



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

Bids and Awards Committee

Date: March 01, 2021
 RFP No. 2020-02-01

REQUEST FOR PROPOSAL (RFP)

Name of Consultant/ Consulting Firm: _____

Address: _____

TIN: _____

PhilGEPS Registration No. (required prior to award): _____

The Department of Education, Division of Quezon, through its Bids and Awards Committee (BAC), intends to engage the services of a consultant/ consulting firm for the Technical Assistance/ Consulting Services for **WEB BASED PARTNERSHIP DATABASE SYSTEM FOR DEPED- DIVISION OF QUEZON** through **Negotiated- SMALL VALUE PROCUREMENT** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184. the details of this procurement project is indicated in the table below:

PROJECT DURATION	DESCRIPTION	Approved Budget for the Contract (ABC) in PHP
This project shall take effect upon its signing. The development of the system shall be completed on March 31, 2021 and the effectivity /implementation of the project shall be on April 2021 to April 2022.	WEB BASED PARTNERSHIP DATABASE SYSTEM FOR DEPED- DIVISION OF QUEZON	Php 215, 000.00

The **Terms of Reference (TOR)** is attached for your guidance/ references.

As such, eligible individual consultant or consulting firms of know qualifications are invited to submit their **proposals** and **Curriculum Vitae** not later than **March 5, 2021 (Friday) at 9:00 A.M** subject to the Terms and Conditions Provided in the attached TOR.


A **copy** of each of the following are also required to be submitted **prior to award**:

- a) Latest Mayor's/ Business Permit (for consulting firm)
- b) BIR Certificate of Registration (for individual consultant)
- c) Latest Income/ Business Tax Return
- d) Omnibus Sworn Statement (GPPB-prescribed form)



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
 Email Address: quezon@deped.gov.ph
 Website: www.depedquezon.com.ph


 DEPED QUEZON
 Bids and Awards Committee
UPLOADED
 Date/Time: 03/01/2021
 By: Rommel
 Ref. no. BAC 021



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Open proposal may be submitted manually or through facsimile or email. At the address and contract number indicated below. Please submit your quotation in a sealed envelope addressed to:

GREGORIO A. CO, JR.
BAC Chairman
Bids and Awards Committee
DepEd, Division of Quezon
Talipan, Pagbilao, Quezon

For inquiries, you may contact us at tel. nos. 042-784-0366 look for Hilariona E. Coronado or Danica May V. Jaranilla.

Very truly yours,

(SGD) GREGORIO A. CO, JR.
BAC Chairman





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INSTRUCTIONS:

- 1) Accomplish this RFP correctly and accurately.
- 2) Do not alter the contents of this in any way.
- 3) **Failure to attach your Curriculum Vitae will disqualify your proposal.**
- 4) Failure to follow these instructions will disqualify your entire proposal.

After having carefully read and accepted the Terms of Reference (TOR) herein attached. I/We submit our quotation for the items as follows:

FINANCIAL OFFER

Please provide your quotation in table below. **The information stated below shall be the basis for the evaluation and calculation of your total proposal**, and does not reflect the guaranteed price.

Project Name:	
Procurement of Technical Assistance/ Consulting Services for WEB BASED PARTNERSHIP DATABASE SYSTEM FOR DEPED- DIVISION OF QUEZON	
Approved Budget for the Contract (ABC)	Your Quotation
Two Hundred Fifteen Thousand Pesos (PhP 215, 000.00)	<hr/> <i>(Please state your quotation in words and in figure)</i>

Signature over Printed Name

Position Title/ Designation

Office Telephone No./Mobile No.

Email Address/es



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TERMS OF REFERENCE

Technical Assistance/ Consulting Services for WEB BASED PARTNERSHIP DATABASE SYSTEM FOR DEPED- DIVISION OF QUEZON

I. INTRODUCTION

Republic Act 8525, otherwise known as "An Act Establishing the Adopt-a-School Program and Providing Incentives Therefore and for Other Purposes", was enacted to encourage private companies to assist in the delivery of better quality education to public schools in the country, particularly in the poverty-stricken provinces.

DepEd being responsible in securing resources to make public schools competitive has been partnering with the private sector entities national government agencies and local government units for the development and improvement of the public education system.

II. OBJECTIVE

DepEd believes that one way of achieving an enhanced learning environment and addressing the shortage of resources in public schools is through the provisions of **AN ONLINE PARTNERSHIP DATABASE SYSTEM** to have the easy filing and recording of the list of partners of the Division.

III. SCOPE OF SERVICES

The Project Consultant shall render professional services such as, but not limited to the following:

1. Design, develop the **DIVISION WEB BASED PARTNERSHIP DATABASE SYSTEM** based application with full feature system security with the supervision of DepEd. System features are controlled with administrator Code and Password for security.
2. Warrant that the customized software to be installed shall be free from bugs or defects in logic;
3. Replace any defective parts of the system in the soonest possible time **FREE OF CHARGE**;
4. Extend the period of this agreement unless the bug or defect is not acted upon prior to the expiration of the agreement.
5. Render periodic report/assessment of the project as deemed necessary.
6. Conduct the training and orientation to DepEd on the project and provide system manual.

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Registration Number:
QACR630216



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7. Provide security measures such as, but not limited to physical, software and hardware security devices or equipment to ensure the protection of all data in the system against unauthorized access of data breach.
8. Conduct regular update of system platform, security check and coding error as part of the system maintenance

IV. PROJECT DURATION / PERIOD OF ENGAGEMENT

This project shall take effect upon its signing. The development of the system shall be completed on March 31, 2021 and the effectivity/implementation of the project shall be on April 2021 to April 2022.

V. PROJECT COST

The Approved Budget of the Contract (ABC) is **Php 215, 000.00 WORTH OF PROJECT** which shall be used for:

- | | |
|--|-----------------------|
| a. General Feature | Php 125,000.00 |
| <i>(Web-based online system, Full featured System features, Mobile Ready Web-based System, Domain Registration, Domain Hosting, Database Hosting, Website Development, Data Collection, Form Design, Report Generator, User Setup)</i> | |
| b. (2) Two Laptops | Php 90,000.00 |
| <i>(AMD Ryzen 5 4500U Max Boost 4.6Ghz, 8gb RAM, 512SSD, AMD Graphics, 15"6" HD, Windows 10 and with port SDCard Reader, 2 USB, 1 HDMI, 1 Type C, Headphone and Microphone combo)</i> | |

VI. MODE OF PROCUREMENT

The Project shall be procured through Section 53.9 (Small Value Procurement) of RA No. 9184 and its revised IRR.



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VII. SUBMISSION OF REPORT / OUTPUTS / DELIVERABLES AND PAYMENT SCHEDULE

Billing for the remuneration / professional fees shall be in accordance with the following:

Reports / Outputs / Deliverables	Timeline	Payment (% of contract terms)
Submission of the Approval beta version of web-based database system with domain name, SSL, database storage, issuance of comments / recommendations from the Senior Program Specialist on Social Mobilization and Networking together with the IT Officer	10 days from the Issuance of the NTP	50%
Pilot launch of the improved mobile application incorporating the comments / recommendation from the users	March 15, 2021	40%
Conduct training to the DPDS School Coordinators	March 24, 2021	
Submission of the final and functioning web - based database system such as system manual and all pertinent papers and electronic files (i.e. source codes) relating to the project as part of the intellectual property rights of DepEd Quezon	March 29, 2021	
Issuance of Certificate of Final Acceptance and Approved Memorandum of Agreement	March 30, 2021	10%

*** Subcontracting will not be allowed on this Project**

I. QUALIFICATIONS OF THE CONSULTANT

The firm shall form a Team for this Project and nominate the following personnel of the project:

1. Web Based Developer

The Web Based Developer shall be the Team Leader and responsible for the development and management of the Web - Based development and its database management. The Web Based Developer shall be the main representative of the Firm that will coordinate to the Division SOCMOB Specialist and IT Officer.

2. Encoder

The Encoder shall be responsible in gathering all relevant documents and data that shall be incorporated / included as content in the Web Based Application and shall coordinate with the Division SOCMOB Specialist.

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3. User Interface Developer

The User Interface Developer shall render the graphics design and user-friendly interface and dashboard of the Web Based Application in accordance to the preferred design and functionality of the Division SOCMOB Specialist and IT Officer.

4. Database Developer

The Database Developer shall create the necessary database for the Project and should enable and ensure the seamless integration and operation of the Web-based Application with its contents / documents and with the user interface for the functioning Web-based Application.

The above-mentioned Team members shall have the following qualifications:

- a. Must have a minimum of three (3) years work experience in web based application development, database management and or on the field of their expertise as indicated with the identifies specialist for each Team Member
- b. Must have a Bachelor Degree in Computer Science and or other related engineering, technical and Information and Communications Technology (ICT) Fields

Prospective Consulting Firms are required to submit the following documents for verification purposes:

- a. List of completed and ongoing projects similar to the Project or relevant accompanied with documentary proofs of the firm, including level of involvement of the nominated Team members for the last (8) years
- b. List of trainings indicating the number of hours attended and completed with documentary proofs; and
- c. Curriculum Vitae (CV) for each Team Member

II. METHOD OF EVALUATION OF PROPOSAL/S

The proposal/s will be evaluated using the Quality-Cost Based Evaluation (QCBE) procedure pursuant to the revised IRR of RA No. 9184, with the Technical Proposal allocated eighty percent (80%) and the Financial Proposal twenty percent (20%).

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III. CRITERIA FOR EVALUATION OF TECHNICAL AND FINANCIAL REPORTS

Technical Proposal (80%)

- a) Experience and Capability of the Consulting Firm's Team Members (50 points);
- b) Experience and Capability of the Consulting Firm (20 points); and
- c) Plan, Approach and Methodology (30 points).

Financial Proposal (20%)

IV. LIQUIDATED DAMAGES

Where the Consultant refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default _____

2 Similar projects shall pertain to the development of data based

3 Relevant projects shall pertain to other ICT projects

under the contract, the Consultant shall pay DepEd- Division of Quezon for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of contract, equal to at least one tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay. Should the amount of liquidated damages reach ten percent (10%) of the contract amount DepEd- Division of Quezon may, at its own discretion, terminate the contract without prejudice to any further action it may take to recover whatever losses incurred due to non-performance of the Consultant. To be entitled to such liquidated damages, DepEd- Division of Quezon does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due or which may become due the Consultant under the contract and/or shall be paid by the Consultant within five (5) days from notice of such default, whichever is convenient to the DepEd- Division of Quezon.