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|  | TERMS OF REFERENCE | Document No. | WVSU-RDC-SOI-01-F05 |
| | | Issue No. | 1 |
| | | Revision No. | 0 |
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**TERMS OF REFERENCE FOR IT Consulting Firm for the Development of the
Web-based Hiligaynon Transcription System**

1. Background/Rationale

1.1 The research project entitled, “Development, Implementation, and Evaluation of a Prototype Transcription System for Hiligaynon Texts” aims to develop a prototype web-based Hiligaynon transcription system which will provide a more reliable and convenient system in managing textual data for the academe, business, and local and national government institutions.


1.2 The research project which is composed of six (6) studies targets to end in December 2024 and we are now in the 5th study which is the development of the said web-based transcription system.

1.3 Therefore, it is necessary that the development of web-based transcription system will be implemented for the continuity of the research project.

2. Scope of Work

This project involves the development a web-based Hiligaynon transcription system which covers the workflow processes from the frontend development to final testing and the necessary integration requirements.

Refer to Annex A for the System Requirements.

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- (a) Logo and Branding of the Hiligaynon Transcription System
- (b) Hiligaynon Library
- 2.2.3 For the web-design requirements, it shall draw up:
 - (a) Graphical User Interface (GUI)
 - (b) temporary web domain
 - (c) manual tests every feature in the application,
 - (d) evaluation of submitted frontend output to enhance the prototype
- 2.2.4 The output document of this particular work is the Frontend Development Design which contains the system and web-based designs

3. Timelines and Deliverables

- 3.1 The project shall be completed by the IT Consulting Firm within the period of 12 weeks (3 months) coming from the date of receipt of the Notice to Proceed (NTP). A separate time is allotted for the research team's actions such as review, evaluation and approval of documents and/or system/subsystems.
- 3.2 The deliverables for the project as enumerated below shall be submitted by the IT Consulting Firm in three (3) hard copies to the Division for review and monitoring purposes as well as for payment processing. An electronic/softcopy shall be submitted to the research team.

Table of Deliverables


| Scope of Work | Deliverable | Timeline | |
|--|---|---|--|
| | | IT Consulting Firm | Research Team |
| Project Planning/Preliminary Work | 1. Draft Inception Report (emphasis on Methodology and Workplan, among others) | Three (3) calendar days after receipt of the Notice to Proceed | Four (4) calendar days to review and provide comments |
| | 2. Final Inception Report (emphasis on Methodology and Workplan, among others) | Two (2) calendar days after receipt of the researcher team's comments | Three (3) calendar days to review and approve |
| System Requirement Gathering and Analysis | System Requirement Gathering and Analysis Document (SR-GaD) which contains the system and web-based processes and result of the review and analysis of the said processes | One (1) calendar week from approval of the inception report | Five (5) calendar days from submission of SR-GaD to review and approve |
| Frontend Development | Frontend Development | 7 weeks from the approval of the SR- | During the 7 weeks, the research team |

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| | <p>Document (FDD) which contains the following:</p> <p>GUI Prototype of the Hiligaynon Transcriber Web App</p> <p>Modules:</p> <ul style="list-style-type: none"> - User Authentication - Dashboard - Upload <p>Submit test report to the Team Leader to be forwarded to the Web and AI Developer</p> <p>Logo and branding of project</p> <p>Phase evaluation report based on the recommendations passed</p> <p>Logo and branding of the system</p> <p>Hiligaynon library</p> | GaD | <p>provides information and/or documents as needed</p> <p>After submission of the FDD, two (2) calendar weeks to review and approve it (inclusive of the revisions made by the IT Consulting Firm if there are any)</p> |
| Total Number of Weeks (Months) | | 9 weeks | 3 weeks |


4. Qualification Requirements

- 4.1 The IT consulting firm to be contracted under this TOR should comply with the eligibility requirements set forth under Section 24 of the Revised Implementing Rules and Regulations (IRR) of the Republic Act (RA) No. 81984, or the Government Procurement Reform Act (GPRA).
- 4.2. Requirement for selection of IT consulting firm shall be as follows:
 - 4.2.1 Must be a domestic corporation, or a partnership, a sole proprietorship, an academic foundation, public or private academic institution.
 - 4.2.2 Must have experience in conducting consultancy services related to software or information system development.

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4.2.3 Must have at least one (1) project management expert, one (1) IT Consultant, one (1) QA specialist, and one (1) web and AI developer in its roster of consultants.

| Roles | Responsibilities/Experience/Skills/Education |
|-------------------|--|
| 1.1 Team Leader | <p>Responsibilities:</p> <ul style="list-style-type: none"> ○ Oversees overall project management ○ Prioritizes, plans, tracks and reports project programs ○ Supervises project deliverables per requirements and timelines ○ Ensures issues and problems are resolved or finds ways to address them ○ Engages with the research team to ensure project expectations are met ○ Ensures that the development team have appropriate product and technical specifications, direction and resources to deliver outputs ○ Make logo and branding <p>Experience/Skills:</p> <ul style="list-style-type: none"> ○ (i) Have experience in managing software development project; (ii) able to prepare software documents and direct the team to the target goals; (iii) knowledgeable in programming languages; (iv) with excellent leadership skills; (v) committed and can work with a team of researchers; (vi) exemplify superior time management skills and capable of working productively with minimal supervision <p>Education</p> <ul style="list-style-type: none"> ○ Preferably a graduate of Computer Studies (Computer Science, IT, Computer Engineering) or any computer programming related courses with background in machine learning, deep learning, and/or data science. |
| 1.2 IT Consultant | <p>Responsibilities:</p> <ul style="list-style-type: none"> ○ Evaluate the submitted frontend output and make recommendations to enhance the prototype ○ List all the recommendations passed to the Team Leader <p>Experience/Skills:</p> <ul style="list-style-type: none"> ○ (i) Have at least four (4) years of experience in software development; (ii) Have experience in product development in the IT industry; and (iii) Have technical knowledge about system requirements. <p>Education</p> <ul style="list-style-type: none"> ○ Preferably a graduate of Computer Studies (Computer Science, IT, Computer Engineering) or any computer programming related courses with background in machine learning, deep learning, and/or data science. |

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| 1.3 QA Specialist | <p>Responsibilities:</p> <ul style="list-style-type: none"> ○ Manual Test every feature in the application <p>Experience/Skills:</p> <ul style="list-style-type: none"> ○ (i) Have experience in software development and testing; (ii) Excellent communication skills (oral and written); (iii) ability to maintain good interpersonal relationships; (iv) Committed and can work with a team of researchers; and (v) exemplify superior time management skills and capable of working productively with minimal supervision. <p>Education</p> <ul style="list-style-type: none"> ○ Preferably a graduate of Computer Studies (Computer Science, IT, Computer Engineering) or any computer programming related courses with background in machine learning, deep learning, and/or data science. |
| 1.4 Web and AI Developer | <p>Responsibilities:</p> <ul style="list-style-type: none"> ○ Create the Graphical User Interface ○ Create a temporary web domain ○ Host the prototype to the temporary web domain ○ Implement suggestions from the Team Leader <p>Experience/Skills:</p> <ul style="list-style-type: none"> ○ (i) at least 1 year of experience in web and AI systems development; (ii) proficient in programming languages; (iii) with strong attention to details and excellent problem-solving skills; (iv) ability to maintain good interpersonal relationships; (v) committed and can work with a team of researchers; and (vi) exemplify superior time management skills and capable of working productively with minimal supervision. <p>Education</p> <ul style="list-style-type: none"> ○ Preferably a graduate of Computer Studies (Computer Science, IT, Computer Engineering) or any computer programming related courses with background in machine learning, deep learning, and/or data science. |

4.3 The IT consulting firm will be evaluated based on a quality-cost based evaluation process using the following criteria:


4.3.1 Technical Proposal (80%)

4.3.1.1 Experience of the IT consulting firm

4.3.1.2 Qualifications of key personnel involved

4.3.1.3 Project Approach Concept (constituting the system requirement gathering and analysis techniques/methodology and the indicative work plan) to be rated based on comprehensiveness, innovativeness, quality of interpretation of problems and risks, and quality of interpretation of problems and risks and quality of suggested solutions

4.3.2 Financial Proposal (20%)

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5. Institutional Set-up/Responsibilities

5.1 Responsibilities of WVSU Research Team

- 5.1.1 WVSU Research Team headed by Dr. Hazel P. Villa and Dr. Elias C. Olapane shall be the executing agency (that is, representative of the Government in the Contract Agreement with the Consulting Firm) as well as the beneficiary/end-user of the consulting services.
- 5.1.2 It shall, through its WVSU bids and Awards Committee (NBAC), be responsible for facilitating the bidding and tendering of the Software Development Firm following a mode of procurement specified by the NBAC.
- 5.1.3 It shall be responsible for the disbursement of the fund for the system design formulation once the contract is executed. The end-user shall facilitate the payment of corresponding amounts due to the Consulting firm as payments for the rendered services in accordance with the payment schemes/schedule indicated in this ToR.
- 5.1.4 It shall engage and coordinate with the Software Development Firm on all matters requiring direction, input, and approval in view of the implementation of the Contract of Service of the Software Development Firm.

5.2 Responsibilities of the IT Consulting Firm

- 5.2.1 The IT consulting firm shall be working under the supervision of the WVSU Research Team and all activities relative to the conduct of the system design formulation shall be with consent from the Research Team.
- 5.2.2 It shall deploy personnel to the research team to perform the required project tasks – Team Leader, IT Consultant, QA Specialist, and Web and AI Developer. It shall submit to the research team the names of project members for approval of entry to the research team as well as access to the documents. It shall shoulder the food, travel expenses and other related costs in the deployment of its personnel to the research team.
- 5.2.3 It shall shoulder all the necessary expenses pertaining to supplies, materials and other resources in delivering/accomplishing project outputs except for the materials/equipment mutually agreed by both parties.
- 5.2.4 It shall conduct during the contract period coordination meetings and data generation activities with the Research Team for the purpose of formulating the system design and performance of other project management activities.
- 5.2.5 It shall be responsible for the timely delivery of results/outputs. It shall make ways to address issues and problems.
- 5.2.6 It shall document all meetings, agreements, and other activities related to the project for the Research Team's perusal and information.
- 5.2.7 It shall not claim nor be part of the intellectual property (IP) of the web-based prototype Hiligaynon transcription system, rather such IP rights belong to Dr. Elias C. Olapane, Dr. Hazel P. Villa, and Prof. Pamela Guevara.
- 5.2.8 It shall hold the Government free from any and all liabilities, suits, actions, demands, or damages arising from death or injuries to persons or

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properties, or any loss resulting from or caused solely by the IT Consulting Firm incident to or in connection with the services under this TOR. The IT Consulting Firm shall agree to indemnify, protect and defend at its own expense the Government and its agents from and against all actions, claims and liabilities arising out of acts done solely by the consultant or their staff in the performance of the services, including the use of, or violation of any copyrighted materials, patented invention, article or appliance.

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


6.1 The procurement process for this undertaking shall be executed 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) following the mode of procurement prescribed by the WVSU NBAC.

6.2 The ABC for the proposed project is **THREE HUNDRED TWENTY THOUSAND FOUR HUNDRED SEVENTY-SIX AND 75/100 PESOS ONLY (P320,476.75)**, inclusive of applicable Government taxes and charges and all other expenses such as but not limited to representation/food, supplies and materials, and miscellaneous expenses.

Below is the breakdown of the ABC:

| Particulars | | | | Total (in PhP) |
|---|------------|------------|--------------------|-------------------|
| 1. Remuneration Cost | | | | 291,342.50 |
| (a) Basic Rates | | | | |
| Key Personnel | Rate/Month | Man Months | Total Compensation | |
| Team Leader | | 3 | | |
| IT Consultant | | 1 | | |
| QA Specialist | | 1 | | |
| Web and AI Developer | | 2 1/2 | | |
| (b) Overhead Cost/ Management Cost | | | | |
| 2. Reimbursable Cost (based on Actual Cost) | | | | 29,134.25 |
| 2.1 Supplies and Materials | | | | |
| 2.2 Representation Expenses for Meetings | | | | |
| 2.3 Training Sessions (cost for food, accommodation,) | | | | |
| End-User Training | | | | |
| System Administration and Maintenance Training for IT Personnel | | | | |
| Total Approved Budget of the Contract | | | | 320,476.75 |

6.2.1 The IT Consulting Firm shall be a fixed price contract. Any extension of contract time shall not involve any additional cost to the research team.

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7. Payments Scheme/Schedule

7.1 Payments for the services rendered by the IT Consulting Firm shall be made in accordance with the schedule below. Note that payments to the IT Consulting Firm for each of the milestone/output/activity specified below shall be made upon submission by the IT Consulting Firm of a billing statement, and upon acceptance and issuance of certificate of satisfactory service by the research team.


| Deliverable/Output/Milestone | Payment (% of Contract Amount) |
|---|---------------------------------------|
| 1. Preliminary Work | |
| • Submission of inception report and duly approved by the research team | 5% |
| 2. System Requirement Gathering and Analysis | |
| • Submission of the System Requirement Gathering and Analysis Document (SR-GaD) and duly approved by the research team | 20% |
| 3. Frontend Development | |
| GUI Prototype of the Hiligaynon Transcriber Web App | |
| Modules: - User Authentication - Dashboard - Upload Submit test report to the Team Leader to be forwarded to the Web and AI Developer Logo and branding of project Phase evaluation report based on the recommendations passed Logo and branding of the system Hiligaynon library | 75% |

8. Ownership of the Outputs/Reports/Documents

8.1 All submitted outputs/reports/documents under this contract shall be the property of the research team upon completion of the work/full payment of the contract or termination of the Agreement.

9. Liquidated Damages

9.1 Where the IT Consulting Firm 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 shall pay the Research Team 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. Should the amount of liquidated damages reaches 15 percent (15%) of the contract

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amount, the Research Team shall at its own discretion terminate the contract without prejudice to any further action it may take to recover whatever losses incurred due to non-performance of the Consulting Firm.

- 9.2 To be entitled to such liquidated damages, the research team 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 under the contract and/or collect such liquidated damages from the retention money or other securities posted by the Consulting Firm whichever is convenient to the research team.

Prepared by:

Hazel P. Villa

HAZEL P. VILLA, PhD

Project Leader

Recommending Approved:

[Signature]
RYAN MICHAEL F. ODUCAO, PhD, RN, RM, LPT, RGC
 Director, University Research and Development Center

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GRETA G. GABINETE, PhD
 Vice President for Research, Innovation, and Extension

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