



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.1

DATE : October 24, 2023 ✓

PROJECT NO. : PESO-23-IT-0747B ✓

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND TESTING OF ELECTRONIC DATA GATHERING SYSTEM FOR LABOR MARKET INFORMATION SURVEY AND PROFILING OF CHILD LABORERS ✓
Approved Budget of the Contract : Php2,000,000.00 ✓
End-User / Implementing Office : PUBLIC EMPLOYMENT SERVICE OFFICE ✓

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than October 27, 2023, 10:00 a.m. ✓ Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2023); ✓
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2022) ✓ (For ABCs above P500,000.00)
- 7 If applicable, the 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.

in a **SEALED LONG BROWN ENVELOPE** issued by QC BAC- Goods and Services.


MA. MARGARITA T. SANTOS, DPA ✓
Chairperson, BAC- Goods and Services

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TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	<p>SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND TESTING OF ELECTRONIC DATA GATHERING SYSTEM FOR LABOR MARKET INFORMATION SURVEY AND PROFILING OF CHILD LABORERS</p> <p>The project involves the development of an electronic system for data gathering. This will comprise of a server application for receiving and handling gathered labor market and child laborer data.</p> <p>The development of the application for mobile devices, configuration of cloud server and data collection forms, data retrieval, security features, and user training among others.</p> <p>PROJECT SCOPE OF WORK</p> <p>The performing party is expected to provide an electronic system for data gathering which comprised of the following:</p> <ul style="list-style-type: none">• Project initiation, coordination and planning• Systems Analysis and requirements• Systems design• Development integration and testing• Implementation• Operation and Maintenance Training• Provision of cloud environment for development and testing• Capability for both online and offline data collection;• Data collection app must have the capability to automatically collect GPS location data;• Can collect photo and video data;	lot	1		

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	<ul style="list-style-type: none">• Automatic transmission of completed forms from collection device to server (when connection is established – for offline collection);• Monitoring of the operation compliance with audit trails <p>Terms of Payment:</p> <ul style="list-style-type: none">- 15 % - Upon submission of Systems Design- 45% - Upon System Implementation testing- 39 % - Upon Completion of users training and system turnover- 1% - will be released one (1) year after the final acceptance of the system as performance security <p>Warranty:</p> <p>The system requires a one (1) year warranty upon turnover.</p> <p><i>***with attached Terms of Reference which will form an integral part of this Request For Quotation***</i></p>				
TOTAL					

Amount in Words: _____

Delivery Period : Sixty (60) Calendar Days
Warranty : _____

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OTHER REQUIREMENTS:

1. Organizational Chart for the project

2. Notarized Affidavit of Undertakings that the bidder will comply the following:

- Base system should be at par with international standards for electronic data collection and have been used by international organizations;
- Base system must be an open-source system with no dependency on license application
 - Provide the link to the base system's official website indicating the above-mentioned information.
- The bidder should have been operating for at least five (5) years and is registered with SEC or DTI.
- Has a proven track record with Existing System Implementation on any Government Agency or Private company.
- The bidder must be able to submit a copy of ready and available system screen shots of the following:
 - Systems user interface
 - Systems administrator interface
 - both online and offline data collection
 - automatic collection of GPS location data;
 - collection of photo and video data
- The Bidder must conduct a Capacity building (admin and users training)
 - Server Management training
 - System configuration training
 - System Administration training
 - Data collection forms management
 - Data collection user training
 - Thirty (30) working days in-house training
- 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.

3. Statement of Warranty: One (1) year warranty upon turnover.

4. List of Manpower requirement:

- At least 1 System Administrator for server deployment and configuration, 1 system developer to customize the system. *Bidder must submit a copy of their resume/curriculum vitae. It shall show relevant trainings and experiences.*

(Please refer to the attached Terms of Reference)

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

Cost Derivation

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

PROJECT NO. PESO-23-IT-0747B

	PARTICULAR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL
1	Set up of Development and Testing Environment	lot	1		
2	Server Set up and Configuration	lot	1		
3	System Set up and Configuration	lot	1		
4	System Customization	lot	1		
5	Set up and Testing of Electronic Forms (2)	lot	1		
6	Deployment to Production Server	lot	1		
7	System Administrators Training	lot	1		
8	Training of Traitors for Data Collection Users	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: _____



PUBLIC EMPLOYMENT SERVICE OFFICE

4th Flr. Civic Center Bldg. A, Quezon City Hall Compound

☎ 988-42-42 loc. 8436/8437/8439 ✉ qcpeso@gmail.com



TERMS OF REFERENCE

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

I. RATIONALE AND BRIEF BACKGROUND

a. Labor Market Information Survey

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

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

b. Profiling of Child Laborers

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

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

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

II. PROJECT DESCRIPTION

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

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

III. PROJECT SCOPE OF WORK

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

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

IV. PROJECT STANDARDS AND REQUIREMENTS

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

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

Bidders Qualifications:

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

- a minimum of two (2) years operating as a business
- proven track record with Existing System Implementation on any Government Agency.
- the service provider must be duly registered under the National Privacy Commission
- the service provider shall guarantee that the system shall abide with the DATA PRIVACY ACT OF 2012 to ensure that the personal information is protected.
- Supplier/Bidder must be able to submit a copy of ready and available system screen shots of the following:
 - a. Systems user interface\
 - b. Systems administrator interface
 - c. both online and offline data collection
 - d. automatic collection of GPS location data;
 - e. collection of photo and video data

- f. transmission of completed forms from collection device to server

V. PROJECT DURATION

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

VI. APPROVED BUDGET FOR THE CONTRACT

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

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

VII. BASIS OF PAYMENT

The payment will be paid in in the following tranches: 15% upon submission of Systems Design; 45% upon System Implementation testing and 39% after completion of users training and system turnover. One percent (1%) of the total winning bid amount will be released one (1) year after the final acceptance of the system as performance security.

VIII. WARRANTY

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

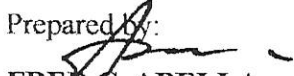
IX. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the City shall constitute an offence and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.

X. CANCELLATION OR TERMINATION OF CONTRACT

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

Prepared by:


FRED C. ABELLA
IT Consultant
PESO

Approved by:


ROGELIO L. REYES
City Government Department Head III