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## REQUEST FOR PROPOSAL

The Philippine Ports Authority Bids and Awards Committee for the Procurement of Goods and Consultancy Services (BAC-PGCS) will undertake the Procurement of Consultancy Services for the Technical Services for the Development of a Nationwide Ports Facility Infrastructure Database, based on the attached Terms of Reference (TOR).

We hereby request for proposals to undertake the proposed consultancy services project to establish a web application for the inventory of infrastructure projects on port facilities nationwide and to provide the PPA Management immediate/ready access of information with regard to Dredging and Survey, Repair and Maintenance Projects, CAPEX, as well as Borehole location plan and future projects in all PPA port facilities

APPROVED BUDGET FOR THE CONTRACT (ABC): P996,800.00

SCOPE OF SERVICES: The work shall cover the development services for a maximum period of twenty (20) weeks. The web application shall be able to give a comprehensive view of all national ports, complete with all land facilities, dredging areas and location of buoys. The web application should be compatible with the current internal applications and infrastructure of PPA.

DEADLINE FOR SUBMISSION OF PROPOSAL: AUGUST 11, 2017

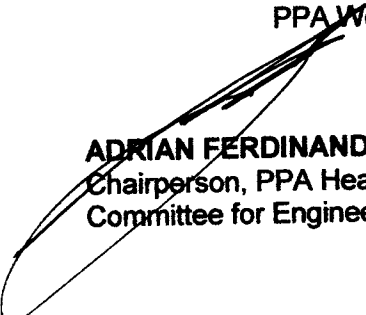
Required documents must be submitted before issuance of the Notice of Award.

For further information, please refer to:

BAC Secretariat, Philippine Ports Authority  
5<sup>th</sup> Floor, PPA Bldg., A. Bonifacio Drive,  
South Harbor, Port Area, Manila

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527-83-56 to 83 loc. 539

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**ADRIAN FERDINAND S. SUGAY**  
Chairperson, PPA Head Office Bids and Awards  
Committee for Engineering Projects (HO-BAC-PGCS)

### VISION

*By 2020, PPA shall have provided globally competitive port services in the Philippines characterized by increased productivity, efficiency, connectivity, comfort, safety, security and environmental sustainability.*

### MISSION

1. Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.
2. Establish a mutually beneficial, equitable and fair relationship with partners and service providers.
3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.
4. Establish a world-class port operation that is globally competitive adding value to the country's image and reputation.

Republic of the Philippines  
**PHILIPPINE PORTS AUTHORITY (PPA)**  
**Terms of Reference (TOR) for the Procurement of Consultancy Services for the  
Technical Services for the Development of a Nationwide Ports Facility  
Infrastructure Database**

**I. PROJECT DESCRIPTION.**

The significant advancement on Information and Communications Technology (ICT) has brought in this modern-day the ease of access and sharing information. With the vision to continually improve and provide port services of global standards, the Philippine Ports Authority is steadily working towards computerization on most of its services.

As one of the Agency's milestone project and commitment to the Governance Commission for GOCCs (GCG), the plan is to establish a web application for the inventory of infrastructure projects on port facilities nationwide. The objective of the project is to provide the management immediate/ready access of information with regards to Dredging and Survey, Repair and Maintenance Projects, CAPEX as well as Borehole location plan and future projects in all PPA port facilities.

**II. GENERAL**

The Port Management Offices (PMOs), PCMD, PPDD and DSD will be responsible for submitting all the required data on port facilities under their respective jurisdictions. CAPEX, Repair and Maintenance as well as Dredging and Survey projects shall cover completed projects for the past three (3) years from this current year. Conversely, proposed Capital Expenditure (CaPex) projects within the next five (5) years from this year on as well as on-going projects. Maps will be made available for detailing of port facilities and dredging areas.

The application should visually represent the completed projects status of each port. Likewise, it should be able to cater/store records of data on past, future and on-going engineering projects and must be user-friendly for easy access and updating by designated PPA employees (Port Admins and Users). Also, the application should be flexible for future needs of the agency.

**III. SCOPE OF WORK**

**A. Coverage**

The work shall cover the development services for a maximum period of twenty (20) weeks. The web application shall be able to give a comprehensive view of all national ports; complete with all land facilities, dredging areas, and location of buoys. The web application should be compatible with the current internal applications and infrastructure of PPA. It must be accessible using browsers on

any device, but only through PPA WAN connection. Training will be provided to users and administrators. It will be done after the completion of the development services.

## B. Description

1. **Port Locator.** This consists of drop down menu that can differentiate between individual Project Management Offices (PMOs). For ease of access, ports must be separated by PMO's and under each will be a list of the ports and wharves under it.
2. **Facilities Interface.** Information should be able to be inputted in the application with ease. Images and files must be able to be transferred to the application with minimal effort, and the ability to input maps into the application must also be present. There should also be a feature which lets the user tag points on the map to represent different facilities in the estimated location on the map. Additionally, details of the projects done on the facilities should be available on a side panel.
3. **Maps of three separate areas per port should be available, or its equivalent: The Port Map, The Dredging Map, and The Navigational Map.**
4. **Project View.** There will have to be a view of all the different projects happening within the port, the page will have to showcase three (3) years of completed CAPEX and Repair projects, on-going/present projects, and five (5) years of future projects.
5. **Administrator Tool and Access.** An administrator with global permissions will be able to access, edit and revoke/add permissions to users through the administrator tool. Users with mid-level access will have permissions to edit the ports assigned to them, and users without those access, will have the freedom to view the application and the available information.

## C. Technical Specification

### a. Web Application Features

#### i. Port Locator

1. Login through corporate account
2. Drop down menu that can differentiate between individual PMOs

#### ii. Port View

1. Upload new port map
2. Timeline view of port maps from 3 years back to 5 years ahead
3. Map points identifying port facilities

4. List of projects per facility
  5. Categorize maps by Port Map, Dredging Map and Navigation map
  6. Filter options for CAPEX, RM, On-going Projects, Dredging, Borehole, Hydrographic, Topographic and Aid to Marine Navigation
- iii. Past Project Information
1. Add / Edit / Delete projects
  2. Encode project basic information (project ID, project description, contractor, date started, date completed, duration, project cost, project status/remarks)
  3. Attach documents
  4. Past Projects Report
    - a. View facilities in the last 3 years
    - b. Add projects straight from the "Past Project Information" Page
    - c. Add new facilities straight from the "Past Project Information" Page
    - d. Backtrack
- iv. For Implementation/On-going Project Information
1. Add / Edit / Delete projects
  2. Encode project basic information (project ID, project description, contractor, date started, target completion date, duration, project cost, project status, remarks)
  3. Attach documents (Monthly) & encode percent accomplishment/status per month.
  4. Automatic update and transfer of ongoing projects into the past/completed projects database once the project is completed.
- v. Future Project Information
1. Add / Edit / Delete projects
  2. Encode project basic information (project description, proposed implementation schedule, project duration, estimated cost, project status)
  3. Attach documents
  4. Future Projects Report
    - a. View facilities for the next 5 years
    - b. Add projects from the report
    - c. Add new facilities from the report
- vi. Administration Tool
1. Manage user permissions
  2. Add / Edit / Delete PMOs
  3. Add / Edit / Delete Ports

#### 4. Add / Edit / Delete Port Data

- vii. Create System Generated Reports (to be identified as the project progresses)

#### D. Scope of Services by the Consultant

- a. Requirements/ Data Gathering with the End-users
- b. Application Design
  - i. Creation of Wireframes and Presentation
- c. Development
  - i. Base Code
  - ii. Port Maps
  - iii. Port Reports
  - iv. Administration
  - v. Permissions
- d. Testing and Documentation
  - i. Preparation of User's Manual
- e. Deployment to Servers
- f. Training and Support for Port Admins and Users
- g. Data Entry/Loading of two (2) Port Management Offices (PMOs)
  - 1. PMO-Palawan
  - 2. PMO-Marinduque/Quezon

#### E. Warranty

Warranty period will be valid for 12 months after project delivery. Support hours must include user and administrator training, bug fixes to the system, and minor enhancements subject to the approval of both parties.

#### F. Project Management Control Guideline

A Project Management Team (PMT) shall be composed of representatives from PPA and the Consultants. The PMT shall regularly meet or as needed to monitor the progress of the Web Application and resolves among themselves issues that may arise during the implementation period of the above Scope of Work.

- a. Project Management Methodology
  - i. Prior to the project realization, the Consultant will conduct requirements/ data gathering together with the end-user representatives to identify developmental requirements. From that, they will identify what can be accomplished or what can be taken as milestones for completion.
  - ii. The Consultant will have a demo/presentation/ report of what was accomplished at the end of every month.
- b. Counterpart Resources

- i. PPA Project Manager – to lead the project on the end-user side and is the first line of contact for the Consultant.
  - ii. PPA Subject Matter Expert per Technology- this is to confirm existing business process and use of technology
  - iii. PPA Test Manager
  - iv. PPA Program/Client Lead – to serve as escalation point for the project.
- c. Site Preparation
- i. Infrastructure, Software, Licenses and any Tool needed to begin development should be available upon project start.
  - ii. The consultant will be granted access to software, licenses or tools needed for the project.
  - iii. Should there be a need for purchasing of any tool/ software/ license/ infrastructure, this should be done by PPA.
- d. Installation and Delivery
- i. This will be aligned as part of cutover activities; any changes in business process should be communicated by the PPA PM.
  - ii. Any delay/ dependency on 3rd party vendor which will affect project timeline will be out of scope for the team.
  - iii. Installation of the new systems as well as knowledge transfer of activity is part of the Consultant's scope.

#### IV. IMPLEMENTATION SCHEDULE

The target implementation schedule is subject to confirmation and revision based on the results of the Data Gathering and subsequent monthly presentation and reports.

TASK	DURATION	REMARKS
Requirements/ Data Gathering	3 weeks	Review of current business set-up, preparation/ review of documentation requirements
Application Design and Creation	3 weeks	Creation of wireframes
Development	8 weeks	Base Coding, creation of web interfaces, administration, permission
Testing and Documentation	3 weeks	Presentation of Prototype web application, preparation of User's Manual
Deployment to Servers	1 week	
Training and Support for Port Administrators and Users	1-2 weeks	
Data Entry/loading for two (2) Port Management Offices (PMOs)	1-2 weeks	

**V. PAYMENT**

The project shall be paid on the schedule indicated below upon PPA acceptance of the deliverables. Each payment shall not exceed the ceiling specified in Project Estimates.

<b>Description/Task</b>	<b>Deliverables</b>	<b>Payment Schedule</b>
Requirements/ Data Gathering	<ul style="list-style-type: none"> <li>System Investigation Report</li> </ul>	15% of total Contract Cost
Application Design, Development and Testing	<ul style="list-style-type: none"> <li>User Acceptance Testing Results</li> </ul>	40% of total Contract Cost
Documentation	<ul style="list-style-type: none"> <li>Application Documentation</li> <li>Users' Manual</li> </ul>	10% of total Contract Cost
Deployment of Final Product	<ul style="list-style-type: none"> <li>Port Infrastructure Database Application deployed on PPA's servers</li> </ul>	10% of total Contract Cost
Training and Support for Port Admins and Users and Data Entry of two (2) Port Management Offices (PMOs)	<ul style="list-style-type: none"> <li>Attendance sheet of trainings conducted to Port Administrators and Users</li> <li>Certification of Completion of Data Entry for the two (2) PMOs</li> </ul>	15% of total Contract Cost
Support and Final Acceptance	<ul style="list-style-type: none"> <li>Project Completion Report</li> </ul>	10% of total Contract Cost

**VI. BILLING AND OTHER FORMS**

The Consultant shall prepare its billing and other documents/forms in accordance with those that may be prescribed by PPA.

**VII. REQUIRED EXPERTISE AND PROPOSALS**

The Consultant shall submit a Proof of Concept for a Web Application in relation to the Scope of Work detailed in Section III. The Consultant must have the following key personnel or experts in its roster. Their qualifications (education, training, and experience) and schedule of deployment will be submitted to PPA:

<b>Resource</b>	<b>Qty</b>
Project Manager	1
Senior Solutions Architect	1
Software Engineer	2
Sr. User Experience Engineer	1
Infrastructure Engineer	1
Quality Assurance Engineer	1

**VIII. REPORTS**

The Consultant will submit monthly progress reports during the project duration. The Final Report shall include the results of all accomplishments of the project as stated in the TOR.

**IX. PROJECT COST**

The project has an Approved Budget Cost (ABC) of Php 996,800.00 and shall be charged to the Corporate Funds of the Philippine Ports Authority.