P.R. No./Date: **24-04035 | 12 March 2024**

RFQ/P No. / Date: **2024-04-030 | 16 April 2024**

The **Construction Industry Authority of the Philippines (CIAP)** invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached *Terms of Reference/Technical Specifications* subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

The following are the required document/s to be submitted as attachment/s to the quotation/proposal:

(Please submit the documents required to be submitted by the bidder pursuant to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)

1 **Mayor's/Business Permit**
2 **PhilGEPS Registration Number**
3 **Notarized Omnibus Sworn Statement**
4 **Signed Terms of Reference or Technical Specifications, if applicable**
5 **Professional License/Curriculum Vitae for consulting services**

This pro-forma quotation maybe submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to bac_ciap@construction.gov.ph/allenmarantalan@construction.gov.ph on or before 23 April 2024, 10:00AM, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed *Terms of Reference/Technical Specifications* .
10. Payment shall be made through *check payment (Landbank).*
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: _____.

Very truly yours,
(ORIGINAL Copy Signed)
Allen Mar P. Antalan
Secretariat, Bids and Awards Committee
CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES
4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City
Telephone: (+632)8986-4507 / 0917-855-7198 | e-mail: bac_ciap@construction.gov.ph

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-out by the supplier)		
1	1 Lot	₱ 350,000.00	CMDF Course-on-Demand Learning Platform			
Total ABC		₱ 350,000.00				
Delivery and Other Instructions:			Within 3 months upon issuance of NTP			

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.

Signature over Printed Name : _____
Designation/Position : _____
Name of Company : _____
Address : _____
Telephone / Fax : _____
E-mail Address: _____
Company Tax Identification Number : _____

TECHNICAL SPECIFICATIONS

Procurement for Course-on-Demand Learning Platform				
Qty.	Unit	Specification	Unit Cost	Total Cost / ABC (inclusive of all cost and applicable taxes
1	Lot	**Course-on-Demand Learning Platform** - Build-up, creation and programming of CMDF website (minimum of 100 simultaneous concurrent users and 80 GB storage) - Training and miscellaneous service - Subscription to Domain - Subscription to Application - Website/App Support - Must complete within Three (3) months upon issuance of NTP - Must comply with the CMDF Course-on-Demand Learning Platform - Terms of Reference (TOR)	350,000.00	350,000.00

Prepared by:

ANTHONY VON RYAN O. PANELO
Supervising TIDS

Requested by:

OFELIA R. USIGAN
Officer-in-Charge, CMDF

Reviewed by:

CHARLIE A. BARINQUE
Information Technology Officer
ICT Task Force Member, PPCMD

Approved by:

LORINA S. LAUREQUEZ
Officer-in-Charge, PPCMD

CONFORME:
Name and Signature of Authorized Representative of the Supplier
PhilGEPS Registration Number
Tax Identification Number
Date

TERMS OF REFERENCE

1. **PROJECT TITLE**	:	CMDF Course-on-Demand Learning Platform
2. **PROPONENT**	:	CIAP-CMDF
3. **PROJECT LOCATION**	:	Construction Manpower Development Foundation – Makati
4. **APPROVED BUDGET**	:	The approved budget for the contract amount to Three Hundred Fifty Thousand Pesos Only (Php 350,000.00). All other costs such as transportation, equipment, meals and related items will be on consultant's account.
5. **DURATION**	:	The website development will last for three (3) calendar months
6. **OBJECTIVE**	:	Provide learners with access to their individual portfolio, training progress, enrolled courses, and certificates. Gauge and evaluate the number of successful candidates who took part in the CMDF seminar through the e-learning program. Increase and improve the methods of training delivery to learners.

7. **SCOPE OF WORK AND DELIVERABLES**

The Consultant/Website Developer shall prepare and submit schedule of activities for approval by the CMDF which includes, but not limited to the following:

7.1. Create new domain name for CMDF website homepage as per approved by CIAP-CMDF.

7.2. Create and develop website for CMDF course-on-demand learning platform

    7.2.1. Build-Up and Functionality

        7.2.1.1. Use WordPress or its equivalent template for front-end with mobile responsive capabilities

        7.2.1.2. Customize Content Management System (CMS)

        7.2.1.3. Conduct and provide training guide on the use of the CMS and administrative portion of the website

        7.2.1.4. Create user account to access CMS content for:

- Super Admins – with full access to front-end and back-end of the website

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www.construction.gov.ph/

- Administrators – can upload videos, update and edit content of the training materials, approve posts and access reports and activities being submitted
- Trainers/Facilitators – capable of creating posts and can access reports and activities being submitted by the learners
- Users – can access their own profile and their enrolled courses

7.2.1.5. Integrate google analytics

7.2.1.6. Enable search engine function

7.2.1.7. Provide "Directory" search function platform

7.2.1.8. Allow "News and Announcements" filtering/tagging

7.2.1.9. Provide Video channel (can use YouTube as main platform for upload)

7.2.1.10. Allow and provide graphics needed for the website

7.2.1.11. Provide means to allow pop-up message for important advisory/message/notice for emphasis

7.2.1.12. Scalable to allow creation of additional/new pages/sections to accommodate new requirements

7.2.1.13. Can add/deactivate/delete internal user access to upload contents (articles, images and videos)

7.2.1.14. Allow posting and resources upload of digital files and documents in different format

7.2.1.15. Finalize XML Sitemap to be approved by the end-users. Proposal shall be based on the current sitemap of CMDF website

7.2.2. Features

7.2.2.1. Enhancement to a mobile optimized website (site will reformat itself when viewing via handheld or table devices)

7.2.2.2. Provide number of visits per page

7.2.2.3. Display CMDF social media links and contacts in the website

7.2.2.4. Provide and create new tabs/sections/pages for the following:
- Homepage
- Log-in Page
- News, Updates and Announcement
- Contact Us
- Profiles
- Offered Courses
- Payment
- Create new pages for each enrolled courses
- Others

7.2.2.5. Online payment linked directly to CMDF Account (Landbank of the Philippines). Payment option using Coupon code for offline payment.

7.2.2.6. Provision for e-mail send-out (such as successful payment, enrollment, and certificates, etc.)

7.2.2.7. Auto generation of certificates to learners upon course completion

7.2.3. Provide Cyber-security measure, not limited to the following:

7.2.3.1.	Enable a 3-time log-in validation (sets the maximum times a user tries to log in and/or to fail before locking the account)

7.2.3.2.	The password complexity requirements for user should have at least 8 minimum characters and contains a combination of upper case, lower case, number and special characters. Prevent from using 4 last password based on history. The password expiration will last tor 60 days.

7.2.3.3.	Enable CAPTCHA feature (a type of challenge–response test used in computing to determine whether or not the user is human) on forms and other required sections/pages on the website

7.2.3.4.	Enable e-mail verification when registering as new account

7.2.3.5.	Perform Vulnerability Assessment and Penetration Test

7.2.4.	Monitoring and reporting

7.2.4.1.	Provide audit logs to monitor admin and user activities

7.2.4.2.	Provide Back-Up facility

7.2.4.3.	Provide Configuration Report

7.2.4.4.	Provide maintenance/warranty period'

7.2.4.5.	Provide step-by-step documentation process and manual of LMS set-up

7.2.5.	Conduct and facilitate user's training and website maintenance

7.3. Domain

7.3.1.	Consultant/Website Developer to provide domain subscription for One (1) year

7.3.2.	Consultant/Website Developer to allow transfer of domain subscription to CMDF on the succeeding year.

7.4. Maintain Service Level Agreement (SLA)

7.4.1.	Consultant/Website Developer shall provide 1 year service support and full turn-over of website to CMDF to maintain continuous operation of the website.

7.4.2.	Consultant/Website Developer will provide a 4-hour response time, telephone support during business hours after an issue/s has been reported.

7.4.3.	Consultant/Website Developer should provide 3-month warranty period after launching, to ensure the stability of issue/s resolved.

7.4.4.	All identified issues shall be categorized/classified and be dealt accordingly based on agreed terms.

7.4.5.	Consultant/Website Developer shall use the prescribed Government Website Template Design (GWTD) Guidelines issued by the DICT.

7.4.6.	Consultant/Website Developer shall prepare and provide UI design options to CMDF.

7.4.7.	The content and source codes of the website are owned by CMDF. All source codes and applications must be turned over to CMDF within 30 days after the last day of the contract. Likewise, the proponent must secure the specific CMDF URLs for extended use prior to contract expiration.

8. PROJECT DELIVERY

8.1. The project should be completed and operational within 90 calendar days upon issuance of Notice to Proceed (NTP) and complete receipt of the submission of application form and necessary documents required by the CMDF.

9. QUALIFICATION AND SELECTION CRITERIA OF THE CONSULTANT/WEBSITE DEVELOPER

9.1. The Consultant/Website Developer should have undertaken same projects in the government and private sector for the last six (6) years.

9.2. The Consultant/Website Developer, composed of web designers and developers, shall satisfy the following:

9.2.1. With at least five (5) years of experience in website design and development

9.2.2. Proficient in the use of WordPress or its equivalent

9.2.3. Efficient in the use of Cloud technology

9.2.4. Must be an experience User Experience (UX) , User Interface (UI) Designer, and Full-Stock developer (front-end to back-end)

9.2.5. Able to explain technical concepts and processes to non-web-developer/non-technical people

9.2.6. Committed to deliver the required outputs on the given deadline

10. COST ESTIMATE

10.1. The total estimated cost for the project is P350,000.

Details	Price
CMDF Online Management Learning System • Build-up, Creation, and Programming (minimum of 100 simultaneous concurrent users and 80GB storage)	P250,000
• Training and Miscellaneous Service	P50,000
Subscription Plan • Domain • Application	P15,000/year P35,000/year
Website/App Support (if needed)	-

10.2.   The yearly estimated cost for subscription of the project while the program is on-going amounts to P50,000.

Details	2025	2026	...	n
Subscription Plan • Domain • Application	P15,000/yr P35,000/yr	P15,000/yr P35,000/yr	...	P15,000/yr P35,000/yr
Website/App Support (if needed)	-	-	...	-

11. PROCUREMENT

11.1.   The Consultant/Website Developer shall submit eligibility documents as prescribed under Republic Act (RA) No. 9184 or the Government Procurement Reform Act and its Implementing Rules and Regulations (IRR).

11.2.   The alternative method of procurement shall be Direct Contracting as stated in Section 50 of the Revised IRR of RA No. 9184.
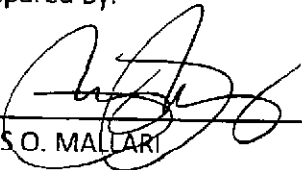
12. LIQUIDATED DAMAGES

If the contractor fails to deliver any or all of the goods and/or to perform the services within the period specified in this contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of unperformed portion of every day of delay. Pursuant to the Section 68 of the aforecited act. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

13. CONFIDENTIALITY AND CONFLICT OF INTEREST

The Consultant/Website Developer undertakes to treat in the strictest confidence and not make use of or divulge to third parties any information or documents which are linked to the performance of the contract. The Consultant/Website Developer shall continue to be bound by this undertaking after completion of the installation.
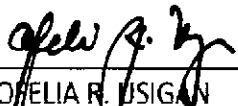
Prepared By:

_____
LUIS O. MALLARI
Admin Assistant III

_____ 3/5/2024
JOSEPH CYRIL R. GREDOÑA
Senior Trade & Industry Development Specialist

Reviewed By:

_____
ANTHONY VON RYAN O. PANELO
Supervising Trade & Industry Development Specialist

Approved By:

_____
OFELIA R. USIGAN
Officer-in-Charge

PROPOSAL
for
CMDF COURSE-ON-DEMAND LEARNING PLATFORM

I. Background

The Construction Manpower Development Foundation (CMDF), an agency created under Presidential Decree No. 1746, is mandated by law to enhance the competencies and capabilities of the human resources of the Construction Industry. CMDF is mandated to develop and implement manpower training programs for the construction industry; to formulate and adopt construction skills standards; and establish training and certification facilities with the end-goal of upgrading the technical capabilities of construction manpower. The e-learning program is a new program being developed to serve as an alternative option for providing trainers with wider access to the training program without the need to increase CMDF manpower and staff. Also, this platform will allow all interested learners to access it simultaneously at their own pace and convenience.

II. Project Description

This project includes developing an internet-based guided learning platform that can be accessed using computers, laptops, tablets, and phones. The platform aims to provide access to CMDF learning materials for students, workers, professionals, and other learners of the construction industry in their own pace and convenience. The e-learning platform is designed so learners can still achieve the learning objectives of a seminar or training course without the need to physically attend each session as required in a traditional set-up.

Learners who successfully complete and comply with the course requirements shall be provided with CMDF online certificates for each course in which they enroll.

III. Objective

Upon completion of the project, CMDF will be able to:

- ✓ Provide learners with access to their individual portfolio, training progress, enrolled courses, and certificates.
- ✓ Gauge and evaluate the number of successful candidates who took part in the CMDF seminar through the e-learning program.
- ✓ Increase and improve the methods of training delivery to learners.

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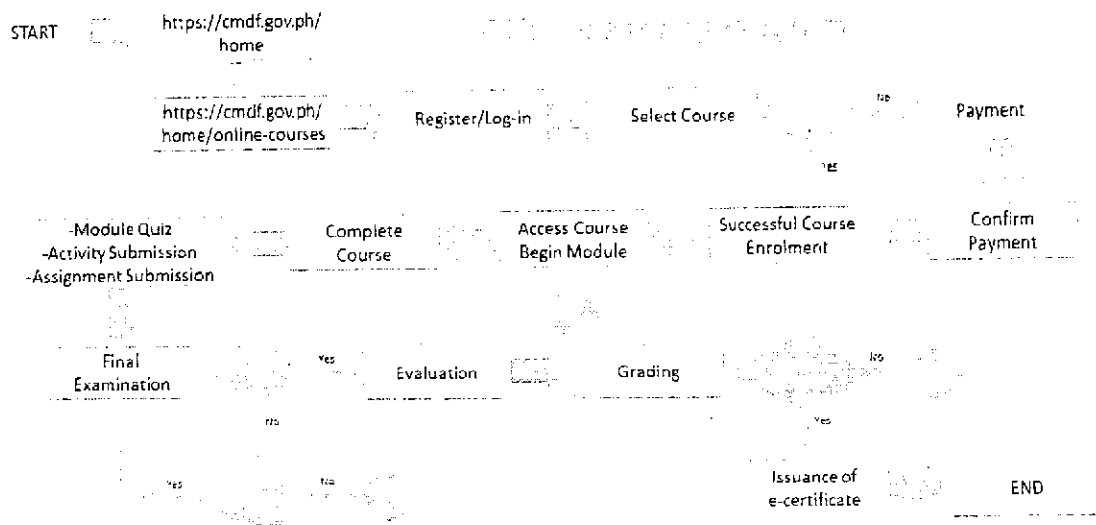www.construction.gov.ph/

IV. Requirement

The CMDF e-learning portal should have the following features:

- ✓ Provide an individual account and profile for each learner with a verified e-mail address.
- ✓ Selections for online and offline payment when enrolling in the course. Online payment can be done through a bank or online merchant. Offline payment can be done through the cashier; you may use a one-time coupon to enroll in the course.
- ✓ Outlines for each course being offered. Provide the host website with the capability to upload documents and videos designed for the course.
- ✓ Each courses should be provided with details such as course outline, topics to be discussed, and details of the speaker.
- ✓ Facilitate an interactive response platform, including but not limited to quizzes, assignments, reports, presentation submission, interviews, examinations and evaluations.
- ✓ Provide an electronic copy of certificates for each learner with 100% course completion.
- ✓ Provide CMDF representative back-end access to the home page and e-learning portal, edit/revise/add pages and links, capable of adding new courses and updating old ones, enable/disable courses, and download Excel spreadsheets from the database of learners' data and responses.

V. Flowchart

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For the online training portal, it is suggested to follow the steps listed below.

1. Open Website homepage
   a. https://cmdf.gov.ph/home
   b. https://cmdf.gov.ph/online-courses
2. Log-in
   a. If you are not registered, proceed to the sign-up page to register. Then verify the account using the e-mail provided.
   b. If registered, log-in using your e-mail and password.
3. Proceed to the CMDF E-Learning Portal homepage.

COURSE Tab.
1. Open and display the available courses offered by CMDF.
2. Select the course under the e-learning program. Upon selection, show the course description and course details.
3. Enroll in the course.
   a. If the course is free, proceed and continue, then mark as enrolled.
   b. If the course is not free, proceed to online payment link. (Send e-mail upon payment completion.) If the course has been paid for, mark it as enrolled.
      i. Bank Deposit
      ii. Creditcard
      iii. Telecom (SmartMoney, GCash, PayMaya)
      iv. Other Payment Channels
4. Once enrolled, provide access to courses and downloadable files, and create a new tab for each course they plan to continue. Show all the outline and details of the course. Provide an introduction and instructions.
   a. Disable succeeding modules and chapters if the current topic is not yet complete.
   b. Each chapter should include a multiple-choice problem. If the percentage is less than 80%, the student needs to retake the test. If work assignments and activities are necessary, provide them after the multiple-choice problem.
   c. Once all the chapters are completed, fill out the evaluation form.
   d. Continue to the final course examination. The maximum attempt for the final examination can be arranged in "3-attemp only" or "No-Limit."
   e. If learners obtain an 80% passing percentage, provide an online certificate.
      i. Send a certificate to the learners designated e-mail address or include it on their profile.
      ii. Include in the CMDF online registry form (Google Sheets)

VI. Benefits

The following are considered some benefits of the CMDF e-learning portal:

- ✓ Learners are capable of tracking the progress of enrolled courses on their account.
- ✓ Provides access to educational resources and learning materials for individuals struggling with face-to-face meetings or time constraints.
- ✓ Reduce costs and stress associated with traditional classroom-based education, such as fares and traffic, etc.
- ✓ Flexibility to access content at their own pace, suitable with their learning styles and preferences.
- ✓ Quickly update courses and content as reflected in changes in technology, industry trends, or educational best practices.
- ✓ Provide opportunities to acquire and update skills to re-align relevant to current and future conditions.
- ✓ Accommodate a large number of learners simultaneously, making education accessible to all.
- ✓ Allow individuals to gain a new set of skills and acquire certifications to advance their careers that do not require them to leave their work.

VII. Possible Risks and Proposed Actions

The following are considered some possible risks of the CMDF e-learning portal, with corresponding proposed action and solution:

Possible Risks	Proposed Actions
Website Cost	The operation and maintenance of a website are costly due to its subscription plan with the internet provider; hence, in order to operate continuously, a portion of the amount will be charged to learners.
Cheating	Normally, online examinations are prone to cheating activities. To reduce the probability of cheating, every examination should be provided with a time limit, which will reduce the probability that learners can research the correct answer. Also, it is recommended that the question not be searchable on an internet website.
Faster Completion and Certification	Most learners aim to get certificates without learning the program. In order to resolve this issue, some lectures will be provided with a short quiz, and the video option for fast-forward will be disabled.
Bulk Storage	Videos normally consume large amounts of storage, and the subscription for large website storage is costly. With this, all related videos will be linked and saved to other cloud storage.

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Forgot Username and/or Password	Provide verification with another registered e-mail address so that the username or password can be reset without losing the previous progress and making a new account.
Few learners on first year deployment	Since the CMDF e-learning platform is totally new, it is advisable to promote and market the site through social media sites to increase the number of participants who will embrace and use the platform.
Negative Course Feedback	To encourage the improvement of e-learning programs, it is advisable to gather feedback, responses, and comments from learners in order to improve future learning materials and update existing ones.

VIII.   Project Consideration

Listed below are some considerations about the timeline of the project.
- The CMDF e-learning portal should be provided with a unique domain name and must be secured.
- The project should be operational and running 3 months after the issuance of a "Notice to Proceed" to the winning bidder or contractor.
- The bidder or contractor to provide one (1) year of service support after the completion of the project.
- The website is capable of handling large storage capacity for files and video uploads.
- Send a direct e-mail to the registered user for the following: certificates, payment and enrollment confirmation, and other notifications as deemed necessary.

IX.   Project Cost Estimate

In order for CMDF to have an e-learning portal, it is estimated that the cost will be divided into two categories. The cost of creating the host website and the operation and maintenance costs.

Details	Option A (Premium Moodle App)	Option B (Branded Moodle App)
Website • Build-up, Creation, and Programming (simultaneous concurrent users limited to 100, with 80GB storage)	P250,000	P250,000
• Training and Miscellaneous Service	P50,000	P50,000

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CMDF
DTI-CIAP

SOCOTEC
ISO 9001
AB

Prepared by:

jaudion   01/23/2024
JOSEPH CYRIL R. GREDOÑA
STIDS, CMDF

Reviewed/Recommended for Approval by:

ANTHONY VON RYAN O. PANELO
Supervising TIDS, PCED

Approved by:

OFELIA R. USIGAN
Officer-in-Charge, CMDF

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ISO 9001