



REQUEST FOR QUOTATION
(Small Value Procurement)
BAC-PGCS-073-2020

Name of Project : **Purchase of E-Learning Management System**
Approved Budget for the Contract : **P568, 000.00**
Deadline for Submission : **November 16, 2020**

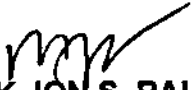
Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGeps Registration Number, Income/Business Tax Return, Omnibus Sworn Statement and Secretary's Certificate/Special Power of Attorney.

Quotations shall be submitted in person to the Manager, Administrative Services Department, PPA Corporate Bldg., Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent to any other department/s or email address will not be considered.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority
5th Floor, PPA Bldg., Bonifacio Drive
South Harbor, Port Area, Manila
Telephone/Fax No. 527-4735
954-88-00 loc. 539
PPA Website: www.ppa.com.ph

Very Truly Yours,


MARK JON S. PALOMAR
Chairperson, Bids and Awards Committee
Procurement of Goods and Consultancy Services



TERMS OF REFERENCE FOR THE PURCHASE OF E-LEARNING MANAGEMENT SYSTEM

I. INTRODUCTION

One of the PPA Training Institute's commitments for CY 2020 is the Procurement of a Learning Management System software as part of the Institute's movement towards digitalization and modernization.

It is envisioned to assist in the distribution, administration, documentation, tracking, and data recording of e-Learning courses to be delivered by the Institute.

II. SCOPE OF SERVICES AND REQUIREMENTS

The service provider contracted should deliver an all-in-one eLearning system and they shall follow the requirements listed below during and after the purchase of the eLearning system.

1. The service provider must deliver a web-based, all-in-one learning system that uses an open-source software – Moodle.
2. The system must be a platform for course delivery with unlimited course uploads and provision for expansion should there be a need in the future.
3. The system must have the technology ready to accommodate versatility and compatibility with most modern browsers, phones, and tablets.
4. The system should have the capability of defining user roles. E.g. Administrator, Moderator, Instructor, Student.
5. The system must have the capability of user registration that will allow its users to fill-out personal information sheets, upload identification photos and upload proof of payments for paid courses.
6. The system home page should display the following details:
 - 6.1 Courses – Course Categories – Course Titles
 - 6.2 About PPA Training Institute
 - 6.3 Enterprise
 - 6.4 User Registration
 - 6.5 User Login

7. The system should be suitable for different course delivery methodologies. E.g. MS Office files, Text, PDF, Video (pre-recorded webinars/webcasts), Audio (podcasts), Assignment, Quizzes, Surveys, Multimedia Materials.
8. The system should have the back-end capability of scheduling courses.
9. The system must have the capability of back-end support to students and other platform users such as password reset, course enrolment, groupings.
10. The system must allow progress tracking of participants by displaying activity completion, course completion, grades, badges, competencies, course reports, and analytics.
11. The system should have the back-end capability of customized reports. Reporting details must show activation date, start date, completion date, % viewed, % completion and analytics.
12. The system must have a customizable user interface that can be easily navigated on both desktop and mobile browsers.
13. The system must have the capability of email notifications, for the following.
 - 13.1 Email students when accounts are created
 - 13.2 Reminder emails
 - 13.3 Discussion replies
 - 13.4 Receipts for purchases
 - 13.5 Course welcome
 - 13.6 Course completion
14. The system must feature collaborative tools, such as:
 - 14.1 Lesson delivery – allows the instructor to deliver content in several ways
 - 14.2 Quiz delivery – allows the instructor to design and set quiz tests
 - 14.3 Assignments – allows the instructor to grade and comment on uploaded assignments
 - 14.4 Workshop – allows for peer assessment
 - 14.5 Chat – allows participants in a specific course to have synchronous discussions
 - 14.6 Forum – allows participants to have asynchronous discussions
 - 14.7 Feedback – allows participants to give feedback to their instructor
 - 14.8 Glossary – allows participants to create and maintain a list of terminologies
 - 14.9 Database – allows participants to create and maintain a record of entries
 - 14.10 Wiki – allows users to view and edit a collection of web pages
 - 14.11 Grading – allows the instructor to grade tests within the system
 - 14.12 Evaluation – allows the instructor to give evaluations on course participants within the system
15. The system must have a calendar feature that can display user, course, group, category and global events. The calendar should allow viewing, editing and deleting of events.
16. The system must feature a convenient File Management System for its users. Specific features are as listed:

- 16.1 Uploading, viewing, and editing of files, file types, resources and activities – drag and drop function
 - 16.2 Creation of aliases/shortcuts
 - 16.3 Site administration
 - 16.4 Supports several file types such as google docs, docx, alternatives to MS Powerpoint and pdf files
- 17 The system must feature a simple and intuitive text editor program that allows users to open, view, and edit plain text files, edit text formatting, add images via drag and drop, add and edit tables, add and edit equations, embed files, toggle previews, and edit via HTML.
 - 18 The system must have the functionality of messaging and notifications:
 - 18.1 The instructor should be able to send a message to multiple users in different courses
 - 18.2 Participants should be notified when the instructor sends them a message
 - 18.3 Participants should receive automatic alerts on new assignments, deadlines and forum posts
 - 18.4 The participants should be able to send private messages within themselves
- 19 Upon course completion, the system must be able to create customized certificates with a QR coding feature for verification purposes. Scanning of QR codes will direct users to a web page where the certificates can be verified.
 - 20 The system must include a 1-year cloud hosting service, 500GB of storage, Quad-Core CPU, 8GB RAM, MySQL Database, Linux Debian 9 (Stretch) Operating System.
 - 21 The Service Provider must be fully in charge of the set-up, data import and integration of the system.
 - 22 The Service Provider must be able to provide hands-on training on the use and maintenance of the system.
 - 23 The Service Provider must provide at least an acceptable level of support and guarantee/warranty for the system during and a full year (1 year) after the system implementation.
 - 24 The system must be operational six (6) months after signing the notice to proceed.
 - 25 The Service Provider must be open to supporting acceptable continuous system improvements as required by PPA in the succeeding years after implementation.
 - 26 The quotation should not exceed the approved budget in the total amount of Four Hundred Thirty-Five Thousand Pesos only (P435,000)
 - 27 PPA, as a government office, can settle its obligation via send-bill arrangement only, to be processed within 15-30 working days.

III. PPA RESPONSIBILITIES

1. Procure and manage an eLearning Management System as practicable as possible and abide by pertinent rules and regulations governing the procurement of a service provider.
2. Prepare the necessary documents for the payment of the service/system, follow-up the payment and pay the Service Provider the package rate based on its quotation.

IV. BUDGET

The budget estimates for the procurement of Service Provider for the eLearning Management System (software) are chargeable against the fund released for the CY 2020 Annual Procurement Program Fund, BAC-PGC5-075-2020 of the PPA Training Institute.

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