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TERMS OF REFERENCE

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

I. Rationale and Brief Background

The QC Department of Engineering Infrastructure Project Management System (QCDE-IPMS) is designed to address the challenges faced by the Quezon City Local Government in managing infrastructure projects. The current manual and fragmented processes make it difficult to track project progress, ensure budget utilization, and provide transparent and timely updates to stakeholders. By implementing this system, the stakeholders, including the local government, citizens, project contractors, department administrators, and engineers, can benefit from streamlined project management, correctness of data, improved decision-making, and enhanced accountability. The system provides a centralized and efficient platform with a comprehensive set of features to manage infrastructure projects effectively. The system will also integrate and unite other existing Department systems which are currently deployed stand alone and on-premise such as but not limited to the City Engineering Project Monitoring System (CEPMS) and Planning and Programming Division Integrated System (PPDIS). With this system, the Quezon City Local Government Unit can ensure transparency, accountability, and timely completion of infrastructure projects, leading to improved public service delivery and enhanced citizen satisfaction.

II. Project Description

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:

- 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

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 collaboration among stakeholders involved in infrastructure projects in Quezon City.

III. Project Scope of Work

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

i. The Quezon City Department of 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.
ii. QCDE-IPMS will be mobile responsive and compatible with the browsers of mobile smartphones and tablets.
iii. 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).
iv. 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.
v. 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.

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

vii. 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.

viii. The system will allow daily backups of the database.

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

x. 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.

xi. 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.

IV. Area of Coverage

The Quezon City Department of Engineering Infrastructure Project Management System (QCDE-IPMS) will be for all Infrastructure related activities of QC Engineering.

V. Project Standard & Requirements

A. Track Record

1. The Bidder must have Platinum status in PHILGEPS
2. The Bidder must be a duly registered corporation with SEC filing or DTI registration
3. The Bidder must be able to fully deliver all components of the project within 60 calendar days upon issuance of Notice to Proceed.
4. The Bidder must be duly registered under the National Privacy Commission
5. The Bidder must conform/abide with the DICT Philippine Government's Cloud First Policy

B. Organization

1. The Bidder must present an Organizational Chart indicating at least the following personnel for the project
   - One (1) Software Development Manager with at least 8 years of experience
   - Two (2) Project Managers with at least 5 years of experience
   - Eight (8) Software Developers with at least 1 year of experience each
2. The service provider must have its own regular employee pool of personnel for systems administration, deployment, proper quality assurance analysts and technical support staff for the project.
3. The service provider shall guarantee that the system shall abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected

C. Training

The service provider will provide all necessary 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

VI. Delivery Period

The delivery period must be within sixty (60) calendar days upon issuance of the Notice to Proceed observing the schedule of delivery as stated below:

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

VII. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is Twenty Million Pesos Only (Php20,000,000.00) VAT Inclusive.

Cost Derivations

Hosting, Database, Storage, Security	
Data Architecture Design	
Software Development Cost	
• 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	
Software Customization for 1 Year	
Documentation, Training, End User Support, Maintenance	
TOTAL	**20,000,000.00**

VIII. Basis of Payments

MILESTONES	ACCEPTANCE CRITERIA	PERCENTAGE BILLING
Project Turnover	Signoff from End User	100%
TOTAL		**100%**

IX. Conditions and Penalties for Breach of Contract

A. Delivery

The failure of The Service provider to perform any of the obligations or covenants provided in this Section shall constitute a breach and shall make it liable for damages, without prejudice to the right of the CITY to seek other remedies as may be allowed by law.

The Service provider must deliver all system components within 60 calendar days upon issuance of Notice to Proceed. Failure to do so will be subject to penalties as prescribed by law.

B. Product Warranty

The following are the terms of the product/system warranty guaranteed by The Service provider:

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

X. Cancellation or Termination of Contract

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

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