



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7962995  
**Procuring Entity** CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES  
**Title** Hiring of IT Consultant  
**Area of Delivery**

<b>Solicitation Number:</b>	21-07-152 re-post	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Consulting Services	<b>Document Request List</b>	0
<b>Category:</b>	Consulting Services	<b>Date Published</b>	01/09/2021
<b>Approved Budget for the Contract:</b>	PHP 250,000.00	<b>Last Updated / Time</b>	31/08/2021 15:20 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	08/09/2021 16:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Wilfredo Parrel Castro D.M.O. III 5/F Executive Bldg. Center #369 Gil Puyat Avenue Cor. Makati Avenue Makati City Metro Manila Philippines 1209 63-02-8961829 63-02-8961816 ciapdti@yahoo.com		

#### Description

Department of Trade and Industry  
CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES  
5/F Executive Bldg. Center, Sen. Gil Puyat Ave. Cor. Makati Ave., Makati City

#### BIDS AND AWARDS COMMITTEE

#### REQUEST FOR QUOTATION

The Construction Industry Authority of the Philippines (CIAP) invites all interested parties to submit quotation to bid for:

#### HIRING OF IT CONSULTANT FOR THE INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) CONSULTANCY SERVICES

In view of this, we request to submit the following requirements, terms and conditions for compliance:

- Valid and current PhilGEPS Registration
- Company profile (if applicable)
- Curriculum Vitae which clearly highlight the areas of experience and competence relevant to task
- Approach, Methodology and Action Plan for CIAP ICT Project
- Bid proposal

With an approved total budget of TWO HUNDRED FIFTY THOUSAND PESOS ONLY (P 250,000.00) VAT Inclusive

Deadline for the submission of quotation is on September 8, 2021 4:00 pm at the Supply Section, 5/F Executive Bldg. Center, 369 Sen. Gil Puyat Ave. Cor. Makati Ave., Makati City.

The CIAP reserves the right to reject any or all bids, waive any minor defect therein, and accept the offer most advantageous to the government. The CIAP assumes no responsibility whatsoever to compensate or indemnify the bidders for any expenses incurred in the preparation of their bids.

CIAP Bids and Awards Committee

*Handwritten notes:*  
M-CR-00 8/10/21  
D-643 D.N.

## **TERMS OF REFERENCE**

### **For the Information and Communication Technology (ICT) Consultancy Services**

#### **I. RATIONALE**

The Construction Industry Authority of the Philippines (CIAP), an attached agency of the Department of Trade and Industry (DTI) by virtue of PD1746 is mandated to promote, accelerate and regulate the growth and development of the construction industry in conformity with national goals.

In order to continuously attain its mandate, CIAP must ensure that it has incorporated the latest Information and Communication Technology (ICT) policies, practices and technology in its operation.

Sometime 2020, the CIAP in partnership with the Philippine Contractors Association, Inc. (PCA) had launched the Action Plans of the Philippine Construction Roadmap 2020-2030 which includes Digitization and Modernization Action Plan.

Digital transformation to be undertaken by CIAP under the said action plan aimed to ensure that the CIAP and its implementing boards, namely:

- 1) Philippine Contractors Accreditation Board (PCAB);
- 2) Philippine Overseas Construction Board (POCB);
- 3) Philippine Domestic Construction Board (PDCB);
- 4) Construction Industry Arbitration Commission (CIAC); and
- 5) Construction Manpower Development Foundation (CMDF)

will be able to deliver services to its clients and the general public in a more efficient and transparent way, through the utilization of latest Information and Communications Technology (ICT).

The envisioned digital transformation and modernization could be successfully realized with the upgrading of current IT Infrastructure (i.e. equipment, software, application systems, network, internet bandwidth among others) and the presence of an agency ICT division manned by competent staff possessing needed knowledge and in-depth experience on that particular field.

#### **Current Situation**

CIAP has no ICT division that implements/maintains and supervises the CIAP systems, ICT infrastructure and other ICT-related concerns/issues. With this limitation, CIAP relies on the ICT-Task Force whose members are composed of representatives from CIAP and its implementing boards in handling basic/simple issues or concern (like installation of software, establishment of network, provision of email, to name a few). Other technology-based issues that requires technical expertise are referred to the Information Systems Management Services (ISMS) of the Department of Trade and Industry for resolution.

Likewise, CIAP has no general ICT policies, guidelines, procedures and controls to

secure and ensure the confidentiality of information. With the ICT Consultant, CIAP has to come up with cohesive, acceptable and standard ICT Policies and Guidelines to address security, control and other concerns

In another note, CIAP and its implementing boards have automated its processes, however, to date only the Online Licensing and Registration System through the PCAB Portal, the Integrated Systems for Construction Arbitration (ISCA), and the Market and Policy Information System (MPIS) are running.

The CIAC would like to enhance the ISCA to include changes brought by new policy affecting the process of handling dispute resolution and new normal due to Covid-19 pandemic. Enhancement also meant to address compatibility issues to ensure operability across different platforms or environment and additional functionalities. The Consultant will craft the Terms of Reference for the enhanced ISCA (Online Ecosystem).

Aligned with the Digitization and Modernization Action Plan of Philippine Construction Industry Roadmap 2020-2030, the CIAP intends to develop a Unified Portal where online information systems and related information can be centrally accessed by clients and the general public. The Consultant, likewise will draft the TOR for the Unified Portal.

With the above requirements, CIAP needs to hire an IT Consultant to conduct study and review the agency's Information Systems Strategic Plan (ISSP), processes, and goals relative to the Digital Transformation of the agency, among others.

The said consultant is expected to define the organization structure of ICT Division, its composition/role/functions and competency needed. The consultant is also required to provide technical expertise in crafting IT plan responsive to the requirements of the IBs and reflecting CIAP's goal of providing an integrated IT system to support operations and for more efficient and effective services.

## **II. OBJECTIVES**

Following are the objectives of the project:

- 1.To define structure of ICT Division to ensure that its role/functions and competencies can provide needed support and effectively handle the ICT requirements of the agency
- 2.To recommend an Integrated Infrastructure plan defining the different resources for integration (data, systems, equipment) to optimize its use and cost reduction on ICT investments.
- 3.To formulate of an acceptable and standard Information and Communication Technology Policies and Guidelines to address security, control and other concerns
- 4.To draft Terms of Reference (TOR) for the development of a Unified Portal, to access CIAP online systems and digitized information in an Online Platform
- 5.To draft TOR for the enhancement of the Integrated Systems for the Construction Arbitration (or Online Ecosystem for Construction Arbitration and Mediation)



### **III. BUDGET FOR THE CONTRACT**

The Approved Budget for Contract (ABC) is **Two Hundred Fifty Thousand Pesos Only (PhP250,000.00)** inclusive of Value-Added Tax (VAT).

### **IV. PROJECT DURATION**

The project is expected to be completed within three (3) months from the date of Notice to Proceed (NTP)

### **V. SCOPE OF WORK**

The IT Consultant shall cover the following scopes of work:

- 1) Conduct study and review of the agency's Information Systems Strategic Plan (ISSP), processes, and goals relative to the Digitization and Modernization Action Plans of the Philippine Construction Industry Roadmap. This should include a study of where we are now, meaning CIAP plus IBs, in terms of IT infra (hardware, software, IT support inc. manpower complement to implement IT program, policies, bandwidth, etc.), our approved digitization plans
- 2) Evaluate and recommend latest technology and standards to adopt for IT equipment and infrastructure to ensure reliability, interoperability, upgradability, scalability and sustainability of the system, amongst others, in the long term;
- 3) Define the ICT Division Structure, required competencies and manpower complement, its roles and functions
- 4) Preparation of ICT Infrastructure/Integration/Plan for the Agency
- 5) Drafting of ICT-related Policies and Guidelines based on acceptable best practices and standards
- 6) Drafting of Terms of Reference (TOR) for the development of a Unified Portal
- 7) Drafting of TOR for the enhancement of the Integrated Systems for the Construction Arbitration (or Online Ecosystem for Construction Arbitration and Mediation)

### **VI. EXPECTED OUTPUT**

- 1) Assessment report on the current IT situation and make recommendations on latest technology and standards to adopt for IT equipment and infrastructure to ensure reliability, interoperability, upgradability, scalability and sustainability of the system, amongst others
- 2) Define the recommended ICT Division Structure, required competencies and manpower complement, main roles and functions of the said unit and training plan for current staff and members of TWG, in preparation of the Digital Transformation.
- 3) ICT Infrastructure/Integration/Plan for the Agency
- 4) ICT-related policies and guidelines and mechanism in the following areas:
  - ✓ Information and Technology (I & T) Governance

- ✓ Physical and Environmental Security Controls
- ✓ Change Management
- ✓ Incident and Problem Management
- ✓ Logical Access Management
- ✓ Network Security
- ✓ Configuration and Database Management
- ✓ Availability and Capacity Management
- ✓ I & T Business Continuity and Disaster Recovery Management

- 5) Terms of Reference (TOR) for the development of a Unified Portal
- 6) TOR for the enhancement of the Integrated Systems for the Construction Arbitration (or Online Ecosystem for Construction Arbitration and Mediation)

Prepared by:

  
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