%) of the total winning bid. -Upon submission and acceptance of the User Acceptance Testing of the new web modules and system changes to the procuring entity, the procuring entity will release thirty four percent (34%) of the total winning bid amount to the contract winning bidder. -Upon deployment of the new web modules and system changes to the production site of QC Biz Easy, the procuring entity will release fifteen percent (15%) of the total winning bid amount to the contract winning bidder. -One percent (1%) of the total winning bid amount will be released one (1) year after deployment of the new web modules and system changes to the production site of QC Biz Easy as a performance security. <p><i>***with attached Terms of Reference which will form an integral part of this bidding document***</i></p>			

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

**PROJECT NAME: LINE 1: DEVELOPMENT, INSTALLATION, TESTING
AND DEPLOYMENT OF THE QUEZON CITY SOCIAL WELFARE
PROGRAM ADMINISTRATION SYSTEM
PROJECT NO. OCM(CAO)-23-IT-1620**

Item	Specification	Statement of Compliance
		<i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
A. 1.	<p style="text-align: center;">DEVELOPMENT, INSTALLATION, TESTING AND DEPLOYMENT OF THE QUEZON CITY SOCIAL WELFARE PROGRAM ADMINISTRATION SYSTEM</p> <p>The project is for a web application that will run off the QC-eServices online platform. This application will utilize the existing QCitizen ID to establish residency and subsequent eligibility. The applicants will be vetted by the Social Services Development Department (SSDD) as defined by the program mechanics. Phase 1 shall be a cloud-based system while a 2nd phase can possibly be implemented for an on-premise system.</p> <p><u>PROJECT SCOPE OF WORK</u></p> <p>Technical Specifications:</p> <p>All users will require a valid email address to log in and use the system. They can recover their password through their email.</p> <p>The web applications will be accessible using the latest versions of Safari and Chrome on Mac/iOS and Chrome on Windows/Android</p> <p>The web applications will store all data and documents in the cloud instead of on-premises servers.</p> <p>The cloud-based hosting of the data will be provided for one (1) year, subject to renegotiation thereafter.</p> <p>All data captured by the system shall remain the property of the City, and the cloud-based storage that contains the data will be turned over to the City at an agreed upon date prior to the expiration or termination of the agreement with no additional cost to the city including program code and must comply to DICT Cloud First Policy.</p> <p>Security:</p> <p>The web server will be protected by SSL certificates.</p>	

The web server will be a separate instance from the database server.

A secure means of communication between all servers within the cloud must be provided.

The system will implement industry standard measures to protect user data, prevent web fraud, mitigate bot attacks, secure APIs, and prevent unauthorized application access.

The system should conform to applicable data privacy laws.

System Features:

- a) The Social Welfare Program is open to eligible QC residents as verified by their QCitizen ID;
- b) Applicants must have a QCitizen ID, which they will use to apply for the program and to renew their participation;
- c) Applicants will provide relevant proof of their economic status, which will be done through QC-eServices;
- d) Applications to the program may be submitted online through the applicant's QC-eServices account, or they may apply in person at locations designated by SSDD;
- e) The applications may include the uploading of relevant documents establishing eligibility for the program, and these may be done by the applicant online, or by the authorized SSDD personnel;
- f) The required application supporting documents may include all or some of the following, which are subject to possible revisions;
 - xvi. Barangay Clearance
 - xvii. Certification of Indigency
- g) Those approved for the program will apply to renew their participation in the program periodically through QC-eServices, whether online or via SSDD;
 - xviii. There will be a maximum number of consecutive renewals allowed
 - xix. A participant who fails to renew for a given period will not receive the financial aid for that period
- h) Internal Quezon City Hall personnel with valid access can review and approve the applications;
 - xx. Reviewer and approver workflow
 - xxi. Pending applications inbox
 - xxii. Search feature
 - xxiii. Feedback for rejections or incomplete documents
- i) The system will track the number of periods participants have availed of the program, including the total financial aid they have received;
- j) The time intervals that cash grants are given, the total number of grants allowed in a given period, and the amount given per interval are variable;
- k) Where possible, program participants will receive their monetary aid through the financial information they have provided in their application;
- l) Authorized QC personnel will be able to view reports on program metrics such as usage, number of participants, number of pending applications and total aid disbursed;
- m) The system will include a facility for generating payroll lists for use in the approval process of internal QC LGU offices in funds disbursement;
- n) All mentioned reports may be printed on demand by the authorized users;

	<p>**One (1) year warranty for software bugs and fixes</p> <p><u>Terms of Payment:</u></p> <ul style="list-style-type: none"> - Upon submission of the system for internal testing, the procuring entity will release fifteen percent (15%) of the total winning bid amount to the service provider. - Upon deployment of the system online, the procuring entity will release eighty-four percent (84%) of the total winning bid amount to the service provider. - 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. <p style="text-align: center;"><i>(With attached Terms of Reference which will form an integral part of this bidding document)</i></p>	
B.	Compliance to the Schedule of Requirements (Section VI)	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Technical Specifications

**PROJECT NAME: LINE 2: SUPPLY, DELIVERY, INSTALLATION, TESTING
AND COMMISSIONING OF THE QUEZON CITY ONLINE TRICYCLE
REGISTRATION AND RENEWAL SYSTEM
PROJECT NO. OCM(CAO)-23-IT-1620**

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
<p>A. 1.</p>	<p>SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE QUEZON CITY ONLINE TRICYCLE REGISTRATION AND RENEWAL SYSTEM</p> <p>This project involves an online, web-based, cloud-hosted system that will register and manage tricycle and pedicab franchises as well as track and record the operators, drivers, routes and operator and driver associations pertaining to each franchise. The system will be used by authorized users from TFB and TRD to facilitate the application, approval, cancellation, and transfer of tricycle and pedicab franchises and registrations. Phase 1 shall be a cloud-based system while a 2nd phase can possibly be implemented for an on-premise system.</p> <p><u>PROJECT SCOPE OF WORK:</u></p> <p>Technical Specifications:</p> <ol style="list-style-type: none"> a) All internal users will require a valid email address to log in and use the system. They can recover their password through their email. b) The web applications will be accessible using the latest versions of Safari and Chrome on Mac/iOS and Chrome on Windows/Android c) The web applications will store all data and documents in the cloud instead of on-premises servers. d) The cloud-based hosting of the data will be provided for one (1) year, subject to renegotiation thereafter. e) All data captured by the system shall remain the property of the City, and the cloud-based storage that contains the data will be turned over to the City at an agreed upon date prior to the expiration or termination of the agreement with no additional cost to the city including program code and must comply to DICT Cloud First Policy. 	

- i. Security:
 - f) The web server will be protected by SSL certificates.
 - g) The web server will be a separate instance from the database server.
 - h) The system will implement industry standard measures to protect user data, prevent web fraud, mitigate bot attacks, secure APIs, and prevent unauthorized application access.
 - i) The system should conform with applicable data privacy laws.
- ii. System Features:
 - a) Users from TFB will be able to encode, manage, and process applications for new, renewal, amendment, and reconsideration of all franchises of tricycles, pedicabs, and utility trikes in Quezon City;
 - b) Users from TRD will be able to process applications for new, renewal, amendment, and reconsideration of tricycles, pedicabs, and utility trikes in Quezon City;
 - c) Users will access the system through the QC-eServices online platform, and they will need valid QC-eServices accounts;
 - d) TFB will be able to generate and print the Certificate of Public Convenience for franchise holders.
 - e) TFB will be able to generate and print reports of current and existing franchises and their owners;
 - f) TRD will be able to generate and print Motorized Tricycle Operator's Permit and Pedicab Operator's Permit for applicable operators;
 - g) TRD will be able to generate and print reports of current and existing MTOP and POP operators;
 - h) TRD will be able to assign the following to each franchise:
 - i. Name of Operator
 - ii. TODA or PODA name
 - iii. Motor number
 - iv. Sidecar number
 - v. Route
 - vi. Case number
 - vii. Names of drivers
 - i) Operators will apply for and renew their franchises and Motorized Tricycle Operator's Permit (MTOP), and Pedicab Operator's Permit (POP) through the system;
 - j) Each franchise will be valid for three years, while each MTOP and POP will be valid for one year;
 - k) All operators and drivers will be required to have a QCID, and the proposed system will need to integrate with the existing QCID system;

Operators will also be able to view the status and validity of their permits and applications via the system;

	<p>**One (1) year warranty for software bugs and fixes</p> <p><u>Terms of Payment:</u></p> <ul style="list-style-type: none"> - Upon submission of the system for internal testing, the procuring entity will release fifteen percent (15%) of the total winning bid amount to the service provider. - Upon deployment of the system online, the procuring entity will release eighty-four percent (84%) of the total winning bid amount to the service provider. - 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. <p style="text-align: center;"><i>(With attached Terms of Reference which will form an integral part of this bidding document)</i></p>	
B.	Compliance to the Schedule of Requirements (Section VI)	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Technical Specifications

PROJECT NAME: LINE 3: SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE PROPERTY AND CASE MANAGEMENT SYSTEM OF QUEZON CITY
PROJECT NO. OCM(CAO)-23-IT-1620

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
<p>A. 1.</p>	<p>SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE PROPERTY AND CASE MANAGEMENT SYSTEM OF QUEZON CITY</p> <p>This project will provide CREMCO with a centralized digital repository that can be readily accessed and updated by CREMCO officers. Because of the sensitive nature of the data, only authorized users will be able to use the system. As each case develops, updates to each property can be easily done for subsequent retrieval later by relevant case officers. Phase 1 shall be a cloud-based system while a 2nd phase can possibly be implemented for an on-premise system.</p> <p><u>PROJECT SCOPE OF WORK:</u></p> <p>Technical Specifications:</p> <ul style="list-style-type: none"> a) All internal users will require a valid email address to log in and use the system. They can recover their password through their email. b) The web applications will be accessible using the latest versions of Safari and Chrome on Mac/iOS and Chrome on Windows/Android c) The web applications will store all data and documents in the cloud instead of on-premises servers. d) The cloud-based hosting of the data will be provided for one (1) year, subject to renegotiation thereafter. e) All data captured by the system shall remain the property of the City, and the cloud-based storage that contains the data will be turned over to the City at an agreed upon date prior to the expiration or termination of the agreement with no additional cost to the city including program code and must comply to DICT Cloud First Policy. <p>Security:</p> <ul style="list-style-type: none"> a) The web server will be protected by SSL certificates. 	

- b) The web server will be a separate instance from the database server.
- c) The system will implement industry standard measures to protect user data, prevent web fraud, mitigate bot attacks, secure APIs, and prevent unauthorized application access.
- d) The system should conform with applicable data privacy laws.

i. System Features:

- a) Property Database Management module
 - 1. Capability to maintain all information in the property master list.
Including but not limited to:
 - a. PIN, TCT, and Tax Declaration
 - b. Status
 - c. Location
 - d. Process
 - e. Condition
 - f. Supporting documents
 - 2. Ability to assign specific properties for revision or updating to a specific person.
 - 3. Ability to digitally store documents, photos, videos, and other miscellaneous documents related to the property.
 - 4. Ability for City Real Estate Management and Control Office (CREMCO) users to submit recommendations for each property.
- b) User Management module
 - 5. Ability to manage users of the system granting them varied levels of access.
 - 6. The system should have at least three access levels:
 - a. Admin – Has access to all modules and property types.
 - b. Encoder – Has access to creating and modifying property information including attaching files.
 - c. Viewer – Has the limited ability to view specific properties or property types.
- c) Property Searching feature
 - 7. To aid in extracting and using the information in the property master list, a property search module is included.
 - 8. The property search module allows users to search for specific property types or narrow down their search based on user defined parameters.
 - 9. Property search module should include:
 - a. PRN
 - b. Area
 - c. Barangay
 - d. Classification
 - e. District
 - f. Phase
 - g. Status
- d) System will include an Uploader Module for handling updating the database with multiple properties.
- e) System will include a Dropdown List Management feature that allows for expanding or editing dropdown lists.

**One (1) year warranty for software bugs and fixes

Terms of Payment:

	<p>- Upon submission of the system for internal testing, the procuring entity will release fifteen percent (15%) of the total winning bid amount to the service provider.</p> <p>- Upon deployment of the system online, the procuring entity will release eighty-four percent (84%) of the total winning bid amount to the service provider.</p> <p>- 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.</p> <p style="text-align: center;"><i>(With attached Terms of Reference which will form an integral part of this bidding document)</i></p>	
B.	Compliance to the Schedule of Requirements (Section VI)	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Technical Specifications

**PROJECT NAME: LINE 4: SUPPLY, INSTALLATION, TESTING,
COMMISSIONING, DEPLOYMENT AND DEVELOPMENT OF THE
QUEZON CITY GENDER AND DEVELOPMENT (QC GAD) INTEGRATED
MANAGEMENT INFORMATION SYSTEM (PHASE 2)
PROJECT NO. OCM(CAO)-23-IT-1620**

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
<p>A. 1.</p>	<p>SUPPLY, INSTALLATION, TESTING, COMMISSIONING, DEPLOYMENT AND DEVELOPMENT OF THE QUEZON CITY GENDER AND DEVELOPMENT (QC GAD) INTEGRATED MANAGEMENT INFORMATION SYSTEM (PHASE 2)</p> <p>The Quezon City Unified Referral System will provide an advanced customized software that will be modified based on the requirements to monitor the reports made related to cases of Children in Need of Special Protection (CNSP) such as Children at Risk (CAR) and Children in Conflict with the Law (CICL) and clients referred to the Processing Center of the Social Services Development Department.</p> <p><u>PROJECT SCOPE OF WORK:</u></p> <p>. System Design and Development:</p> <p>1. Social Services Development Department</p> <p>a. This part will only be accessed by users for Social Services Development Department</p> <p>b. Log in feature</p> <ul style="list-style-type: none"> - The user must be able to log-in based on the credentials provided to them. - The user must be able to reset the password to maintain data confidentiality. <p>c. Dashboard</p> <p>The user must be able to view the dashboard that will show the visual representation of the data collected from the system specifically for Children in Social Services Development Department</p> <p>d. Reports</p> <ul style="list-style-type: none"> i. The user will have visibility on the reports encoded on the system specifically for Social Services Development Department 	

- ii. The user will have the ability to encode new reports for Social Services Development Department
- e. People
The user will have the visibility on all the victims, suspects, and complainants logged on the system specifically for Social Services Development Department
- f. Summary
The user will have the ability to extract all the summary reports templated for all the agencies specifically for Social Services Development Department
- g. Hybrid Server – Cronjob (Online and Offline – Add on feature)
- i. Enable users to save or input data even when offline, with automatic synchronization of the data to the cloud once an internet connection becomes available.
- iii. Allow GAD and SSDD to view the dashboard and generate reports even when there is no internet connection. This means that the synchronization should be bi-directional.
- iii. Scheduled Tasks: to schedule tasks at specific times or intervals.
- iv. On-Premises Execution: Set up cron jobs on your on-premise server to perform tasks automatically.
- v. Cloud Integration: Automate the transfer of data or tasks from the on-premise server to the cloud server.
- vi. Logging and Monitoring: Monitor the execution of cron jobs and receive notifications for successful or failed tasks.
- vii. Error Handling: Implement error handling to manage failed cron jobs and troubleshoot issues.
- viii. Security: Secure communication between the on-premises and cloud servers using encryption and authentication.
- h. Phase 1 Revisions, New business rules and Features
- i. DASHBOARD
 - # of Graphs summary report
 - Action Taken and status.
 - Total number of cases by age
 - Dashboard: Clients by Sex vs Total no. of victims
 - Summary report (Per Victim)
 - List of victims (Subtype Cases)
 - SPECIAL PROTECTION OF CHILDREN AGAINST ABUSE EXPLOITATION AND DISCRIMINATION (RA 7610)
 - o Neglect
 - o Physical Abuse
 - o Sexual Abuse
 - o Psychological Abuse/Emotional Maltreatment
 - ANTI-VIOLENCE AGAINST WOMEN AND THEIR CHILDREN ACT (RA 9262)
 - o Economical/Financial Abuse
 - o Sexual Abuse
 - o Psychological/Emotional/Verbal Abuse
 - o Physical Abuse
 - ANTI-VIOLENCE AGAINST WOMEN AND THEIR CHILDREN ACT (RA 9262)
 - o Use of Object, Letters or Notes with Sexual Under-Pinnings Verbal, Physical
 - Summary report (Per Victim)
 - List of Victims (Per Agency)
 - o Agency and Sector
 - QCPD-DWCCS Sectors (16 Police stations)
 - Barangay VAW Desk (142 Barangays)
 - SSDD Sectors (6 districts)
 - Hospital Sectors (RMBGH, QCGH, NDH)"
 - ANTI-VIOLENCE AGAINST WOMEN AND THEIR CHILDREN ACT (RA 9262)"

B. Development Phases
1. Planning

- a. Requirements and Policies Gathering
 - i. Clear and signed requirements and policies
- b. Data flow
 - i. Planning on how the data should be saved.
- c. Development Stack
 - i. Planning the architecture of the software and how it will be deployed.
- d. Version and Milestone
 - i. Planning for versions, milestone, and release
- 2. Deployment**
 - a. Development of Environment Set up
 - b. Testing/Staging Environment
 - c. Production Environment
 - d. Web Deployment
 - e. Printing of reports (pdf, csv format)
- 3. Testing**
 - a. Alpha Testing
 - b. InternalTesting
 - c. Close Beta testing
 - d. Testing with QA, Managers and Client/Product Owner
- 4. Front-End Development**
 - a. UI/UX Design
 - b. Web Design
 - c. Responsive Website
 - d. Develop the website to make the layout adapt and be flexible to various viewing devices and different browsers. This cover:
 - i. InternalTesting
 - ii. Page element sizing in relative units
 - iii. Flexible image sizing in relative units
 - g. Programming and testing on the following viewing devices:
 - iii. InternalTesting
 - iv. Smartphones
 - o Apple iOS (browser base fluid capability)
 - o Android Devices
 - iii. Laptop / Desktop
 - o Mac
 - o Windows
 - o Ubuntu
 - o Centos 7
 - h. Testing on the following latest version of web browsers such as:
 - i. Mozilla Firefox
 - ii. Chrome
 - iii. Safari
- 5. Training and Documentation**
 - a. User Training
 - b. User Manual
 - c. Technical Documentation
 - i. Project Documentation
 - d. Test Plan Documentation
 - i. Testing Guidelines
 - e. Gantt Chart/ Schedules
 - i. Schedules of deliverables
- C. Deliverables**

The project shall cover the delivery of services for planning, designing, development, testing, deployment, documentation, training and implementation of the system which includes the following:

 - a. Project Management
 - Software Requirements Specification

	<ul style="list-style-type: none"> -System Development -Quality Assurance Testing -User Acceptance Testing -Deployment and Implementation <p>b. Project Documentation</p> <p>c. Functional, Technical and User Trainings</p> <p>d. Maintenance – One (1) year Maintenance Warranty and Support to Management Information System – to ensure that the System retains all full functionality and conforms to the specifications, the service provider will fix the bugs for free during the warranty period of One (1) year from turnover of the project to the client.</p> <p>e. Cloud Server (Pls. see below specs)</p> <p>D. WEB HOSTING, MAINTENANCE AND SUPPORT (Every Year) – to be included in GAD Council Budget</p> <ul style="list-style-type: none"> -Web Hosting Subscription for 2 Years -Server Maintenance -System Maintenance -Security Updates -Bug fixes -Software Updates -Tech support <ul style="list-style-type: none"> Phone Email Remote Access Support Consultation includes 8x5 days, 9am to 6pm (Excluding Holidays) -Tech support -Personnel Assigned <ul style="list-style-type: none"> One (1) Account Executive One (1) Technical Team -24/7 Server uptime <p>E. Web Hosting Specifications: (subscription of 2 Years)</p> <p>a. Web Hosting: Elastic IP (AP-Southeast 1(Singapore), dedicated server, dynamic BGP, 1 Mbit/sx 1:1PCS</p> <p>b. Relational Database Service (Database Engine storage, MySQL 5.7, single, general-enhanced, 2 vCPU 4GB, Ultra high I/O 40B)</p> <p>c. Simple Storage Services (S3) (Storage Package 100GB, Internet Outbound Traffic 5QGB)</p> <p>d. Elastic Cloud Server 2 (XS6, General computing, T3 medium, 2vCPU 4GB, Ubuntu 20.04 server 64bit, High I/O 40GB)</p> <p style="text-align: center;"><i>(With attached Terms of Reference which will form an integral part of this bidding document)</i></p>	
B.	Compliance to the Schedule of Requirements (Section VI)	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Technical Specifications

**PROJECT NAME: LINE 5: SUPPLY AND DELIVERY OF TECHNICAL UPGRADES
AND MAINTENANCE SERVICES OF THE ONLINE QUEZON CITY PORTAL
PROJECT NO. OCM(CAO)-23-IT-1620**

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
<p>A. 1.</p>	<p style="text-align: center;">SUPPLY AND DELIVERY OF TECHNICAL UPGRADES AND MAINTENANCE SERVICES OF THE ONLINE QUEZON CITY PORTAL</p> <p>The project involves updating the QC-eServices platform to integrate additional online services. Feature updates to ongoing online services are also included. The bid also includes coordinating a Vulnerability Assessment and Penetration Test for the core QC-eServices platform.</p> <p><u>PROJECT SCOPE OF WORK:</u></p> <p>i. Responsibility of the Service Provider:</p> <ul style="list-style-type: none"> a) The service provider will study all current features and modules of the portal and will document their results. b) The service provider will conduct due diligence with all existing system developers who have web applications in the QC-eServices portal to scope out their maintenance needs for the year. c) The service provider should not expect any support from the suppliers who previously maintained the portal. d) The Quezon City Information Technology and Development Department (QC ITDD) will be available as resources for due diligence, but they may not be tapped to conduct any actual maintenance or upgrades to the portal. <p>ii. Service Components:</p> <ul style="list-style-type: none"> a) Resolution and fixes for all technical bugs of the QC-eServices portal should and when they occur; b) Technical support will be as follows: <ul style="list-style-type: none"> viii. Workdays from 8AM to 5PM, expect a response within the day or by next day ix. Weekends and holidays, expect a response by next workday <p>c) Deliver 99.99% uptime for the QC-eServices portal;</p>	

	<p>d) The service provider is also expected to provide technical support and feature enhancements for the following web applications currently running on the QC-eServices portal:</p> <ul style="list-style-type: none"> x. Scholars Registration System xi. Alagang QC (Kalingang QC para sa Manggagawa) xii. Pangkabuhayang QC phase 3 payout <p>e) The service provider will extend technical support to the following web applications to ensure that they are integrated with the QC-eServices platform:</p> <ul style="list-style-type: none"> xiii. OVR Online Payment xiv. Market One Stop Shop xv. QCitizen ID Query Portal <p>The service provider will commission a fully documented Vulnerability Assessment and Penetration Test (VAPT) utilizing enterprise tools and will conduct mitigating actions based on the results.</p> <p>**One (1) year warranty for software bugs and fixes</p> <p><u>Terms of Payment:</u></p> <ul style="list-style-type: none"> - Upon submission of the system for internal testing, the procuring entity will release fifteen percent (15%) of the total winning bid amount to the service provider. - Upon deployment of the system online, the procuring entity will release eighty-four percent (84%) of the total winning bid amount to the service provider. - 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. <p style="text-align: center;"><i>(With attached Terms of Reference which will form an integral part of this bidding document)</i></p>	
B.	Compliance to the Schedule of Requirements (Section VI)	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Technical Specifications

PROJECT NAME: LINE 6: DEVELOPMENT, INSTALLATION, TESTING AND DEPLOYMENT OF THE QUEZON CITY COMMUNITY HOUSING

ADMINISTRATION SYSTEM

PROJECT NO. OCM(CAO)-23-IT-1620

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
<p>A. 1.</p>	<p style="text-align: center;">DEVELOPMENT, INSTALLATION, TESTING AND DEPLOYMENT OF THE QUEZON CITY COMMUNITY HOUSING ADMINISTRATION SYSTEM</p> <p>QC LGU requires an online system to accept and process applications for its housing communities. Applications will be open to eligible residents of the city. The system is a mobile-compatible web application that should be fully integrated with the QC-eServices online platform. This system may utilize the existing QCitizen ID to establish residency and subsequent eligibility. The system will be administered by the Housing Community Development and Resettlement Department (HCDRD). Phase 1 shall be a cloud-based system while a 2nd phase can possibly be implemented for an on-premise system.</p> <p><u>PROJECT SCOPE OF WORK:</u></p> <p>Technical Specifications:</p> <ol style="list-style-type: none"> a) All users will require a valid email address to log in and use the system. They can recover their password through their email. b) The web applications will be accessible using the latest versions of Safari and Chrome on Mac/iOS and Chrome on Windows/Android c) The web applications will store all data and documents in the cloud instead of on-premises servers. d) The cloud-based hosting of the data will be provided for one (1) year, subject to renegotiation thereafter. e) All data captured by the system shall remain the property of the City, and the cloud-based storage that contains the data will be turned over to the City at an agreed upon date prior to the expiration or termination of the agreement with no additional cost to the city including program code and must comply to DICT Cloud First Policy. <p>Security:</p> <ol style="list-style-type: none"> a) The web server will be protected by SSL certificates. b) The web server will be a separate instance from the database server. 	

- c) A secure means of communication between all servers within the cloud must be provided.
- d) The system will implement industry standard measures to protect user data, prevent web fraud, mitigate bot attacks, secure APIs, and prevent unauthorized application access.
- e) The system should conform with applicable data privacy laws.

System Features:

- a) The Housing Program is open to eligible QC residents as verified by their QCitizen ID;
- b) Applicants must have a QCitizen ID, which they will use to apply for the program;
- c) Applicants will provide relevant proof of their economic status, which will be done through QC-eServices;
- d) Applications to the program may be submitted online through the applicant's QC-eServices account, or they may apply in person at locations designated by HCDRD;
- e) The applications may include the uploading of relevant documents establishing eligibility for the program, and these may be done by the applicant online, or by the authorized Housing Community Development and Resettlement Department (HCDRD) personnel;
- f) The required application supporting documents may include all or some of the following, which are subject to possible revisions;
 - Barangay Clearance
 - Certification of Indigent
- h) Those approved for the program will be assigned to a housing project once available, and if required they may pay their amortization through the online payments solution of QC-eServices;
 - Beneficiaries can only avail of one housing project
 - Beneficiaries will be provided with a breakdown of their monthly payments
 - Beneficiaries may choose to pay their dues at the cashiers of the City Treasurer's Office (CTO) or via the online payment facility of QC-eServices.
- i) Internal Quezon City Hall personnel with valid access can review and approve the applications;
 - Reviewer and approver workflow
 - Pending applications inbox
 - Search feature
 - Feedback for rejections or incomplete documents
 - Assignment to available housing projects
- j) Authorized QC personnel will be able to view reports on program metrics such as usage, number of participants, number of pending applications and total beneficiaries approved.
- k) The system will include a facility for tracking payments of dues;

All mentioned reports may be printed on demand by the authorized users.

**One (1) year warranty for software bugs and fixes

Terms of Payment:

- Upon submission of the system for internal testing, the procuring entity will release fifteen percent (15%) of the total winning bid amount to the service provider.

- Upon deployment of the system online, the procuring entity will release eighty-four percent (84%) of the total winning bid amount to the service provider.

	<p>- 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.</p> <p><i>(With attached Terms of Reference which will form an integral part of this bidding document)</i></p>	
B.	Compliance to the Schedule of Requirements (Section VI)	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

<p><i>Technical Specifications Page 3 of 3</i> <i>OCM(CAO)-23-IT-1620 - LINE 6</i></p>

Technical Specifications

**PROJECT NAME: LINE 7: SUPPLY, INSTALLATION, TESTING AND
COMMISSIONING OF QUEZON CITY CYBER SECURITY SYSTEM
PROJECT NO. OCM(CAO)-23-IT-1620**

Item	Specification	Statement of Compliance
		<i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
A. 1.	<p style="text-align: center;">SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF QUEZON CITY CYBER SECURITY SYSTEM</p> <p>The project involves effective cybersecurity measures which can help prevent attacks and minimize the potential damage to the city's digital services.</p> <p>Overall, cybersecurity is essential for Quezon City to protect its sensitive information, prevent cyber attacks, comply with regulations, and enhance its reputation.</p> <p>Test the organization's ability to respond to a cyber-attack and evaluate how effective the cyber incident response plans are.</p> <p>To assess and identify the vulnerabilities of the organization's cyber security defense, allowing the organization to strengthen and improve its defenses against real-world cyber attacks.</p> <p><u>PROJECT SCOPE OF WORK:</u></p> <p>A. Table Top Exercises</p> <ol style="list-style-type: none"> 1. Analyze the differences between documented processes, expected responses and determine the reasons for the discrepancies and provide a plan to address them. 2. The exercises are based on real-world scenarios which are relevant to the organization. 3. The program should be rapid, efficient, and non-intrusive to operations. 4. The provider has been operating in the cyber security space for more than ten years and conducting Tabletop Exercises for more than five years. 5. The Exercises should cover executive strategies in responding to a cyber crisis. 6. Ability to conduct roundtable exercises simulating relevant real-world scenarios and be flexible to pivot to different inputs to observe the organization's actions and decisions in response. 7. Facility to conduct prework to understand the organization's threat profile, operational environment, and 	

	<p>particular areas of concern to develop more accurate scenarios.</p> <ol style="list-style-type: none"> 8. Ability to execute the exercises either remotely or on site. 9. The outcome of the exercise to be presented at an executive level and audience. 10. The exercise should be managed by a project manager with additional subject matter experts executing the tasks. 11. Must have performed more than 300 Red Team Assessments each year <p>B. Red Teaming (RT)</p> <ol style="list-style-type: none"> 1. Security Principal/Vendor must have proven track records in delivering RT across industry sectors globally in the last 10 years. 2. Security Principal/Vendor must have its own RT that perform over 400 RT assessments per year. 3. Security Principal/Vendor must have its own RT that perform over 400 RT assessments per year. 4. Security Principal/Vendor must have global operations in US, Europe, Japan, Asia Pacific regions. 5. Security Principal/Vendor must have extensive threat intel network to facilitate in the execution of the RT exercise. 6. Security Principal/Vendor must have a proven RT methodology which can be tracked during the exercise and also customized for the customer. 7. Security Principal/Vendor must be able to help develop a remediation plan following the outcome of the RT exercise to address weaknesses identified. 8. Security Principal/Vendor should be able to provide a detailed report targeted at different audiences with understandable analysis and actionable recommendations. 9. Security Principal/Vendor must be able to provide an intelligence led RT exercise in partnership with the requirements set by the customer. 10. Security Principal/Vendor must be able to provide realistic capture flags using various levels of techniques. 11. Security Principal/Vendor should have the ability to replay the RT exercise to the customer's security operations. 12. The RT exercise must be able to deliver a threat profile which is specific for the customer covering the following at the very least: <ol style="list-style-type: none"> a. Cyber threat landscape changes over the last 3 year period. b. Newly identified tactics, techniques and procedures (TTPs) c. New threat actors d. Incident report on 1c 13. Conduct research and analysis on the intelligence output from 12 and requirements set by the customer in order to establish genuine TTPs. 14. Identify targets for the scope of the RT exercise covering both digital and non-digital assets. 15. Conduct the project initiation with the customer key stakeholders in a controlled need to know basis which can be executed in line with the customer's preferred method. 16. Clearly articulate the techniques utilized to exploit the customer environment. 17. Reporting should be in detail and cover the following: <ol style="list-style-type: none"> a. Testing Scenarios b. Scenarios Outcome c. Customer Environment Restoration d. Gaps and Remediation Recommendations 18. Up to one week of retesting on the completion of the remediation activities. 	
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Delivery and Payment Schedule

Project Activity/Milestone	Deliverables	Amount of Payment/ Payment Schedule
7. Table top exercise	<ul style="list-style-type: none"> Kindly refer to <i>Scope of Work and Deliverables</i> listed items. 	<ul style="list-style-type: none"> 40% of the Total Project Cost (30) days upon sign off table top.
8. Red Teaming (RT)	<ul style="list-style-type: none"> Kindly refer to <i>Scope of Work and Deliverables</i> listed items. 	<ul style="list-style-type: none"> 40% of the Total Project Cost (30) days upon sign off Red teaming.
9. Report creation	<ul style="list-style-type: none"> To deliver documentation and reporting of findings. 	<ul style="list-style-type: none"> 10% of the Total Project Cost (30) days upon sign off of Report creation.
10. Review report & Remediation	<ul style="list-style-type: none"> QC LGU to conduct remediation on their system. 	<ul style="list-style-type: none"> n/a Timeline: Twenty-one (21) calendar days after repo.
11. Retesting	<ul style="list-style-type: none"> Mandiant to conduct retesting upon completion of the remediation. 	<ul style="list-style-type: none"> 5% of the Total Project Cost (30) days upon sign off of retesting report.
12. Result Presentation	<ul style="list-style-type: none"> To present results to stakeholders. 	<ul style="list-style-type: none"> 5% of the Total Project Cost (30) days upon sign off of the presentation report.

(With attached Terms of Reference which will form an integral part of this bidding document)

B.	Compliance to the Schedule of Requirements (Section VI)	
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I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

*Schedule of Requirements Page 4 of 4
OCM(CAO)-23-IT-1620 – LINE 7*

Technical Specifications

**PROJECT NAME: LINE 8: SUPPLY, INSTALLATION, TESTING AND
COMMISSIONING OF THE ENHANCEMENT OF THE QUEZON CITY
PUBLIC LIBRARY SYSTEM (QCPL-S)
PROJECT NO. OCM(CAO)-23-IT-1620**

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
<p>A. 1.</p>	<p style="text-align: center;">SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF THE ENHANCEMENT OF THE QUEZON CITY PUBLIC LIBRARY SYSTEM</p> <p>The Enhancement of the Quezon City Public Library System (QCPL-S) project aims to improve the library experience for residents of Quezon City by enhancing the current library system while incorporating new features and functionalities. The web-based and mobile-responsive QCPL-S will preserve the existing functionalities of the system while introducing enhancements to meet the evolving needs of library users. Integration with the QC ID system and other QC systems will streamline processes, enabling users to utilize their QC ID for library card applications, appointment scheduling, and fine payments. The QCPL-S will allow citizens to borrow books using their QC ID, as well as use their ID for the library’s In & Out Management System. Notable features include a Book Reservation Module, Online Borrowing and Book Delivery Modules, and a Book Donation Module. The QCPL website will be enhanced with a newspaper or magazine-style layout, facilitating the addition of fresh content by administrators. The website will also feature an Online Public Access Catalogue (OPAC) for searching books and materials throughout the QCPL system. Furthermore, the QCPL-S will generate reports to assist administrators in monitoring user registrations, branch visitors, borrowed books, and earnings from fees. Overall, the project aims to create an efficient, user-friendly, and inclusive library system that promotes reading, accessibility, and community engagement. Phase 1 shall be a cloud-based system while a 2nd phase can possibly be implemented for an on-premise system.</p> <p><u>PROJECT SCOPE OF WORK:</u></p> <ul style="list-style-type: none"> • The Quezon City Public Library System (QCPL-S) will be SSL-protected, web-based, and accessible using the most recent versions of Chrome, Firefox, and Safari. • The QCPL System will be mobile responsive and compatible with the browsers of mobile smartphones and tablets 	

- The QCPL-S will be an enhancement of the current library system. New features will be implemented without sacrificing the current functionalities of the existing system.
- QCPL-S will integrate with the QC ID system and data needed for library card application can be retrieved from the QC ID system by scanning the ID's QR Code and using authenticated and authorized API communications.
- QCPL-S will also integrate with other QC systems such as, but not limited to, the QC Appointment system for scheduling of library visit and QC payment gateway for payment of fines using authenticated and authorized API communications.
- The QCPL-S will allow QC citizens to borrow books using their QC ID's
- The QCPL-S will allow QC citizens to use their ID's for the library's In & Out Management System
- The system will have a Book Reservation Module to allow users to reserve books online at a particular branch for a particular period of time. This module will have an admin portal to control which books in the circulation can be reserved and for how long
- The system shall allow online borrowing of books of any QCPL branch that can be picked up at any QCPL branch and returned at any QCPL branch. A Book In & Out Management Module shall keep track of the current location of the book while a Book Delivery Module will schedule the delivery of books from one branch to another.
- A Book Donation Module will keep track of all book donations at a particular location. Donated books can be sorted according to title, author, and its current location.
- The project shall involve the enhancement of the QCPL website with the purpose of increasing interest in reading and borrowing of books. The site shall be styled like a newspaper or magazine where fresh contents can be added to the site at any time by the website administrators without the need for additional programming from the supplier. The enhanced QCPL website will contain pertinent information about the collection and borrowing and visiting policies.
- The enhanced QCPL website shall have Online Public Access Catalogue (OPAC) functionality to allow searching of books and other reading materials available in the whole QCPL. Search can be done by author, title, ISBN, publisher, and keyword.
- The system will generate pertinent reports needed by the QCPL Admin such as but not limited to number of registered users, branch visitors, borrowed books, earnings from fees.
- The system will implement industry standard measures to protect user data and prevent unauthorized access. A firewall will be implanted for secured cloud connection.
- 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 for the online system and database.
- The system will allow periodic backups of the database.
- The system will conform with applicable data privacy laws.
- The QCPL-S, 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.
- The service provider will provide all necessary training for at least 1 day to at least 5 QCPL personnel comprising of librarians, administrators, and IT personnel for the usage, administration, and management of the system.

** Software Component shall have one (1) year warranty

	<p>User manual and installer (if necessary) shall be provided for software components.</p> <p>All hardware requirements are existing and to be provided by the Quezon City Government</p> <p><i>(With attached Terms of Reference which will form an integral part of this bidding document)</i></p>	
B.	Compliance to the Schedule of Requirements (Section VI)	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Technical Specifications

PROJECT NAME: LINE 9: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF THE QUEZON CITY DEPARTMENT OF ENGINEERING INFRASTRUCTURE PROJECT MANAGEMENT SYSTEM (QCDE-IPMS)

PROJECT NO. OCM(CAO)-23-IT-1620

Item	Specification	Statement of Compliance
		<i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
A. 1.	<p>SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF THE QUEZON CITY DEPARTMENT OF ENGINEERING INFRASTRUCTURE PROJECT MANAGEMENT SYSTEM (QCDE-IPMS)</p> <p>The QC Department of Engineering Infrastructure Project Management System (QCDE-IPMS) is a web-based application that offers a range of features to manage infrastructure projects in Quezon City. The system consists of the following key specifications:</p> <ul style="list-style-type: none"> • Dashboard View • On-going and New Projects • Old Projects • Contractors Management • Work-Items Management • User Group and Account Type Management • System Users Management • Billing History • Report Generation <p>By implementing the QC Engineering Department Infrastructure Project Management System, stakeholders can benefit from improved project management, efficient budget utilization, correctness of data, enhanced decision-making, and increased transparency. The system provides a centralized platform to</p>	

streamline processes and facilitate collaboration among stakeholders involved in infrastructure projects in Quezon City.

Project Scope of Work

- The Quezon City Department of Engineering Infrastructure Project Management System (QCDE-IPMS) will be cloud-based, SSL-protected, and accessible using the most recent versions of Chrome, Firefox, and Safari.
- QCDE-IPMS will be mobile responsive and compatible with the browsers of mobile smartphones and tablets.
- QCDE-IPMS will be integrated to other existing systems of the Department such as but not limited to the City Engineering Project Monitoring System (CEPMS) and Planning and Programming Division Integrated System (PPDIS).
- QCDE-IPMS will be integrated to other systems of the city such as but not limited to the QC E-services system, using authenticated and authorized API communications.
- The QCDE-IPMS shall provide the following modules
 - **Dashboard View:** The system provides a dashboard with multiple views to manage projects based on their status, statistics, due dates, project types, and locations. It allows customizable attributes and notifications to provide relevant information to stakeholders.
 - **On-going and New Projects:** Users can create new on-going and new projects by inputting project details such as name, location, start and end dates, variations, budgets, contractors, and more. The system allows for the addition of approved work-items with their quantities and auto-computes costs and percentages based on the project's budget. Users can input the target schedule and update actual work accomplishments on a daily basis, with automatic graph plotting for progress tracking. Department of Engineering can validate reported actual accomplishments, which are graphically compared against the target schedule for monitoring purposes.
 - **Old Projects:** The system also allows users to input data for old projects, including project details, budgets, contractors, and locations. Users can select and input quantities for work-items and track target and actual accomplishments. Graph overlays of target vs. validated accomplishments provide insights into project performance.
 - **Contractors Management:** The system provides functionality to add, edit, view, and delete the list of contractors. Contractors' details such as name, signatory, address, contact person, and contact information can be managed within the system.

- Work-Items Management: Users can add, edit, view, and delete the list of work-items. Work-items are associated with codes, descriptions, units of measure, unit costs, and templates for efficient management.
 - User Group and Account Type Management: The system allows administrators to add, edit, view, and delete user groups or account types. Each group can have specific roles and permissions assigned to control system access and functionality.
 - System Users Management: Administrators can add, edit, view, and delete system users. Users are associated with usernames, names, email addresses, account types, and affiliations (e.g., city engineer, contractor, admin).
 - Billing Process: The system can automatically generate Statements of Work Accomplishment (SWA) and Billing Statements. It also maintains a billing history for each contractor.
 - Report Generation: The system offers comprehensive report generation capabilities with various filters, enabling Stakeholders, Quezon City Management, Department Administrators, and Contractors to generate reports based on specific criteria and project attributes.
- The system will implement industry standard measures to protect user data and prevent unauthorized access. A firewall will be implanted for secured cloud connection.
 - 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 240 GB storage will be allocated for the online system and database. A separate cloud storage system will be maintained for database and system backups and for uploaded pictures and files. The cloud storage can be scaled up or down as needed by the system.
 - The system will allow daily backups of the database.
 - The system will conform with applicable data privacy laws.
 - The QCDE-IPMS, 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.
 - The service provider will provide all necessary training for at least 1 day to at least 5 Engineering personnel comprising of encoders, project engineers, project managers, and administrators for the usage, administration, and management of the system.

** Software Component shall have one (1) year warranty

	<p>User manual and installer (if necessary) shall be provided for software components.</p> <p>All hardware requirements are existing and to be provided by the Quezon City Government</p> <p><i>(With attached Terms of Reference which will form an integral part of this bidding document)</i></p>	
B.	Compliance to the Schedule of Requirements (Section VI)	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Technical Specifications

**PROJECT NAME: LINE 10: SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE QUEZON CITY DEPARTMENT OF ENGINEERING ROAD AND DRAINAGE FIX: INFRA ASSET MANAGEMENT SYSTEM (QC ROADFIX)
PROJECT NO. OCM(CAO)-23-IT-1620**

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
<p>A. 1.</p>	<p style="text-align: center;">SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE QUEZON CITY DEPARTMENT OF ENGINEERING ROAD AND DRAINAGE FIX: INFRA ASSET MANAGEMENT SYSTEM (QC ROADFIX)</p> <p>The QC Department of Engineering Road and Drainage Fix: Infra Asset Management System (QC ROADFIX) is a web-based application that offers a range of features to manage road and drainage maintenance projects in Quezon City. The system consists of the following key specifications:</p> <ul style="list-style-type: none"> • Dashboard View • Creation of Job Requests • View of Assets and Projects History • Creation of Target Schedule • Input of Actual Work Accomplishments • Inventory Management • Database Creation of Work-item vs. Materials-Needed Relationship • Management of Inventory Categories • User Group and Account Type Management • System Users Management • Report Generation • Request and Feedback from Citizens • Requests from District Action Offices <p>By implementing the Quezon City Department of Engineering Road and Drainage Fix: Infra Asset Management System (QC ROADFIX), stakeholders can benefit from efficient project management, optimized resource allocation, improved decision-making, correctness of data, and enhanced communication. The system serves as a centralized platform to streamline processes,</p>	

track project progress, and facilitate collaboration among stakeholders involved in road and drainage maintenance projects in Quezon City.

Project Scope of Work:

- The Quezon City Department of Engineering Road and Drainage Fix: Infra Asset Management System (QC ROADFIX) will be cloud-based, SSL-protected, and accessible using the most recent versions of Chrome, Firefox, and Safari.
- QC ROADFIX will be mobile responsive and compatible with the browsers of mobile smartphones and tablets.
- QC ROADFIX will be integrated to other existing systems of the Department if needed.
- QC ROADFIX will be integrated to other systems of the City such as but not limited to the QC-eservices system, using authenticated and authorized API communications.
- The QC ROADFIX shall provide the following modules
 - **Dashboard View:** The system provides a comprehensive dashboard with multiple views, allowing users to manage projects by status, statistics, project types, locations, number of available assets, and inventory item availability. Customizable attributes and notifications enable users to focus on relevant information.
 - **Creation of Job Requests:** Users can create job requests by inputting project details such as name, asset selection, location, start date, and expected completion date. The system allows the selection of work-items from a pool based on the nature of work, and users can input approved quantities for each work-item. The system automatically computes the needed materials, equipment, and manpower based on the selected work-items, and compares the quantities of on-hand items with the project requirements. Supplemental items can be added when on-hand items are insufficient.
 - **View of Assets and Projects History:** The system provides a feature to view the history of assets and projects, allowing users to track past projects and access relevant information.
 - **Creation of Target Schedule:** Users can input quantities of work-items on a daily or weekly basis to create a target schedule. The system automatically computes the consolidated percentage of all work-items and plots a projected work schedule on a graph. For horizontal projects, the system generates a roadmap to visualize the scope and range.
 - **Input of Actual Work Accomplishments:** Users can input the accomplished quantity of each work-item, and the system

computes the consolidated percentage of all accomplished work-items. A graph displays the actual progress of the project, and a graph overlay compares the target schedule with the actual progress. For horizontal projects, a roadmap illustrates the target vs. actual accomplishment.

- **Inventory Management:** The system provides a view of all items with various filters, allowing users to manage inventory items efficiently. Users can access inventory history, track ingress of inventory items, and manage inventory quantities and statuses.
- **Database Creation of Work-item vs. Materials-Needed Relationship:** The system allows users to input per unit information for work-items and uses an algorithm to determine the needed materials, equipment, and manpower. This ensures accurate resource planning for each work-item.
- **Management of Inventory Categories:** Users can add, edit, and delete inventory categories such as materials, equipment, and manpower to organize and manage inventory items effectively.
- **User Group and Account Type Management:** The system provides functionality to add, edit, view, and delete user groups or account types. Each group can have specific roles and permissions assigned to control system access and functionality.
- **System Users Management:** Administrators can add, edit, view, and delete system users. Users are associated with usernames, names, email addresses, account types, and affiliations (e.g., district engineer, admin).
- **Report Generation:** The system offers comprehensive report generation capabilities with various filters, allowing stakeholders to generate reports based on specific criteria and project attributes.
- **Request and Feedback from Citizens:** The system includes a feature for citizens to submit requests and provide feedback through the QC E-services platform, ensuring transparency and citizen engagement.
- **Requests from District Action Offices:** The system allows District Action Offices to submit requests related to road and drainage projects, facilitating communication and collaboration between different stakeholders.
- The system will implement industry standard measures to protect user data and prevent unauthorized access. A firewall will be implanted for secured cloud connection.
- 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 240 GB storage will be allocated for the

	<p>online system and database. A separate cloud storage system will be maintained for database and system backups and for uploaded pictures and files. The cloud storage can be scaled up or down as needed by the system.</p> <ul style="list-style-type: none"> ➤ The system will allow daily backups of the database. ➤ The system will conform with applicable data privacy laws. ➤ The QC ROADFIX, 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. ➤ The service provider will provide all necessary training for at least 1 day to at least 5 Engineering personnel comprising of encoders, project engineers, project managers, and administrators for the usage, administration, and management of the system. <p>** Software Component shall have one (1) year warranty User manual and installer (if necessary) shall be provided for software components. All hardware requirements are existing and to be provided by the Quezon City Government</p> <p><i>(With attached Terms of Reference which will form an integral part of this bidding document)</i></p>	
B.	Compliance to the Schedule of Requirements (Section VI)	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Technical Specifications

**PROJECT NAME: LINE 11: SUPPLY, INSTALLATION, COMMISSIONING,
DATA MIGRATION AND MAINTENANCE OF AN ONLINE MARKET
MANAGEMENT SYSTEM FOR THE MARKET DEVELOPMENT AND
ADMINISTRATION DEPARTMENT (MDAD), QUEZON CITY (PHASE 2)
PROJECT NO. OCM(CAO)-23-IT-1620**

Item	Specification	Statement of Compliance
		<i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
A. 1.	<p style="text-align: center;">SUPPLY, INSTALLATION, COMMISSIONING, DATA MIGRATION AND MAINTENANCE OF AN ONLINE MARKET MANAGEMENT SYSTEM FOR THE MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT (MDAD), QUEZON CITY (PHASE 2)</p> <p>Market Development and Administration (MDAD) aims to improve the existing Market One Stop Shop (MOSS) through integrating with relevant third party systems, adding new online modules, and enhancing existing system processes and modules.</p> <p>With this infrastructure, the local government will continue to effectively develop a thriving and robust market industry, and continue to position itself as one of the pioneering LGUs in the country.</p> <p>PROJECT SCOPE OF WORK:</p> <ul style="list-style-type: none"> ➤ Full due diligence of the current Market One Stop Shop System to ensure complete compatibility of system enhancement and loading of historical data. ➤ Integration to Third-Party Online Systems <ul style="list-style-type: none"> a. QC Appointment System <ul style="list-style-type: none"> i. Capability to set appointment system for applicant's interview. b. QC Health Clearance <ul style="list-style-type: none"> i. Automated pulling of data using customized APIs. 	

	<ul style="list-style-type: none"> ii. Pulled data will be used for the attachment needed to support vendor’s application. <p>c. QCID</p> <ul style="list-style-type: none"> i. Automated pulling of data submitted through the QC ID application. Wherever required, application will not proceed if market applicant has no QC ID retrieved. ii. Data pulled will be used to automatically fill-up some information of the vendor in the application forms where applicable. <p>d. Barangay Clearance</p> <ul style="list-style-type: none"> i. Create the functionality that would allow different barangays to provide clearance of each applicant ii. The clearance will be used to support vendor’s application. 	
	<p>➤ New Functionalities</p> <p>a. Hawker Vending Site Approval</p> <ul style="list-style-type: none"> i. The public users will be able to submit an application for a new Vending Site. ii. Allow MDAD officers to approve the application. iii. Approved Vending Site can be added in Market Management. <p>b. Customer Satisfaction Survey</p> <ul style="list-style-type: none"> i. Allowing public users the option to rate the system and give comments after finishing an application. ii. The survey should include a comment section where the user can freely write his comments/thoughts about the service and/or the system. iii. Create a report that will contain compilation of the survey. iv. Users should have the option to be anonymous when giving reviews. <p>c. Special Event Module</p> <ul style="list-style-type: none"> i. Allow MDAD officers to create a Special Event market in Market Management that has a Start and End date. 	

	<ul style="list-style-type: none"> ii. Public users should be able to submit application for Special Events. iii. MDAD should be able to manage applications submitted. <p>➤ Data Migration and Deployment for Existing City-Owned Markets / Hawkers with available data from MDAD</p> <ul style="list-style-type: none"> a. 8 City Owned Markets b. At least 65* Hawkers sites (50%) <p style="padding-left: 40px;"><i>*only those with available data from MDAD</i></p> <p>➤ Feature and Change Request on Pre-Existing Modules</p> <ul style="list-style-type: none"> a. City-Owned Markets <ul style="list-style-type: none"> i. Allow ability to print Statement of Account ii. Include attestations in application forms iii. Allow uploading of Proof of Payment for vendors iv. System to allow payments in full for past months v. Inclusion of an additional button “For Further Information” as an option in evaluation vi. Providing flexibility of monthly due date vii. Present a historical timeline for reference viii. Provide an alternate user email address ix. Allow auto prefilled items for renewal x. Set User access approval process xi. Allow creation of Helper ID xii. Allow printing of Helper ID thru the system xiii. Limit the active registered helpers to a maximum of 2 xiv. Allow batch approval xv. Ability to put On Hold other vendors who are on queue in stall application xvi. Auto-rejection of on queue vendors when someone is already approved in the stall application xvii. Notification to public users on the status of his/her application 	
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- xviii. Allow the Transferor to process Transfer Stall Application
- xix. Set a payment due date for the application fee, stall rights, and security bond.
- xx. Sorting per section
- b. Hawkers
 - i. Application to Temporary Vending Sites with Floor plan Function
 - ii. Floor plan of the vending site should show slots available
 - iii. Allow application as an Ambulant Vendor
 - iv. Prefilled fields for renewal applications
 - v. Remove Association Chairman in the forms
 - vi. Sorting per section
- c. Private Market Operators
 - i. Provide API to OUBPAS
 - ii. Provide Market Evaluation for Clearance via API with BOSS
 - iii. Automatically add the Private Market in Market Management
- d. Order of Payment
 - i. Convert SOA to Order of Payment
 - ii. Allow public users to print their Order of Payment
 - iii. Include bill_number in Order of Payment
 - iv. Include generation date in Order of Payment
 - v. Include period of arrears in Order of Payment
 - vi. Adjustment in SOA or OP generation date
 - vii. Separate the computation of Total Unpaid Amount and Penalty
 - viii. Inclusion of Violations in Order of Payment
 - ix. Include the option to revert the penalty.
 - x. Allow the vendors to pay the Vending Fee monthly, quarterly, semi-annually or annually
- e. Online Payment

	<ul style="list-style-type: none"> i. Pop up disclaimer on 3-5 day clearance timeline ii. Rate Change Notifications to Users iii. Disabling of Online Payment a certain number of days before due date f. System Maintenance <ul style="list-style-type: none"> i. Establish start and end date for rates ii. Create an approval flow for User Access Request iii. Restrict file size into 5MB max iv. Set QC as a default city v. Allow adjusting of rental due date to consider holidays vi. Auto-refresh of the system vii. Change the default language from EN to PH viii. Include settings to adjust rate duration ix. Waving of fees with approval g. Violations <ul style="list-style-type: none"> i. Ensure alignment among markets ii. Allow E-Signature from stallholder to acknowledge the violation iii. Allow inspector to input the violator details if the violator is still not registered in the system iv. Put violation notification in the account h. Treasury Window <ul style="list-style-type: none"> i. Add Payment Method column in Manage Market Lease ii. Add date in the Form ID number iii. Allow the user to filter For Payment Verification and Payment Confirmed iv. Allow the user to search for the Bill Number i. Other Window <p>MDAD Head approval rights with summary view together with other approval listings</p> j. Reports and Analytics <ul style="list-style-type: none"> i. Add district filter in the reports 	
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	<ul style="list-style-type: none"> ii. Add date filter in Market Vendor iii. Add total closed applications in application transaction iv. Show the percentage and comparison in Market Vendor Dashboard v. Show the percentage and comparison in Revenue Dashboard <p>** Software Component shall have six (6) months warranty upon turnover. It shall not cover support for software applications failure due to calamity, virus infection, user errors, network connectivity failure, database error due to electricity fluctuations and system reinstallation.</p> <ul style="list-style-type: none"> • User manual and installer shall be provided for software components. • Actual on-site software installation shall be made within Quezon City only. • Additional hardware requirements purchased by the winning service provider outside of the contract coverage shall be charged by the winning service provider as the need arises. <p><u>Terms of Payment:</u></p> <ul style="list-style-type: none"> - Upon awarding of the contract, fifteen percent (15%) of the total winning bid amount shall be released to the winning service provider upon submission of the Inception Report and Business Requirements Document. - Upon demonstration of the Minimum Viable Product (based on pre-agreed functionalities), the procuring entity will release forty percent (40%) of the total winning bid. - Upon submission and acceptance of the User Acceptance Testing (UAT) of the new web modules and system changes to the procuring entity, the procuring entity will release thirty-five percent (35%) of the total winning bid amount to the winning service provider. - Upon training and hand over, the procuring entity will release nine percent (9%) of the total winning bid to the winning service provider - Retention: One (1%) percent of the total winning bid amount shall be retained as a security to ensure performance and delivery of the winning service provider's obligation. If the winning service provider complies with its commitments and deliverables, this retained fee shall be released one (1) year after complete deployment of the new web modules to the production site. Otherwise, it shall be forfeited in favor of the city as provided under item VIII (A) hereof. <p><i>(With attached Terms of Reference which will form an integral part of this bidding document)</i></p>	
B.	Compliance to the Schedule of Requirements (Section VI)	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Technical Specifications Page 7 of 7
OCM(CAO)-23-IT-1620 - LINE 11

Technical Specifications

PROJECT NAME: LINE 12: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF A CONSOLIDATED COMPREHENSIVE SYSTEM ENHANCEMENT OF THE BUSINESS ONE STOP SHOP MODULE UNDER THE QC E-SERVICES PORTAL ADOPTING THE WHOLE OF GOVERNMENT PRINCIPLE AS PROVIDED UNDER RA 11032 OTHERWISE KNOWN AS THE EASE OF DOING BUSINESS AND EFFICIENT DELIVERY OF GOVERNMENT SERVICES ACT OF 2018 AND ITS IMPLEMENTING RULES AND REGULATIONS
PROJECT NO. OCM(CAO)-23-IT-1620

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
<p>A. 1.</p>	<p style="text-align: center;">SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF A CONSOLIDATED COMPREHENSIVE SYSTEM ENHANCEMENT OF THE BUSINESS ONE STOP SHOP MODULE UNDER THE QC E-SERVICES PORTAL ADOPTING THE WHOLE OF GOVERNMENT PRINCIPLE AS PROVIDED UNDER RA 11032 OTHERWISE KNOWN AS THE EASE OF DOING BUSINESS AND EFFICIENT DELIVERY OF GOVERNMENT SERVICES ACT OF 2018 AND ITS IMPLEMENTING RULES AND REGULATIONS</p> <p>The main objectives of this project include enabling seamless integration with internal and third-party online systems, developing new online modules to cater to evolving requirements, and implementing necessary feature changes and upgrades to the existing online modules. This initiative will contribute to streamlining processes, improving efficiency, and providing a better user experience. The system enhancement project represents the department's commitment to continuously improving its services and adapting to evolving requirements.</p> <p>PROJECT SCOPE OF WORK:</p> <p>The service provider shall develop, test and deploy the following features and changes in the online module of the Online Unified Business Permit Application System (OUBPAS) and the Automated Inspection and Assessment System (AIAS) under https://qceservices.quezoncity.gov.ph/, to wit:</p>	

A. OUBPAS Enhancement

ii. Integration to Internal and/or Third-Party Systems

a. Integration of the OUBPAS and Market Development and Administration Department's (MDAD) Market One-Stop Shop (MOSS)

1. Update the Online Unified Business Permit Application Form to incorporate market-related questions
2. Customized APIs to push data from OUBPAS to MOSS and to pull data from MOSS to OUBPAS
3. Redirection of users from OUBPAS to MOSS

b. Feasibility study of the integration of OUBPAS and ancillary departments'/offices' online systems

1. Conduct due diligence with the following ancillary offices to document their current systems and processes related to business permitting, to wit:
 - i. Zoning Classification System (for business)
 - ii. City Assessor's Office (CAO)
 - iii. Department of Sanitation and Clean-up Works of Quezon City (DSQC)
 - iv. Department of Public Order and Safety (DPOS)
 - v. Traffic and Transport Management Department (DTTM)
 - vi. QC Tourism Department (QCTD)
 - vii. City Veterinary Department (CVD)
2. Propose integration specifications with the following objectives:
 - i. Automated pulling of business data from OUBPAS to ancillary office's system
 - ii. Automated pushing of ancillary clearance status and information from ancillary office's system to OUBPAS
3. Development of all necessary APIs required to achieve integration objectives

c. Feasibility study of the integration of OUBPAS and the BPLD Document Archiving and Digitization System

1. Conduct due diligence and propose integration specifications with the following features that will enable the two systems to seamlessly communicate, share data, and streamline document-related processes:
 - i. Data Synchronization

- ii. Document Indexing and Search
- iii. Document Retrieval and Access
- iv. Workflow Integration
- v. Security Access and Control
- vi. Audit Trail and Logging
- vii. Error Handling and Notifications

- 2. Development of all necessary APIs required to achieve integration objectives

ii. New Modules

- a. On-premises queuing system across all BPLD services
 - 1. Real-time queueing system for on-premise services with online viewer
 - 2. Delivery of 55-inch LED Monitors (7 units)
 - 3. Delivery of Queue Number thermal printer (2 units)
- b. Document Tracking System with the following features:
 - 1. Document Repository
 - 2. Document Versioning
 - 3. Document Search and Retrieval
 - 4. Audit Trail
 - 5. Notifications and Reminders
 - 6. Document Tagging and Categorization
 - 7. Reporting and Analytics
 - 8. Mobile Access
- c. Data Dashboard for Key Performance Indicators
 - 1. Application Processing Time
 - 2. Application Approval Rate
 - 3. Application Backlog (Queuing and Aging Applications Report)
 - 4. Compliance Rate
 - 5. Staff Productivity
 - 6. Revenue Generation
 - 7. Customer Satisfaction
- d. Business Retirement (Partial or Full) Application with the following features:
 - 1. Submission of application and requirements via OUBPAS
 - 2. Assessment and issuance of order of payment (CTO)
 - 3. Online Payment and Validation (CTO)
 - 4. Issuance of electronic Acknowledgement Receipt (Intermediary/CTO)
 - 5. Issuance of digital copy of Notice of Retirement (OUBPAS)
 - 6. Furnishing of copy of Notice of Retirement to ancillary departments (OUBPAS)
 - 7. Issuance of printed copy of Certificate of Retirement (CTO/BPLD)
 - 8. Integration to ADDS for delivery of physical copy of Certificate of Retirement (BPLD)

9. Integration to AIAS for post retirement inspection (BPLD)

iii. Feature and Change Requests on Pre-Existing Modules

- a. Revised application process for amendment application
 1. Process streamlining based on end-user feedback
 2. Additional tick box/selection for Amendment Type:
 - i. Change of Ownership
 - ii. Change of Location/Transfer of Location
 - iii. Change of Line of Business/Additional Line of Business /Reduction of Line of Business
 - iv. Etc.
 3. Automated routing of application to ancillary departments based on the Amendment Type
- b. Revised application process for businesses related to Gaming Activities as provided under City Ordinance No. SP-2773, S-2018, as amended, otherwise known as the Quezon City Gambling Regulatory Ordinance
 1. Additional approver access: Gambling Regulatory Advisory Council (GRAC) Secretariat
 2. Revised evaluation and approval process
 - i. New
 - ii. Renewal
 - iii. Amendment
 3. Additional module on the validation of LONO or GRAC Resolution
 4. Automated generation of GRAC Resolution and BPLD LONO
- c. Revisions on the Applicant Access
 1. Redesigned User-Interface User-Experience (UI-UX)
 - i. Multi-step form with progress indicators
 - ii. Improved mobile-responsiveness
 - iii. Updated form fields based on latest business requirements
 2. Additional Attachment in Owner Field: Require Affidavit of Undertaking for Government Owned Properties
 3. Additional Important Note/Reminders - Travel Agency are required to submit surety bond
 4. Additional data fields for the Contract of Lease Validity
 5. Additional Email Notification for Pending Application (Returned by Evaluator)

6. Remove the Cancel Button if the application was returned by BPLD Chief/Head
 7. Provision for Additional Upload Button (10)
- d. Revisions on the Search Business Module
 1. Display Ancillary Status in the summary table
 2. Additional Search Filter: QC E-Services Email Address
 3. Change Account Verification List to Queuing (BPD Chief)
 - e. Revisions on the Records Division Access
 1. Allow the Records Division to update the compliance status of the businesses
 2. Allow the uploading of national and local ancillary clearance soft copy
 - f. Revisions on the Final Reviewer Access
 1. New Biz Tax Computation: Include Section 138 of the Quezon City Revenue Code on Zoning and/or Locational Clearance Fees
 2. Include a Reject Application feature
 - g. Revisions on the BPD Chief and BPLD Head Access Levels
 1. Mayor's Permit e-copy viewer
 2. Allow updating of applications submitted via the kiosks
 - h. Enhancement on the Special Permit Application Module
 1. Changes on the application form: Additional requirements and other fields
 2. Revisions on the General Instructions
 3. Allow routing of applications to ancillary departments
 4. Generation of CTO copy of Special Permit for cash bond purposes
 5. Generation of Special Permit e-copy upon BPLD Head approval
 6. Revisions on the email notification
 - i. Enhancements on the Amendment Application Module
 1. Generation of Order of Payment for the amendment/miscellaneous fees
 2. Integration to QC PayEasy
 3. Creation of API to push amended business data to ITDD servers
 - j. Enhancements on QC Biz Search module
 1. Display the link to QC Biz Search in OUBPAS Homepage
 2. Allow users and BPLD evaluators to search for a specific business using the MP No. or using other parameters such as but not limited to:
 - i. Business name/details

	<ul style="list-style-type: none"> ii. Line of Business and barangay iii. Last name of owner and barangay <p>k. Enhancements on Negative List Management</p> <ul style="list-style-type: none"> 1. Allow BPLD to tag the department that requested for the inclusion of the business in the negative list 2. Update the negative list prompt displayed in the applicant access <p>1. Enhancements on the Liquor Permit Application Module</p> <ul style="list-style-type: none"> 1. Revisions on the Applicant Access <ul style="list-style-type: none"> i. Allow applicants to submit Liquor Permit amendment applications online ii. Allow applicants to pay via QR Code in the order of payment iii. Auto-populate the information in the application form iv. Retain Liquor Permit Number during Liquor Permit renewal application v. Updates on the email notifications 2. Revisions on the Liquor Licensing Division (LLD) Access <ul style="list-style-type: none"> i. Allow LLD to cancel applications ii. Addition of “Payment Stage” in in-person application process flow iii. Allow LLD to process in-person amendment applications iv. Adjusting max character and line count of Printing Remarks Fields in Encoding Module v. Rename "For LLD Chief Approval" module to "For LLD Chief Recommending Approval". vi. Include “LLD Chief Review Stage” for New Application Type vii. Auto-revert expired order of payment back to Assessment stage viii. Display encoding timestamp in all modules and viewers ix. Create Reports Module to allow LLD to extract Summary Report & Application List x. Create “Change Application Status” module for approval of change application status requests 3. New Online Features <ul style="list-style-type: none"> i. Special Event Liquor Permit Module ii. Liquor Permit Retirement (Partial or Full) Module 4. Additional modules for CTO Access <ul style="list-style-type: none"> i. CTO Transmittal Report Extraction ii. Payment Validation Module Enhancement iii. Validated Payment Report Module 	
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5. Dashboard for Key Performance Indicators
 - i. Application Processing Time
 - ii. Application Approval Rate
 - iii. Application Backlog (Queuing and Aging Applications Report)
 - iv. Compliance Rate
 - v. Staff Productivity
 - vi. Revenue Generation
 - vii. Customer Satisfaction

- m. Enhancements on the Locational Clearance application module
 1. Conditional evaluation based on the application's declared business activity and zone class
 2. Automatic tagging of applications as Not Permitted based on the declared business activity and zone class
 3. Approval of ZAU Head on Conditional Applications
 4. Conditional evaluation based on business area, total floor/bldg area, and office purpose question

- n. Enhancements on the Evaluation Pages
 1. Include an evaluation checklist with automatic generation of remarks
 2. Flagging of applications originated from email addresses with multiple applications
 3. Enhancement on the queuing of applications submitted for re-evaluation
 4. Display real time ranking of evaluators based on number of evaluated applications
 5. Ability for the evaluators to record Away-from-Desk with pre-set categories (meeting, field work, break, etc.) and remarks

- o. Enhancements on the Online Queuing System
 1. Automatic assignment of an application to evaluator upon his/her log-in to the system or upon completion of an evaluation.
 - i. Display hours of aging of ongoing evaluation
 - ii. Use of Away-from-Desk feature to prevent automatic assignment when the evaluator needs to log-out, attend a meeting, take a break, etc.
 2. Provision to allow Division Chiefs to enable/disable automatic assignment to evaluators per application type (New, Renewal, Amendment, Special/Short Term Permit, etc.)
 3. Provision to allow BPLD Head to re-assign pending applications on demand
 4. Real-time evaluator ranking dashboard based on productivity

- p. Enhancements on the printing and releasing modules
 - 1. Generation of Transmittal Report of Printed Permits
 - 2. Printed Report vs. Transmitted vs. MPs with Error
- q. Other general updates
 - 1. Update Mayor's Permit template (e-copy and original printed copy)
 - 2. Update Liquor Permit template (e-copy and original printed copy)
 - 3. Update Special Permit template (e-copy)
 - 4. Enhancement on the Remarks History Viewer

F. AIAS Enhancements

i. Integration and process streamlining with OUBPAS

- a. Safety Seal
 - 1. Safety Seal Updated Checklist
 - 2. Safety Seal e-Copy viewer for online application
 - 3. Hide Safety Seal for Learning Institution
- b. Liquor Licensing Division (LLD) Mission Order Generator
 - 1. Allow LLD Encoder to encode Mission Order for inspection
 - 2. Provide access to LLD Chief to review and update encoded Mission Orders for approval of the BPLD Head
 - 3. Provide access to BPLD Head to approve or reject application after review of LLD Chief
 - 4. Create separate access for printing of LLD Mission Orders
- c. AIAS Inspection Result Tagging to OUBPAS
 - 1. Display tagging during evaluation of application
 - 2. Parameter: Matched Business Name only
 - 3. Pop-up of inspection result details displaying relevant information
 - 4. Hyperlink on the actual inspection result
 - 5. Apply on BPLD Initial Evaluator, Final Reviewer, BPD Chief, BPLD Head, and Search Business (BPLD and AIAS access only) module
 - 6. Apply on New, Renewal, and Amendment applications
- d. Endorsement for Inspection by BPD Chief
 - 1. Provision to endorse a business to AIAS for inspection
 - 2. With approval of Inspection and Verification Division (IVD) Chief and BPLD Head
 - 3. Tracking of endorsed businesses for inspection

ii. New Modules

- a. Unlisted Business Feature
 - 1. Allow inspectors to conduct inspection on businesses not listed in the mission order provided there is an existing Mission Order for the specific barangay
 - 2. Applied on both Compliance Monitoring and On-The-Spot mission orders
- b. Safety Seal Reports Generator
 - 1. Provide access to BPLD Head and Enforcement and Adjudication Division (EAD) to extract Safety Seal query for online and encoded records
 - 2. Allow user to filter the date range and type of report to be extracted
- c. Mission Order-Inspector Assignment Module
 - 1. Management page for updating of assigned district for inspectors
 - 2. Viewer of assigned inspectors per district
- d. AIAS Data Dashboard for Key Performance Indicators
 - 1. Efficiency/Productivity/Timeliness of Report (no. of completed inspections per day as against the no. of mission orders issued)
 - 2. Inspection Completion Time (measures the average time taken to complete an inspection)
 - 3. Compliance Rate (measures the percentage of inspections that result in compliance with the predefined standards or regulations)
 - 4. Inspection Coverage (measures the percentage of entities or facilities that have been inspected within a specific time period)
 - 5. Enforcement Actions (measures the number and types of enforcement actions taken as a result of inspections)
- e. Additional AIAS User Access
 - 1. Mission Order Printer Access – Allow printing of BPLD Mission Orders
 - 2. Legal Enforcer Access – Tagging of delivered legal letters to business owners
 - 3. Legal Personnel 2 Access – Access to Negative List management module
 - 4. Verification Chief Access – Generation of Mission Orders and access to Inspection Result and Search Business modules
 - 5. LLD Encoder Access – Encoding of LLD Mission Orders
 - 6. LLD MO Printer Access – Allow printing of LLD Mission Orders
 - 7. Auto-assignment of generated Inspection Reports per Case Officers

8. Uploading of signed communication for previously docketed/acted inspection reports

iii. Feature and Change Requests on Pre-Existing Modules

- a. Changes on the Mission Order Generation
 1. Compliance Monitoring and On-The-Spot Inspection
 - i. Clustering of assignment of inspectors
 - ii. District and Barangay Tagging
 2. Compliance monitoring/regular inspection
 - i. Remove inspected businesses from OTS in generation of Compliance Monitoring
 - ii. Update basis of Mission End Date from generation of Mission Order to approval of BPLD Head
 3. On-the-Spot inspection
 - i. Add filter in generation of Mission Order (Trade Name, Name of Owner, Address)
 - ii. Multiple Businesses per Mission Order
- b. Legal Management Module
 1. Legal Access Updated Process Flow (Legal Personnel > Legal Supervisor > BPLD Head > Legal Enforcer > Citizen)
 2. Update 9 Legal Action Templates
 3. Additional template for Case Closed
 4. Additional Blank Template
 5. Legal Action - Additional 13 templates with system generated electronic signature of the BPLD Head upon approval
 - i. Operating Beyond Authority (Needs to secure Mayor's Permit)
 - ii. Non-compliance with ancillary permits and clearances
 - iii. Show Cause Order before Closure Order
 - iv. Show Cause Order before revocation of Mayor's Permit
 - v. LLD Endorsed
 - vi. Final Notice
 - vii. Lifting of Cease and Desist Order
 - viii. Lifting of Temporary Closure Order/Closure Order
 - ix. Re-Implementation of Closure Order
 - x. Reinstatement of Mayor's Permit with Lifting Order
 - xi. Temporary Lifting of Closure Order
 - xii. Case Closed (LLD)
 - xiii. Time Extension

6. Summary Dashboard: Add count of "For Approval" and "Approved" by BPLD Head
 7. Tagging of businesses with open cases with automatic flagging to evaluators and inspectors
- c. Negative List
1. Negative List Viewer
 2. Negative List Department Tagging
 3. Negative List Prompt Ancillary Details (Email Notification, Prompt during application)
- d. Changes on the Inspection Form
1. With Functioning CCTV tick box
 2. Breastfeeding Station
 3. Additional Questions Related to PWD
 4. Owner/Leased Question
 5. Copy Compliance Monitoring Inspection Form to OTS Inspection Form
 6. Photos of Establishment max attachment from 5 to 10
 7. Optional fields under Ancillary Section (clearance number, validity)
 8. Add "No Mayor's Permit" tick box in the MP attachment when no MP is presented
- e. Other general updates
1. Add Search Business module on Inspection Supervisor access
 2. Allow searching by Mission Order and Report No. in Inspection Result module
 3. Add Department filter in Accomplishment Report module
 4. Update content of the body in Inspection Result PDF Template
 5. Add Mayor's Permit in Mission Order PDF and Inspection Result PDF
 6. Notify business owners with scheduled inspection

G. Technical Training and Knowledge Transfer

- i. Training of at least five (5) BPLD technical personnel on OUBPAS troubleshooting, maintenance and simple system modifications
 - a. Turn-over and review of all user manuals
 - b. Eighty (80) hours of highly technical training sessions with code review, Q&A and hands-on exercises

H. Technical and Customer Service Support for 12 months

- I. Provide hosting and administration of a cloud storage server based on due diligence of QC Database size and requirements for any data collected and utilized by QC BPLD for the OUBPAS for new, renewal, amendment, special business permit applications and retirement.**

	<p>** Software components shall have six (6) months warranty upon implementation. User manual and installer shall be provided for software components.</p> <ul style="list-style-type: none"> • User manual and installer (if necessary) shall be provided for software components. • All hardware requirements are existing and to be provided by BPLD department. <p><u>Terms of Payment:</u></p> <p>- Upon awarding of the contract, the procuring entity will release fifteen percent (15%) of the total winning bid amount to the contract winning bidder as mobilization fee.</p> <p>-Upon demonstration of the minimum viable product based signed off technical specifications, the procuring entity will release thirty five percent (35%) of the total winning bid.</p> <p>-Upon submission and acceptance of the User Acceptance Testing of the new web modules and system changes to the procuring entity, the procuring entity will release thirty four percent (34%) of the total winning bid amount to the contract winning bidder.</p> <p>-Upon deployment of the new web modules and system changes to the production site of QC Biz Easy, the procuring entity will release fifteen percent (15%) of the total winning bid amount to the contract winning bidder.</p> <p>-One percent (1%) of the total winning bid amount will be released one (1) year after deployment of the new web modules and system changes to the production site of QC Biz Easy as a performance security.</p> <p><i>(With attached Terms of Reference which will form an integral part of this bidding document)</i></p>	
B.	Compliance to the Schedule of Requirements (Section VI)	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

<p><i>Technical Specifications Page 12 of 12</i> <i>OCM(CAO)-23-IT-1620 - LINE 12</i></p>
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Cost Derivation

**PROJECT NAME: LINE 1: DEVELOPMENT, INSTALLATION, TESTING
AND DEPLOYMENT OF THE QUEZON CITY SOCIAL WELFARE
PROGRAM ADMINISTRATION SYSTEM
PROJECT NO. OCM(CAO)-23-IT-1620**

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
	Software Development Cost				
1	Professional Registration Module	lot	1		
2	Checklist Generator Module	lot	1		
3	Pre-Evaluation Module	lot	1		
4	Technical Evaluation Module	lot	1		
5	Integration with other QC systems	lot	1		
6	System Architectural Module	lot	1		
7	Technical and Customer Service Support	lot	1		
8	Documentation, Training, End User Support, Maintenance	lot	1		
TOTAL BID AMOUNT					

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Cost Derivation

**PROJECT NAME: LINE 2: SUPPLY, DELIVERY, INSTALLATION, TESTING
AND COMMISSIONING OF THE QUEZON CITY ONLINE TRICYCLE
REGISTRATION AND RENEWAL SYSTEM
PROJECT NO. OCM(CAO)-23-IT-1620**

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
	Software Development Cost				
1	Professional Registration Module	lot	1		
2	Checklist Generator Module	lot	1		
3	Pre-Evaluation Module	lot	1		
4	Technical Evaluation Module	lot	1		
5	Integration with other QC systems	lot	1		
6	System Architectural Module	lot	1		
7	Technical and Customer Service Support	lot	1		
8	Documentation, Training, End User Support, Maintenance	lot	1		
TOTAL BID AMOUNT					

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Cost Derivation

PROJECT NAME: LINE 3: SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE PROPERTY AND CASE MANAGEMENT SYSTEM OF QUEZON CITY

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
	Software Development Cost				
1	Professional Registration Module	lot	1		
2	Checklist Generator Module	lot	1		
3	Pre-Evaluation Module	lot	1		
4	Technical Evaluation Module	lot	1		
5	Integration with other QC systems	lot	1		
6	System Architectural Module	lot	1		
7	Technical and Customer Service Support	lot	1		
8	Documentation, Training, End User Support, Maintenance	lot	1		
TOTAL BID AMOUNT					

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Cost Derivation

PROJECT NAME: LINE 4: SUPPLY, INSTALLATION, TESTING, COMMISSIONING, DEPLOYMENT AND DEVELOPMENT OF THE QUEZON CITY GENDER AND DEVELOPMENT (QC GAD) INTEGRATED MANAGEMENT INFORMATION SYSTEM (PHASE 2)

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
	System Requirements:				
1	Software Development Project Management Quality Assurance User Acceptance Testing Deployment and Implementation	lot	1		
2	Project Documentation	lot	1		
3	User Training	lot	1		
4	Maintenance Warranty and Support for 2 Years	lot	1		
5	Cloud Server for 2 Years	lot	1		
TOTAL BID AMOUNT					

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Cost Derivation

**PROJECT NAME: LINE 5: SUPPLY AND DELIVERY OF TECHNICAL
UPGRADES AND MAINTENANCE SERVICES OF THE ONLINE QUEZON
CITY PORTAL**

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
	Software Development Cost				
1	Professional Registration Module	lot	1		
2	Checklist Generator Module	lot	1		
3	Pre-Evaluation Module	lot	1		
4	Technical Evaluation Module	lot	1		
5	Integration with other QC systems	lot	1		
6	System Architectural Module	lot	1		
7	Technical and Customer Service Support	lot	1		
8	Documentation, Training, End User Support, Maintenance	lot	1		
TOTAL BID AMOUNT					

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Cost Derivation

**PROJECT NAME: LINE 6: DEVELOPMENT, INSTALLATION, TESTING
AND DEPLOYMENT OF THE QUEZON CITY COMMUNITY HOUSING
ADMINISTRATION SYSTEM**

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
	Software Development Cost				
1	Professional Registration Module	lot	1		
2	Checklist Generator Module	lot	1		
3	Pre-Evaluation Module	lot	1		
4	Technical Evaluation Module	lot	1		
5	Integration with other QC systems	lot	1		
6	System Architectural Module	lot	1		
7	Technical and Customer Service Support	lot	1		
8	Documentation, Training, End User Support, Maintenance	lot	1		
TOTAL BID AMOUNT					

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Cost Derivation

PROJECT NAME: LINE 7: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF QUEZON CITY CYBER SECURITY SYSTEM

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Red Teaming	lot	1		
2	Table Top Exercises	lot	1		
3	Documentation, Training Module and Training	lot	1		
4	Technical & Customer Service Support	lot	1		
TOTAL BID AMOUNT					

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Cost Derivation

PROJECT NAME: LINE 8: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF THE ENHANCEMENT OF THE QUEZON CITY PUBLIC LIBRARY SYSTEM (QCPL-S)

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Hosting, Database, Storage, Security	lot	1		
2	Data Architecture Design	lot	1		
	Software Development Cost				
3	Interbranch Borrowing and Reservation System	lot	1		
4	Website Enhancement	lot	1		
5	Enhanced Searching	lot	1		
6	Recommendation System	lot	1		
7	Book Donation	lot	1		
8	Report Generation	lot	1		
9	Software Customization for 1 Year	lot	1		
10	Documentation, Training, End User Support, Maintenance	lot	1		
TOTAL BID AMOUNT					

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Cost Derivation

PROJECT NAME: LINE 9: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF THE QUEZON CITY DEPARTMENT OF ENGINEERING INFRASTRUCTURE PROJECT MANAGEMENT SYSTEM (QCDE-IPMS)

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Hosting, Database, Storage, Security	lot	1		
2	Data Architecture Design	lot	1		
	Software Development Cost				
3	Dashboard View	lot	1		
4	On-going and New Projects	lot	1		
5	Old Projects	lot	1		
6	Contractors Management	lot	1		
7	Work-Items Management	lot	1		
8	User Group and Account Type Management	lot	1		
9	System Users Management	lot	1		
10	Billing History	lot	1		
11	Report Generation	lot	1		
12	Software Customization for 1 Year	lot	1		
13	Documentation, Training, End User Support, Maintenance	lot	1		
TOTAL BID AMOUNT					

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Cost Derivation

PROJECT NAME: LINE 10: SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE QUEZON CITY DEPARTMENT OF ENGINEERING ROAD AND DRAINAGE FIX: INFRA ASSET MANAGEMENT SYSTEM (QC ROADFIX)

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Hosting, Database, Storage, Security	lot	1		
2	Data Architecture Design	lot	1		
	Software Development Cost				
3	Dashboard View	lot	1		
4	Creation of Job Requests	lot	1		
5	View of Assets and Projects History	lot	1		
6	Creation of Target Schedule	lot	1		
7	Input of Actual Work Accomplishments	lot	1		
8	Inventory Management	lot	1		
9	Database Creation of Work-item vs. Materials-Needed Relationship	lot	1		
10	Management of Inventory Categories	lot	1		
11	User Group and Account Type Management	lot	1		
12	System Users Management	lot	1		
13	Report Generation	lot	1		
14	Request and Feedback from Citizens	lot	1		
15	Requests from District Action Offices	lot	1		
16	Software Customization for 1 Year	lot	1		
17	Documentation, Training, End User Support, Maintenance	lot	1		
TOTAL BID AMOUNT					

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Cost Derivation

**PROJECT NAME: LINE 11: SUPPLY, INSTALLATION, COMMISSIONING,
DATA MIGRATION AND MAINTENANCE OF AN ONLINE MARKET
MANAGEMENT SYSTEM FOR THE MARKET DEVELOPMENT AND
ADMINISTRATION DEPARTMENT (MDAD), QUEZON CITY (PHASE 2)**

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Systems Design and Data Model	lot	1		
2	Software Development Cost	lot	1		
3	System Documentation, Training Module, and Training	lot	1		
4	Cloud Services (from start of project until 6 months from turnover)	lot	1		
5	Technical and Customer Service Support (6 months)	lot	1		
TOTAL BID AMOUNT					

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Cost Derivation

PROJECT NAME: LINE 12: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF A CONSOLIDATED COMPREHENSIVE SYSTEM ENHANCEMENT OF THE BUSINESS ONE STOP SHOP MODULE UNDER THE QC E-SERVICES PORTAL ADOPTING THE WHOLE OF GOVERNMENT PRINCIPLE AS PROVIDED UNDER RA 11032 OTHERWISE KNOWN AS THE EASE OF DOING BUSINESS AND EFFICIENT DELIVERY OF GOVERNMENT SERVICES ACT OF 2018 AND ITS IMPLEMENTING RULES AND REGULATIONS

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Systems Design and Data Model	lot	1		
2	Software Development Cost	lot	1		
3	Hardware Cost (7units LED TV 55 inch Units, 1 unit queuing kiosk, 2 Thermal Printers)	lot	1		
4	System Documentation, Training Module and Training	lot	1		
5	Technical & Customer Service Support – 12 months	lot	1		
6	Hosting and Administration	lot	1		
TOTAL BID AMOUNT					

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES); and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES); and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with Section VI. (Schedule of Requirements) and Section VII. (Technical Specifications), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES);**
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- (i) [For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form;
- (b) Original of duly signed and accomplished Price Schedule(s); **and**
- (c) Cost Derivation (For Line 1 and Line 3).

III. REQUIRED DOCUMENTS in BDS SECTION 20.2 and 21.2

LINE 1: DEVELOPMENT, INSTALLATION, TESTING AND DEPLOYMENT OF THE QUEZON CITY SOCIAL WELFARE PROGRAM ADMINISTRATION SYSTEM

1) Organizational Chart

2) Notarized Affidavit of Undertakings stating compliance to the following:

- The service provider should have been in operation for at least five (5) years
- 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
- The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected
- The service provider will provide all necessary trainings to at least five (5) users for the usage of the system with four (4) hours training duration. A separate training for key SSDD and ITDD personnel will be conducted for the administration and management of the system with an equivalent four (4) hours of training.
- The service provider will provide Technical support:
 - Workdays from 8AM to 5PM, expect a response within the day or by next day
 - Weekends and holidays, expect a response by next workday

3) Statement of Warranty: Minimum of one (1) year for software bugs and fixes

4) List of Manpower Requirements: Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences:

- Overall Project Manager – college graduate (preferably IT-related courses) and with at least five (5) years experience on this field
- Senior Web Developer – college graduate (preferably IT-related courses) and with at least two (2) years experience on this field
- Cloud Server Administrator – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field
- Web Security Engineer – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field
- Quality Assurance and Testing Staff – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field

LINE 2: SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE QUEZON CITY ONLINE TRICYCLE REGISTRATION AND RENEWAL SYSTEM

1) Organizational Chart

2) Notarized Affidavit of Undertakings stating compliance to the following:

- The service provider should have been in operation for at least five (5) years
- 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
- The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected
- The service provider will provide all necessary trainings to at least five (5) users for the usage of the system with four (4) hours training duration. A separate training for key TFB, TRD and ITDD personnel will be conducted for the administration and management of the system with an equivalent four (4) hours of training.
- The service provider will provide Technical support:
 - Workdays from 8AM to 5PM, expect a response within the day or by next day
 - Weekends and holidays, expect a response by next workday

3) Statement of Warranty: Minimum of one (1) year for software bugs and fixes

4) List of Manpower Requirements: Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences:

- Overall Project Manager – college graduate (preferably IT-related courses) and with at least five (5) years experience on this field
- Senior Web Developer – college graduate (preferably IT-related courses) and with at least two (2) years experience on this field
- Cloud Server Administrator – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field
- Web Security Engineer – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field
- Quality Assurance and Testing Staff – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field

LINE 3: SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE PROPERTY AND CASE MANAGEMENT SYSTEM OF QUEZON CITY

1) Organizational Chart

2) Notarized Affidavit of Undertakings stating compliance to the following:

- The service provider should have been in operation for at least five (5) years
- 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
- The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected
- The service provider will provide all necessary trainings to at least three (3) users for the usage of the system with four (4) hours training duration. A separate training for key CREMCO and ITDD personnel will be conducted for the administration and management of the system with an equivalent four (4) hours of training.
- The service provider will provide Technical support:
 - Workdays from 8AM to 5PM, expect a response within the day or by next day
 - Weekends and holidays, expect a response by next workday

3) Statement of Warranty: Minimum of one (1) year for software bugs and fixes

4) List of Manpower Requirements: Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences:

- Overall Project Manager – college graduate (preferably IT-related courses) and with at least five (5) years experience on this field
- Senior Web Developer – college graduate (preferably IT-related courses) and with at least two (2) years experience on this field
- Cloud Server Administrator – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field
- Web Security Engineer – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field
- Quality Assurance and Testing Staff – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field

LINE 4: SUPPLY, INSTALLATION, TESTING, COMMISSIONING, DEPLOYMENT AND DEVELOPMENT OF THE QUEZON CITY GENDER AND DEVELOPMENT (QC GAD) INTEGRATED MANAGEMENT INFORMATION SYSTEM (PHASE 2)

1) Organizational Chart

2) Notarized Affidavit of Undertakings stating compliance to the following:

- Directly report to Quezon City GAD Office, or his designated staff, on the plan of action and timing of the deliverables.
- Hybrid Setup Compromise Server and Cloud Server – The gathered data will be owned by the CITY, SSL Certificate, Secured ports, any vulnerability Assessment and Penetration Testing (VAPT) The provided will make adjustment to secure the application. The source code will be owned by the end user.
- Compliant to DICT cloud first policy, Data Privacy act.
- Email address to use for app access.
- Ensure that the quality of the Service Provider satisfies the following:
 - c. Duly registered business in the Philippines with audited financial statements starting at least two (2) years from the date of the bidding.

- d. The BIDDER shall be a firm/company with the following experience and qualifications:
 - Must be operational for at least five (5) years.
 - Must have similar developed software with Data Management System.
 - Must have similar product as Data Management System created before.
 - Must have a full-time software development team
 - Must deliver project in Three (3) months upon issuance of the Notice to Proceed.
 - Must have a working prototype relative to the Gender Awareness and Development of Integrated Management Information System system.
 - The BIDDER must have successfully completed, supplied, delivered, installed, tested and commissioned of a databank system for a Gender Awareness and Development of Integrated Management Information System (GAD-IMIS) platform to a local government unit (LGU).
 - The BIDDER should be registered to the National Privacy Commission.
 - The BIDDER shall ensure that the system shall abide to Data Privacy Act of 2012 and ensure that personal information is protected.
 - The BIDDER must have an Ombudsman clearance certificate associated with at least one shareholder of the company.
 - The BIDDER must provide a valid DUNS number associated with their organization. This number should be current and up to date.
 - The BIDDER must have an office in the Philippines.
 - c. Has software deployment capability in the area of:
 - Custom-built application software
 - Assign the necessary Project Team
 - The service provider will provide all necessary training to at least three (3) Super Administrator (GAD Council and SSDD – Main) for the usage, administration, and management of the system with four (4) hours training duration. A separate training for key GAD Council and ITDD personnel will be conducted for the administration and management of the system with an equivalent four (4) hours of training
- 3) **List of Manpower Requirements: Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences:**
- Project Manager: Must have demonstrable experience in handling related work engagements, with at one (1) development project related to a Data Management System or Enterprise Resource Planning. Must have a five (5) year experience on project management and have at least successfully implemented a project.
 - Business Analyst: Must have at least two (2) years of experience in aligning business and technical requirements to meet client needs. Must also have experience in managing and conducting user training.
 - Developer: Must have at least two (2) years of experience in web developing. Must have demonstrable experience in developing or customizing a Data Management System. Must have been involved in similar and/or related service.
 - UX Designer: Must have at least two (2) years of experience in designing visual and other interactive elements of software. Must also have experience in conducting user testing
- 4) **Statement of Warranty:** One (1) year Maintenance Warranty and Support to Management Information System – to ensure that the System retains all full functionality and conforms to the specifications, the service provider will fix the bugs for free during the warranty period of One (1) year from turnover of the project to the client.

LINE 5: SUPPLY AND DELIVERY OF TECHNICAL UPGRADES AND MAINTENANCE SERVICES OF THE ONLINE QUEZON CITY PORTAL

1) Organizational Chart

2) Notarized Affidavit of Undertakings stating compliance to the following:

- The service provider should have been in operation for at least five (5) years
- 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
- The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected

- All data captured by the system shall remain the property of the City, and the cloud-based storage that contains the data will be turned over to the City at an agreed upon date prior to the expiration or termination of the agreement with no additional cost to the city including program code and must comply to DICT Cloud First Policy.
- The service provider will provide Technical support:
 - Workdays from 8AM to 5PM, expect a response within the day or by next day
 - Weekends and holidays, expect a response by next workday

3) Statement of Warranty: Minimum of one (1) year for software bugs and fixes

4) List of Manpower Requirements: Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences:

- Overall Project Manager – college graduate (preferably IT-related courses) and with at least five (5) years experience on this field
- Senior Web Developer – college graduate (preferably IT-related courses) and with at least two (2) years experience on this field
- Cloud Server Administrator – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field
- Web Security Engineer – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field
- Quality Assurance and Testing Staff – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field

LINE 6: DEVELOPMENT, INSTALLATION, TESTING AND DEPLOYMENT OF THE QUEZON CITY COMMUNITY HOUSING ADMINISTRATION SYSTEM

1) Organizational Chart

2) Notarized Affidavit of Undertakings stating compliance to the following:

- The service provider should have been in operation for at least five (5) years
- 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
- The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected
- The service provider will provide all necessary trainings to at least five (5) approvers for the usage of the system with four (4) hours training duration. A separate training for key HCDRD and ITDD personnel will be conducted for the administration and management of the system with an equivalent four (4) hours of training.
- The service provider will provide Technical support:
 - Workdays from 8AM to 5PM, expect a response within the day or by next day
 - Weekends and holidays, expect a response by next workday

3) Statement of Warranty: Minimum of one (1) year for software bugs and fixes

4) List of Manpower Requirements: Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences:

- Overall Project Manager – college graduate (preferably IT-related courses) and with at least five (5) years experience on this field
- Senior Web Developer – college graduate (preferably IT-related courses) and with at least two (2) years experience on this field
- Cloud Server Administrator – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field
- Web Security Engineer – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field
- Quality Assurance and Testing Staff – college graduate (preferably IT-related courses) and with at least one (1) year experience on this field

LINE 7: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF QUEZON CITY CYBER SECURITY SYSTEM

1) Organizational Chart

2) Notarized Affidavit of Undertakings stating compliance to the following:

- The service provider must be an operational company for at least nine (9) years.
- 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
- The service provider must be a PREMIER/highest level partnership certificate. The bidder will be required to submit the appropriate Partnership Level certification from its associated Cloud Service Provider.
- The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected

3) List of Manpower Requirements: Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences:

- One (1) Project Manager
 - At least four (4) years experience in managing IT related projects; solutioning of cyber security threats.
 - Graduate of any 4-year computer course or IT related course.
 - Must have a certificate on cloud digital leader.
- Two (2) Red Team Service providers
 - Extensive penetration testing background across applications and infrastructure;
 - Threat modeling experience when planning a Red Team engagement;
 - Red Teaming engagements should include government agencies;
 - Graduate of any 4-year computer course or IT related course (Minimum);
 - Professional certifications in the areas of penetration testing;
 - Public presentations on cyber security is an advantage;
 - Identification of vulnerability disclosures (CVE) is an advantage;
 - Have at least Ten (10) years' experience in security testing and performing network penetration testing.
- Two (2) Table Top Exercise Service provider(s)
 - Experience in design, build and operationalizing modern security operation centers (SOC);
 - Table Top Exercise engagements should include government agencies;
 - Graduate of any 4-year computer course or IT related course (Minimum);
 - Professional certifications in information and cyber security;
 - Have at least Ten (10) years' experience in security operations centers (SOCs), cyber defense and computer incident response team (CIRT)

LINE 8: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF THE ENHANCEMENT OF THE QUEZON CITY PUBLIC LIBRARY SYSTEM (QCPL-S)

1) Organizational Chart

2) Notarized Affidavit of Undertakings stating compliance to the following:

- The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected
- All data captured by the system shall remain the property of the City, and the cloud-based storage that contains the data will be turned over to the City at an agreed upon date prior to the expiration or termination of the agreement with no additional cost to the city including program and must comply to DICT Cloud First Policy.
- 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.
- The service provider will provide all necessary training to at least five (5) QCPL personnel comprising of librarians, administrators, and IT personnel for the usage, administration, and management of the system with four (4) hours training duration. A separate training for key QCPL and ITDD personnel will be conducted for the administration and management of the system with an equivalent four (4) hours of training.

3) Statement of Warranty:

- Software Component shall have one (1) year warranty upon implementation.
- User manual and installer shall be provided for software components.

4) List of Manpower Requirements: Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences:

- One (1) Software Development Manager – college graduate (preferably IT-related courses) and with at least five (5) years experience on this field

- Two (2) Project Managers – college graduate (preferably IT-related courses) and with at least five (5) years experience on this field
- Eight (8) Software Developers – college graduate (preferably IT-related courses) and with at least two (2) years experience on this field

LINE 9: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF THE QUEZON CITY DEPARTMENT OF ENGINEERING INFRASTRUCTURE PROJECT MANAGEMENT SYSTEM (QCDE-IPMS)

1) Organizational Chart

2) Notarized Affidavit of Undertakings stating compliance to the following:

- The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected
- All data captured by the system shall remain the property of the City, and the cloud-based storage that contains the data will be turned over to the City at an agreed upon date prior to the expiration or termination of the agreement with no additional cost to the city including program and must comply to DICT Cloud First Policy.
- 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.
- The service provider will provide all necessary trainings within seven (7) days after project turn over to at least five (5) Engineering personnel comprising of encoders, project engineers, project managers, administrators, and at least one (1) ITDD personnel for the administration and management of the system. 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

3) Statement of Warranty:

- Software Component shall have one (1) year warranty upon implementation.
- User manual and installer shall be provided for software components.

4) List of Manpower Requirements: Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences:

- 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

LINE 10: SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE QUEZON CITY DEPARTMENT OF ENGINEERING ROAD AND DRAINAGE FIX: INFRA ASSET MANAGEMENT SYSTEM (QC ROADFIX)

1) Organizational Chart

2) Notarized Affidavit of Undertakings stating compliance to the following:

- The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected
- All data captured by the system shall remain the property of the City, and the cloud-based storage that contains the data will be turned over to the City at an agreed upon date prior to the expiration or termination of the agreement with no additional cost to the city including program and must comply to DICT Cloud First Policy.
- 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.
- The service provider will provide all necessary trainings within seven (7) days after project turn over to at least five (5) Engineering personnel comprising of encoders, project engineers, project managers, administrators and at least one (1) ITDD personnel for the administration and management of the system. 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

3) Statement of Warranty:

- Software Component shall have one (1) year warranty upon implementation.
- User manual and installer shall be provided for software components.

4) List of Manpower Requirements: Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences:

- 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

LINE 11: SUPPLY, INSTALLATION, COMMISSIONING, DATA MIGRATION AND MAINTENANCE OF AN ONLINE MARKET MANAGEMENT SYSTEM FOR THE MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT (MDAD), QUEZON CITY (PHASE 2)

1) Organizational Chart

2) Notarized Affidavit of Undertakings stating compliance to the following:

- Service provider must be filed with SEC or DTI as an IT company with the purpose of “to establish and operate Information Technology Services and products and to sell computer hardware and other similar products.
- Service provider must be in the same industry as per their SEC or DTI filing for at least fifteen (15) years.
- Service provider must have deployed a market management system in the last three (3) months.
- The winning service provider must be able to fully deliver a minimum viable product within forty-five (45) calendar days upon issuance of the Notice to Proceed.
- The service provider must be a Public Sector Partner and a Public Sector Solutions Provider for a Cloud Solution (AWS, Azure, Google, etc.)
- The service provider must be a partner of a leader in 2022 Gartner Cloud Infrastructure & Platform Services Magic Quadrant
- That the Cloud Solution provider should be at least fifteen (15) years.
- 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
- The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected
- The service provider will provide all necessary trainings to at least five (5) users for the usage of the system with four (4) hours training duration. A separate training for key MDAD and ITDD personnel will be conducted for the administration and management of the system with an equivalent four (4) hours of training.

3) Statement of Warranty:

- Software Component shall have six (6) months warranty upon turnover. It shall not cover support for software applications failure due to calamity, virus infection, user errors, network connectivity failure, database error due to electricity fluctuations and system reinstallation.
- User manual and installer shall be provided for software components.
- Actual on-site software installation shall be made within Quezon City only.
- Additional hardware requirements purchased by the winning service provider outside of the contract coverage shall be charged by the winning service provider as the need arises.

LINE 12: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF A CONSOLIDATED COMPREHENSIVE SYSTEM ENHANCEMENT OF THE BUSINESS ONE STOP SHOP MODULE UNDER THE QC E-SERVICES PORTAL ADOPTING THE WHOLE OF GOVERNMENT PRINCIPLE AS PROVIDED UNDER RA 11032 OTHERWISE KNOWN AS THE EASE OF DOING BUSINESS AND EFFICIENT DELIVERY OF GOVERNMENT SERVICES ACT OF 2018 AND ITS IMPLEMENTING RULES AND REGULATIONS

1) Organizational Chart

2) Notarized Affidavit of Undertakings stating compliance to the following:

- The service provider will provide all necessary training for software and existing usage, administration, and management of the web portal to all office-based and field personnel using the inspection audit system.
- The service provider must be filed with the DTI or SEC as an IT company with the purpose of trading goods and services such as software systems.
- The service provider must be in the same industry as per their DTI or SEC filing for at least five (5) years.
- The service provider must have its own regular pool of employees or personnel for system administration, deployment, proper quality assurance analyst and technical and support staff for the project.
- The service provider will guarantee that the system will abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected

- The service provider will provide all necessary trainings to at least five (5) BPLD technical personnel on OUBPAS troubleshooting, maintenance and simple system modifications:
 - a. Turn-over and review of all user manuals
 - b. Eighty (80) hours of highly technical training sessions with code review, Q&A and hands-on exercises
- Technical and Customer Service Support for twelve (12) months
- Provide hosting and administration of a cloud storage server based on due diligence of QC Database size and requirements for any data collected and utilized by QC BPLD for the OUBPAS for new, renewal, amendment, special business permit applications and retirement.

3) Statement of Warranty:

- Software components shall have six (6) months warranty upon implementation. User manual and installer shall be provided for software components.
- User manual and installer shall be provided for software components.

(With attached Terms of Reference which will form an integral part of this bidding document)

Note:

1. Please refer to [\[https://drive.google.com/file/d/1uiYurh5WrpBL5B_pqpzAb62yucAbIR1p/view?usp=sharing\]](https://drive.google.com/file/d/1uiYurh5WrpBL5B_pqpzAb62yucAbIR1p/view?usp=sharing) for the following requirements:
 - a. Computation of NFCC;
 - b. List of All Ongoing Contracts/List of Contracts already awarded but not yet started;
 - c. Statement of Single Largest Completed Contract
2. Please refer to GPPB Resolution No. 16-2020 for the following requirements:
 - a. Bid Form;
 - b. Price Schedule (for Goods Offered from Abroad/ Within the Philippines)
 - c. Bid Securing Declaration; and
 - d. Omnibus Sworn Statement

