

TERMS OF REFERENCE (TOR)**-DEVELOPMENT, INSTALLATION, TESTING AND COMMISSIONING OF THE BETTY GO
BELMONTE RESEARCH GRANT ONLINE APPLICATION SYSTEM****I. RATIONALE AND BRIEF BACKGROUND**

The local government of Quezon City (QC LGU), in an effort to spur the advancement of research efforts by the academe, will provide financial grants to deserving research projects and papers sponsored by the higher learning institutions of Quezon City. This grant program will be named in honor of Betty Go Belmonte.

II. PROJECT DESCRIPTION

This bid is for an online research project application and evaluation software that will allow interested research teams to submit their project proposals with the intention of receiving financial aid to conduct their work. Esteemed members of the academe will be able to evaluate and critique the proposals through the system.

III. PROJECT SCOPE OF WORK

The system will have the following components:

i. Technical Specifications:

- 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 Google Chrome on Mac/iOS and Windows/Android
- c) The web applications will store all data and documents in cloud-based servers.
- d) The cloud-based hosting of the data will be provided by the system provider for free for one (1) year upon delivery
- 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 when the service agreement expires or is terminated with no additional cost.

ii. Security:

- 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:**

a) **Target Audience**

- 1. Students who are residents of Quezon City, Filipino citizens, locally based, and are enrolled in any Higher Education Institutions (HEIs) located in the Philippines; and
- 2. Academics who are either residents or non-residents of Quezon City, Filipino citizens, locally based, and are teaching or service faculty members at HEIs in Quezon City.
- 3. Review and selection of the Students and Academics category will be handled by City Planning and Development Department (CPDD) in coordination with the LGU-Academe Secretariat.

b) **Application Module**

- 1. Quezon City ID validation
- 2. All Applications may need to include some or all of the following requirements:
 - a. Duly accomplished online application form
 - b. Quezon City ID for Individual applicants and at least one (principal proponent) for teams
 - c. Principal Proponent's Curriculum Vitae
 - d. Research Proposal
 - e. Team Member's Proof of Identification (e.g. government-issued ID, QCID, School ID, TIN ID)
 - f. Accomplished Endorsement by Research Adviser, Department Chair and by the College/University Research Committee or Equivalent Body
 - g. Ethics Clearance from any reputable HEI's Research Ethics Committee or Board (if necessary)
- 3. Applications may be submitted by an individual or a team
- 4. Applications will be accepted through online submission or in-person application directly to the CPDD computer terminal
- 5. Applicants will have the ability to download and print accomplished application forms

6. Media such as pictures and documents will be uploaded as part of the application process
7. Applicants will have the ability to respond to evaluator's feedback and upload additional required documents, if needed
8. Applicants will be able to track the status of their submitted application
9. Applicants will be notified via email regarding status of their application
10. Applicants have the ability to cancel their applications
11. A tracking number will be assigned per application

c) Approval Module

1. CPDD and LGU-Academe Secretariat will have different approval modules to review and evaluate the Students and Academics applications respectively.
 - a. CPDD Access
 - i. For Initial Evaluation
 - ii. For Setting Final Interview Date
 - iii. For Final selection
 - iv. For Orientation and Contract Signing
 - v. For Grant Release
 - b. LGU-Academe Secretariat Access
 - i. For Assessment – conducts initial scoring of applications
 - ii. For Interview – can set preferred Interview schedule
2. Applications will go through the initial evaluation, initial assessment, and final selection.
3. Evaluators will be able to view the submitted applications and uploaded requirements, as well as their status
4. Evaluators will be able to search for specific applications
5. Evaluators will have the ability to view the evaluation history of an application
6. There will be a provision to digitally return the application to the applicant to send feedback and required additional documents

d) Reports Module

1. CPDD and the LGU-Academe Secretariat will be able to access up to 3 report types based on agreed upon specifications.

IV. AREA OF COVERAGE

The web application will be deployed online through QC-eServices and will be available for use by the public and authorized internal QC LGU offices.

V. PROJECT STANDARDS AND REQUIREMENTS

The following are the minimum qualifications and requirements for the Contractor or Bidder:

i. Track Record

- a. The service provider must be in the same industry as per their SEC/DTI filing for at least five (5) years
- b. The service provider should have been in operation for at least five (5) years
- c. The service provider must have implemented a similar registration and web application project within the last three (3) years.
- d. The service provider should have implemented a public or private project with a single completed contract amounting to at least fifty percent (50%) of the ABC.

ii. Organization

- a. Service providers must have Platinum status in PHILGEPS
- b. The service provider must be a duly registered corporation with SEC/DTI filing
- c. The service provider must be filed with SEC as an IT company with the purpose of software development and the supply of IT-related goods and services
- ✓ d. The service provider must be duly registered under the National Privacy Commission
- ✓ e. 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.

iii. Manpower

- a. The service provider must have their own headcount of software developers.
- b. The service provider must have their own support staff to conduct support tasks for the project such as system administrators and quality assurance testers.
- c. Staff complement:

- i. One (1) Overall Program Manager– college graduate (preferably IT-related courses) and with at least five (5) years experience on this field
- ii. One (1) Senior Web Development Project Manager– college graduate (preferably IT-related courses) and with at least two (2) years experience on this field
- iii. One (1) Google Cloud Platform Server Administrator– college graduate (preferably IT-related courses) and with at least one (1) year of experience on this field
- iv. One (1) Web Security Engineer– college graduate (preferably IT-related courses) and with at least one (1) year of experience on this field
- v. One (1) Quality Assurance and Testing Staff– college graduate (preferably IT-related courses) and with at least one (1) year of experience on this field

VI. TRAINING

The service provider will provide the equivalent of three (3) total hours of training necessary for the proper usage of the software system inclusive of system manuals to at least two (2) users of the system as well as one (1) ITDD personnel.

VII. AFTER SALES SUPPORT

The service provider will submit an Affidavit of Undertaking stating the following:

- a. One (1) year warranty for software bugs and fixes from date of acceptance.
- b. Technical support:
 - i. Workdays from 8AM to 5PM, expect a response within the day or by next day
 - ii. Weekends and holidays, expect a response by next workday

VIII. DELIVERY SCHEDULE

The delivery schedule will be within one hundred twenty (120) calendar days upon issuance of the Notice to Proceed.

IX. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for this Contract (ABC) amounts to Seven Million pesos [7,000,000 PHP] VAT Inclusive.

Cost Derivation:

	DESCRIPTION
1	Participant Eligibility Assessment
2	Online Application and Submission Module
3	Reviewer Approval Module
4	Reports Design and Publishing
5	Documentation, Training materials and Class Training
6	Technical and Customer Service Support – 12 months
	TOTAL

X. BASIS OF PAYMENT

- a. 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.
- b. Upon deployment of the system online, the procuring entity will release eighty-five percent (85%) of the total winning bid amount to the service provider.

XI. 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.

XII. CANCELLATION OR TERMINATION OF CONTRACT

The guidelines contained in RA 12009 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 12009 and its IRR.


Prepared by:


JOSE EDGARDO A. GOMEZ, JR., DPA, EnP
OIC, City Planning and Development Department

Noted:


MARY ANN G. CRUZ
OIC, Information Technology Development Department


MICHAEL VICTOR N. ALIMURUNG
City Administrator


ROWENA T. MACATAO
Chief of Staff