

**TERMS OF REFERENCE FOR THE
QUEZON CITY CENTRALIZED DASH BOARD PROJECT
(PHASE 2)**

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 Mayor
 - b. City Administrator’s Office
 - c. City Planning and Development Department
3. To considerate data from several manual data sources into one (1) data store for analytics and reporting purposes.

III. SCOPE OF THE 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 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	QUANTITY
Creator	4
Explorer	1
Viewer	34
TOTAL	39

IV. ASSIGNED OFFICES

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

License Type	Offices Involved
Creator (4)	City Planning and Development Department
Explorer (1)	City Administrator's Office
Viewer (34)	Business Permits and Licensing Department City Budget Department City Civil Registry Department City Epidemiology Surveillance Unit City Engineering Department City Treasurer's Office Climate Change and Environmental Sustainability Department Department of Building Official Department of Public and Safety Order Department of Sanitation and Cleanup Works Disaster and Risk Reduction Management Office Gender and Development Council Office General Services Department Housing Community Development and Resettlement Department Human Resource Management Department Office of the City Administrator Office of the City Assessor Parks Development and Administration Department Persons With Disability Affairs Office Procurement Department Public Employment Service Office Quezon City Education Affairs Unit Quezon City Fire District Quezon City Health Department Quezon City Police District Social Services Development Department Traffic and Transport Management Department Youth Development Office CITY PLANNING AND DEVELOPMENT DEPARTMENT – DIVISION Special Projects Division Social Development Planning Division Economic Development Planning Division Land Use and Infrastructure Development Division Institutional Development Planning Division Subdivision Administration Division

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, 2025. The subscription of the data dashboard system is for twelve (12) months.

VII. APPROVED BUDGET FOR THE CONTRACT

The sum of Seven Hundred Nine Thousand and Nine Hundred Fifty Four Pesos and Fifty Six Centavos (Php709, 954.56) is the Approved Budget for the Contract for the 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 License includes: 4 Creators License 1 Explorer License 24 Viewer License	50%
2	Upon installation of License includes: 10 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 OR 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.

FOR:
JOSE EDGARDO A. GOMEZ JR.
OIC, CITY PLANNING AND DEVELOPMENT DEPARTMENT