

TERMS OF REFERENCE

CONSULTANCY SERVICES FOR THE SUPERVISION/PROJECT MANAGEMENT OF THE IMPLEMENTATION OF THE ENHANCED DIGITAL TELEPHONY SYSTEM (EDTS) FOR NEDA

I. Rationale

While recent advancements in digital telephony have made communications across geographic areas more cost efficient, flexible and effective than traditional modes. The National Economic and Development Authority (NEDA) plans to utilize this recent technology in delivering results and in the achievement of outputs per its mandate. It aims to modernize its voice communication systems between central and regional offices and to further reduce NEDA's monthly telephone expenses.

Last year, the NEDA Central Office (NCO) through its Bids and Awards Committee for Consulting Service (NBAC-CS) procured the services of a firm to design an EDTS for NEDA and create the Terms of Reference (TOR) for its procurement.

The created TOR was then funded and was deliberated by the NBAC for Goods and Infrastructure Projects (NBAC-GIP). On 29 December 2016, the contract for the EDTS for NEDA was awarded to PRONET Systems Network Solutions Incorporated.

While the transfer of knowledge has been conducted in the creation of the TOR for this project, the subsequent need for a Project Manager / Supervisor for the implementation of the EDTS can be considered a different matter. Currently, ICTS does not have the technical capacity nor the expertise on the subject matter to handle the project implementation. It is therefore deemed necessary to acquire the services of a consultant that will serve as the project manager to supervise the implementation of the EDTS for NEDA project.

II. Objectives

The engagement aims to provide project management or supervision services to the implementation of the EDTS for NEDA.

III. Scope of Consultancy Services

Supervise and act as Project Manager to the implementation of the EDTS for NEDA project, its compliance to the TOR, and in coordination with the Information and Communications Technology Staff (ICTS) of NEDA and the PRONET.

IV. Mode of Procurement and Approved Budget for the Contract (ABC)

The procurement process for this undertaking shall be executed through Alternative Mode - Small Value Procurement - in accordance with Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act (GPRA) and its Revised Implementing Rules and Regulations (IRR).

The ABC for the consultancy services is **PhP 250,000.00**, inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs.

The consultancy services shall be a fixed price contract. Any extension of contract time shall not involve any additional cost to NEDA.

V. Duration of Services

The consultancy services will be implemented simultaneously for the same duration of the EDTS for NEDA project (6 months) and reckoned from the signing of the contract agreement or commencement of the undertaking as indicated in the contact agreement.

The consultant should be present in NEDA-CO at least twice a week and at least two (2) days per NEDA Regional Office (NRO) installation/configuration, testing and commissioning.

Total of 48 man-days for the six (6) months duration of the contract.

VI. Qualification Requirements

1. The service shall be undertaken by an individual Consultant whose minimum qualifications are stated herein:
 - a. **Education** - The consultant shall have, at minimum, a Bachelor's Degree in Computer Science, Information Technology (IT) or similar courses. Preference is considered for holders of Master's degree and Doctorate in computer science, systems designs, or other similar courses.
 - b. **Work Experience** - The consultant shall have, at minimum two (2) years work experience considered into two categories:
 - i. Similar work experience – work experience in Information and Communications Technology (ICT) Project Management/Supervision involving Telecommunication systems or Internet Service Provider (ISP) network implementation/design, development or analysis or deployment.

- ii. Relevant work experience – work experience in ICT Project Management involving non-Telecommunications and non-Network field.
 - c. **Trainings Attended** - The consultant shall have, at minimum, forty (40) hours of training considered into two categories:
 - i. Similar Trainings – trainings acquired which involve Telecommunications software/design/technologies/hardware (network routers and switches) configurations.
 - ii. Relevant Trainings – trainings acquired in ICT involving non-Telecommunications field.
 - d. **Skills and Competencies** – the consultant shall preferably have knowledge/skill on the following:
 - i. Voice-over-internet protocol (VOIP) and Voice-over frame relay configurations.
 - ii. Fiber optic networking and Metropolitan Area Wireless Technologies.
 - iii. VMware and Vsphere Administration.
 - iv. Installation and configuration of Cisco, HP, Mikrotik, Dell and Peplink network equipment.
 - v. Integrated Services Digital Network (ISDN) configurations.
 - vi. Linux and Microsoft Server administration.
2. Short-listing and selection of qualified candidates will be according to the criteria specified in Annex A. **Prospective bidders are required to submit their Curriculum Vitae highlighting work experience and credentials for the past fifteen (15) years. The duration of similar and relevant trainings attended must be indicated in hours. Otherwise, the training/s will not be considered in the evaluation.**

VII. Selection of Consultant

The proposals will be evaluated using the *Quality-Cost Based Evaluation Procedure* under the Revised Implementing Rules and Regulations (IRR) of RA 9184, with the technical proposal allocated 80 % and 20 % for the financial proposal. The passing score is 70%.

VIII. Obligations/Duties and Responsibilities of the Consultant

1. Monitor and manage the quality and progress of work done by PRONET;
2. Ensures that the project is completed on time, to quality of standards, and in compliance with the TOR of the project;
3. Evaluate and recommend approval of work plan as submitted by PRONET;
4. Verify, evaluate and recommend approval of progress reports as submitted by PRONET;
5. Attend meetings and trainings related to the project;
6. Join NEDA Regional visits as to oversee/monitor the installation/setup and configuration of the project (Food, transportation fare and accommodation fees are shouldered by PRONET as per TOR of the EDTS for NEDA project);
7. Ensure that the ICTS focal for the project is kept informed and updated in terms of progress and technical aspects of the project;
8. Ensures that document procedures, device and network configurations, technical layouts, as submitted by PRONET, are complete, compiled and organized;
9. Report issues and concerns to the NEDA-ICTS Director or assigned personnel;
10. Conduct final testing and commissioning tasks before recommending approval of project acceptance as submitted by PRONET; and
11. Perform other ICT consultative tasks related to the project;

IX. Obligations/Duties and Responsibilities of NEDA

1. Provide technology, workspace and personal computer to the consultant in the conduct of the Project;
2. Provide counterpart to assist the consultant in performing his/her obligations;
3. Review and approval of the Reports submitted by the consultant; and
4. Pay the consultant's fee in accordance to Section X of this TOR.

X. Deliverables/Timelines/Payment Schedule

Activity	Outputs	Percentage of Contract Price
Submission of PRONET's Work Plan for the Project	<ul style="list-style-type: none">• Check and evaluate PRONET's submitted Work Plan;• Provide recommendation of approval to ICTS on said progress report;	5% (upon ICTS issuance of satisfactory services rendered by the consultant and approval of PRONET's Work Plan)
EDTS Operational for NCO	<ul style="list-style-type: none">• Check and evaluate PRONET's submitted progress report (output of PRONET and equivalent 25% contract price payment to PRONET);• Provide recommendation of approval to ICTS on said progress report;• Provide accomplishment report	20% (upon ICTS issuance of satisfactory services rendered by the consultant and approval of PRONET's Progress Report)

EDTS Operational for NROs	<ul style="list-style-type: none"> • Check and evaluate PRONET's submitted progress report (output of PRONET and equivalent 25% contract price payment to PRONET); • Provide recommendation of approval to ICTS on said progress report; • Provide accomplishment report 	35% (upon ICTS issuance of satisfactory services rendered by the consultant and approval of PRONET's Progress Report)
EDTS for NEDA fully operational	<ul style="list-style-type: none"> • Check and evaluate PRONET's submitted progress report (output of PRONET and equivalent 20% contract price payment to PRONET); • Provide recommendation of approval to ICTS on said progress report; • Provide accomplishment report 	20% (upon ICTS issuance of satisfactory services rendered by the consultant and approval of PRONET's Progress Report)
Project Acceptance/Completion	<ul style="list-style-type: none"> • Check and evaluate PRONET's submitted Project Acceptance Report report (output of PRONET and equivalent 20% contract price payment to PRONET); • Provide recommendation of approval to ICTS on said Project Acceptance report; • Provide accomplishment report 	20% (upon ICTS issuance of satisfactory services rendered by the consultant and approval of PRONET's Project Acceptance/Completion)

XI. Liquidated Damages

Where the consulting firm or 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 under the contract, the consulting firm or consultant shall pay NEDA 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 (1) percent of the cost of the unperformed portion of the works for every day of delay.

To be entitled to such liquidated damages, NEDA 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 consulting firm of consultant under the contract and/or collect such liquidated damages from the retention money or other securities posted by the consulting firm or consultant whichever is convenient to NEDA.

ANNEX A

EVALUATION CRITERIA FOR CONSULTANCY SERVICES FOR THE SUPERVISION/PROJECT MANAGEMENT OF THE IMPLEMENTATION OF THE ENHANCED DIGITAL TELEPHONY SYSTEM FOR NEDA

Education	<ul style="list-style-type: none">• At least a degree obtained or 4-year academic program/course in ICT related field.	10
Work Experience	<ul style="list-style-type: none">• Similar and relevant work experiences	50
Training	<ul style="list-style-type: none">• Similar and relevant trainings	10
Skills and Competencies	<ul style="list-style-type: none">• Voice-over-internet protocol (VOIP) and Voice-over frame relay configurations.• Fiber optic networking and Metropolitan Area Wireless Technologies.• Data Communication Networking such as Fiber optic network and Metropolitan Area Wireless Technology.• VMware and VSphere Administration.• Installation and configuration of Cisco, HP, Mikrotik, Dell and Peplink network equipment.• Integrated Services Digital Network (ISDN) configurations.• Linux and Microsoft Server administration.	30