

TERMS OF REFERENCE FOR THE QUEZON CITY CENTRALIZED DASHBOARD PROJECT (PHASE 1)

I. RATIONALE

The LGU of Quezon City needs centralized reports/dashboards for easier visibility and to help with the city's planning and reporting. The development of this dashboard will enable the creation of timely reports for more efficient decision-making and effective management of the City Government's resources.

This will cover Quezon City's data, which involves the following sectors: Education, Environment and Climate Change, Institutional Development, Peace and Order, etc.

II. PROJECT DESCRIPTION

To purchase licenses with the following functionalities:

1. To provide Quezon City with easily accessible and available reports and dashboards to show data on key departments/offices which are vital in the decision-making process of the executives in the LGU.
2. To provide viewership of the dashboard to:
 - a. Office of the City Mayor
 - b. City Administrator's Office
 - c. City Planning and Development Department
3. To consolidate data from several manual data sources into one (1) data store for analytics and reporting purposes.

III. SCOPE OF WORK

1. Bidder shall be responsible to install and facilitate the deployment of the necessary licenses to the appropriate departments/offices that will be involved in Phase 1 of the Quezon City Centralized Dashboard Project.
2. The licenses function as to the following:
 - **Creator License** – designed for users who create content. This can include the design, cleaning, and curation of data sources, which others will use to analyze governed data, or the creation of visualizations and dashboards with which other users will interact. It also includes designing governance and permissions models that control which information users may find.
 - **Explorer License** – provides governed authoring and data exploration capabilities for users who do not need the full data transformation, or the ability to publish or connect to raw data sources. Explorers may access and analyze published data, create and distribute own dashboards, and manage content built or have been given the permission to edit.

- **Viewer License** – view and interact with published visualizations and dashboards. These users can be given permission to access published content and interact with guided drill paths and filters. Viewers can also subscribe to dashboards to get periodic updates and receive data-driven alerts.

3. The following licenses will be procured by the Quezon City Local government:

TYPE OF LICENSE	PREVIOUS QUANTITY	ADDITIONAL	TOTAL
Creator	1	3	4
Explorer	1	1	2
Viewer	16	12	28

4. The license must be able to create the following Visualization/Data Views. The graphs/charts will depend on the type of data and dashboard visualization requirements, to wit:

- Area Chart (Basic and Stacked)
- Bar Chart
- Box Plot
- Bullet Graph
- Calculated Columns
- Z-Scores, KPIs
- Cards or Text Table
- Column Chart
- Density Marks/Heatmaps
- Doughnut Chart
- Funnel Chart
- Gantt Chart
- Gauge Chart
- Highlight Table
- Histogram
- Line Chart
- Maps and Geographic Data Analysis
- Packed Bubble Chart
- Pareto Chart
- Pie Chart
- Population Pyramid
- Scatter Plot
- Treemap
- CombinationCharts

5. Provide Technical Support in case of dashboard error for at least one (1) year from the date of final acceptance.

6. The following licenses will be installed to the following offices:

OFFICES INVOLVED
City Mayor's Office City Administrator's Office City Planning and Development Department Business Permits and Licensing Department City Epidemiology and Surveillance Unit Social Services Development Department Youth Development Office
City Assessor's Office City Civil Registry Department City Health Department City Treasurer's Office Department of Building Official Disaster Risk Reduction and Management Office Education Affairs Unit Quezon City Police District Quezon City Protection Center Quezon City Fire Department Schools Division Office Local Economic and Investments Promotion Office Barangay and Community Relations Department City Architect Department Department of Sanitation and Cleanup Works of Quezon City Climate Change and Environmental Sustainability Department City Budget Department City Accounting Department Housing Community Development and Resettlement Department Office of the Vice Mayor Department of Public Order and Safety Quezon City Public Library Traffic and Transport Management Department

IV. ASSIGNED OFFICES

The Data Dashboard System will be installed and implemented at the following departments/offices:

LICENSE TYPE	OFFICES INVOLVED
Creators	City Planning and Development Department
Explorers	City Administrator's Office / Quezon City Information Technology Development Department
Viewer	1. City Mayor's Office 2. Business Permits and Licensing Department 3. City Assessor's Office 4. City Epidemiology and Surveillance Unit 5. City Civil Registry Department 6. City Health Department 7. City Treasurer's Office 8. Department of Building Official

	<div>9. Disaster Risk Reduction and Management Office</div> <div>10. Education Affairs Unit</div> <div>11. Quezon City Police District</div> <div>12. Quezon City Protection Center</div> <div>13. Quezon City Fire Department</div> <div>14. Schools Division Office</div> <div>15. Social Services and Development Department</div> <div>16. Youth Development Office</div> <div>17. Local Economic and Investments Promotion Office</div> <div>18. Barangay and Community Relations Department</div> <div>19. City Architect Department</div> <div>20. Department of Sanitation and Cleanup Works of Quezon City</div> <div>21. Climate Change and Environmental Sustainability Department</div> <div>22. City Budget Department</div> <div>23. City Accounting Department</div> <div>24. Housing Community Development and Resettlement Department</div> <div>25. Office of the Vice Mayor</div> <div>26. Department of Public Order and Safety</div> <div>27. Quezon City Public Library</div> <div>28. Traffic and Transport Management Department</div>
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V. PROJECT STANDARDS AND REQUIREMENTS

1. As part of the requirement in RA 9184, the bidder/systems integrator must have a Single Largest Completed Contract (SLCC) either in government or private firm accepted within the past three (3) years, equivalent to at least fifty percent (50%) of the ABC. The SLCC should be of any IT deployment contract
2. The bidder/service provider must be a systems integrator in the IT industry and should be in existence for at least three (3) years in the Philippines.

VI. PROJECT DURATION

Install the licenses to designated departments/offices until December 31, 2023.

The subscription of the data dashboard system is for twelve (12) months.

VII. APPROVED BUDGET FOR THE CONTRACT

The sum of Six Hundred Thirty-Two Thousand Two Hundred Eighteen Pesos (Php632,218.00) is the Approved Budget for the Contract for the Source above-mentioned project.

Source of Fund: City Planning and Development Department

VIII. BASIS OF PAYMENT

No.	Particular	Amount
1	Upon awarding of contract	15%
1	Upon installation of Licenses which includes: 1 Creator License 1 Explorer License 5 Viewer License	50%
2	Upon installation of Licenses which includes: 11 Viewer License	35%

IX. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 AN ACT PROVIDING FOR THE MODERNIZATION, STANDARDIZATION AND REGULATION OF THE PROCUREMENT ACTIVITIES OF THE GOVERNMENT AND FOR OTHER PURPOSES and its revised Implementing Rules and Regulations.

X. CANCELLATION OF TERMINATION OF CONTRACT

Should there be any dispute, controversy or difference between the parties arising out of this TOR, the parties herein shall exert efforts to amicably settle such dispute or difference. However, if any dispute, controversy or difference cannot be resolved by them amicably to the mutual satisfaction of the parties, then the matter may be submitted for arbitration in accordance with existing laws, without prejudice for the aggrieved party to seek redress before a court of competent jurisdiction.

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


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