



Republika ng Pilipinas
KAGAWARAN NG KALUSUGAN
NATIONAL NUTRITION COUNCIL
Nutrition Building, 2332 Chino Roces Avenue Extension
Taguig City, Philippines



REQUEST FOR EXPRESSION OF INTEREST

1. The National Nutrition Council (NNC), through the General Appropriations Act of 2017 intends to apply the Approved Budget for the Contract (ABC) to payment under the contract for the following project. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Item No.	Description	Approved Budget for the Contract	Price of Bid Documents
1	Hiring of Services for the Design and Development of a Web-based Nutrition Management Information System (as per attached terms of reference)	Php1,500,000.00	Php 5,000.00

2. The NNC now invites bids for the above-stated project. Prospective bidders must have experience of having completed within the last three (3) years (September 2014-September 2017), a single contract similar to the project whose value must be at least 50% of the ABC. The description of an eligible bidder is contained in the Bidding Documents for each project, particularly in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".
4. Bidding is restricted to Filipino citizens/sole proprietorships, organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138.
5. Interested bidders may obtain further information from the NNC BAC Secretariat and inspect the Bidding Documents at the address given below during office hours from 8:00 a.m. to 5:00 p.m.
6. Below are the schedule of Issuance of Bid Documents, Pre-Bid Conference, Submission of Bids and Opening of Bids. Bids will be opened in the presence of the bidder's representative who choose to attend at the address below. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 18. Late bid shall not be accepted.

Activity	Schedule	Venue
a. Deadline for submission of Letter of Intent	November 16, 2017	National Nutrition Council, 2332 Chino Roces Avenue Extension Taguig City; Tel. 8164239
b. Submission of Eligibility Documents	November 20, at 2:00 p.m.	National Nutrition Council, 2332 Chino Roces Avenue Extension Taguig City; Tel. 8164239

c. Issuance of Bid Documents	November 22, 2017	National Nutrition Council, 2332 Chino Roces Avenue Extension
d. Pre-bid Conference	November 22, 2017 at 2:00 p.m.	Board Room, NNC, 2332 Chino Roces Avenue Extension Taguig City; Tel. 8164239
e. Submission/Opening of Bids	December 4, 2017 at 2:00 p.m.	Board Room, NNC, 2332 Chino Roces Avenue Extension Taguig City; Tel. 8164239

7. The NNC reserves the right to accept or reject any bid, to annul the bidding process and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
8. The NNC assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.
9. For further information, please contact the BAC Secretariat at the National Nutrition Council, No. 2332 Chino Roces Avenue Extension, Taguig City, Telefax No. 816-4239.

(Sgd.) CHONA M. FERNANDEZ
 Chief, Administrative Division and
 Chairperson, Bids and Awards Committee

Republic of the Philippines
Department of Health
NATIONAL NUTRITION COUNCIL

**HIRING OF PROFESSIONAL SERVICES FOR THE DESIGN AND DEVELOPMENT OF A
WEB-BASED NUTRITION MANAGEMENT INFORMATION SYSTEM**

Terms of Reference

I. BACKGROUND AND RATIONALE

As part of NNC's effort to develop a fully automated system for processing and data mining, a Web-based Information System is being envisioned to allow better access to information between the NNC-Central Office, regional offices and among the entire government bureaucracy through the Web. While the existing NNC hardware and software resources both at the central and regional offices may be sufficient to set up a fully automated information system, there are limitations in terms of technical capacity in designing and developing such Information System. There is therefore a need for a professional service provider that would design and develop a Web-based Nutrition Information System.

This Terms of Reference provides the particular requirements to guide the Information System Developer to design and develop a Web-based Nutrition Information System for NNC, including the scope of work, deliverables and timetable of activities. This project takes off from the NNC-UNICEF initiative "Strengthening of the Philippine Food and Nutrition Surveillance System" which aims to determine the nutrition community's information requirements pursuant to the NNC's strategic initiative Nutri-WATCH or "Nutrition, Winning Actions Towards Change"

II. OBJECTIVE

To hire a group of professionals to design and develop a client-friendly, web-based Nutrition Management Information System for NNC and its stakeholders.

Specifically, the Nutrition Management Information System project aims to:

1. Develop and install a user-friendly, desktop computer and mobile device-compatible program for NNC's collection, databasing, processing and generation of nutrition information products from available NNC databases.
2. Migrate all nutrition and nutrition relevant information so that these are accessible and updatable online:

- a. Directory of nutrition stakeholders at regional, provincial, city, municipal and barangay levels and the members of NNC-created committees, partner agencies and national implementers and legislators.
 - b. Directory and profile of all the BNSs deployed in barangays nationwide with status of requests to NNC for financial assistance (travelling allowance, insurance, medical or for the BNS Program by local government units.
 - c. Results of the annual Operation Timbang Plus, National Nutrition Surveys, IPC, NNC's LGU monitoring system and any related information aggregated by City and Municipality, among others.
 - d. Inventory and description of nutrition-specific and nutrition-sensitive programs, searchable by lead agency, and partner LGUs.
3. Train a group of NNC staff to use, maintain and update the designed system.

III. SCOPE OF WORK

A. The Developer shall:

1. Work closely with the NNC project team throughout the development of the project.
2. Assess the existing National Nutrition Council's and stakeholders' data, system and hardware resources requirements and recommend how these could be considered in the system design. The design however should consider the results of the ongoing initiative on ('Strengthening of the PFNSS", specifically on indicators to be monitored, data flow, and reportorial requirements (form and frequency).
3. Design the information system such that it may be:
 - a. installed for use in desktops, laptop computer and mobile devices for collection, storage and processing of data;
 - b. view, submit and update data, based on approved user functions
 - c. made available to users and encoders whether online or off-line
 - d. consistent with latest government interoperability standards, e.g. use of P56C, and relevant language or format
 - e. produce tables, graphs, maps and other visuals using popular formats such as MS Excel, Word, CSV, among others.
4. Provide comprehensive training to users and administrators of the system. The users training shall include the basic steps on how to input new data and perform updates in the system. On one hand, the systems administrators should be trained on how to set up, maintain and manage the web server and the system.

5. Develop a users' manual for turnover to NNC.
6. Provide 24/7 technical support for 3 months after installation of the system and once every quarter thereafter.
7. Update/enhance the system based on the 3 months trial period.

B. NNC Shall:

1. Assign a Project Manager for the project who will coordinate with the developers regarding the administrative requirements of the project.
2. Orient the Developer on the envisioned uses and users of the system, the data inputs and possible products of the system, relative to database construction and report generation.
3. Provide the soft copy of existing databases.
4. Host the temporary web server during the design and development of the system.
5. Review and approve the outputs of the Developer.
6. Facilitate the payment of the Developer upon approval of outputs.

IV. DELIVERABLES OR OUTPUT

1. Ready to use computer and mobile device-friendly, web-based Nutrition Management Information System (NMIS)
2. Manual of Operations for use and maintenance of the web-based Nutrition Management Information System.
3. Comprehensive training for users and administrators of the web-based NMIS.
4. Technical support for a period of three (3) months after official turn-over of the system and once every quarter thereafter. During this period the developer is expected to correct and resolve any issues encountered by the users.

V. IMPLEMENTATION ARRANGEMENT

1. Upon commencement, the NNC secretariat will provide a brief orientation on the description and background of NNC's daily operations together with the necessary information and documents for the development and design of the NNC Web-based Nutrition Information System. Upon the provision of all the necessary information and documents, the systems developer is given 30 working days to produce the first sample or draft design of the NNC Web-based Nutrition Management Information System for presentation to the NNC Project Team. The NNC Project Team will provide initial comments in writing. The developer will then be given 20 working days upon obtaining the written comments and suggestions to revise the draft output. Should there be any additional comments and suggestions with the 2nd draft output, the information system developer will be given 15 working days to finalize the NNC web-based Nutrition Management Information System.

2. All draft outputs of the information system developer will be presented to the NNC Project Team for approval. The final output will be presented to the NNC Management. A separate orientation for NNC users on the use, management and maintenance of the NNC web-based NMIS will be conducted as part of the final turnover of project output.
3. Recommendations for appropriate and available information technology software and other tools, including personnel skills development on the use, management and maintenance of the NNC web-based information system shall be provided by the information system developer through a written documentation.
4. An Operations Manual on the use, management and maintenance of the newly developed web-based information system should be provided by the information system developer upon delivery of the final InfoSystem design.

VI. DESIRED QUALIFICATIONS OF THE INFORMATION SYSTEMS DEVELOPER

1. Must have extensive knowledge on web-based information system design and development.
2. Must have excellent knowledge in CMS development using the Joomla latest edition.
3. Must have excellent background in PHP and java programming, MySQL, Apache, Linux or Windows Server management.
4. Experience in providing IT services for government institutions is an advantage.

VII. TIMETABLE AND DURATION

The project will commence with the issuance of Notice to Proceed from NNC. The required deliverables must be accomplished within the period of six (6) months upon official signing of the contract. The project shall include the planning and preparatory phase until the final turnover of all required deliverables. If for any reason, the project cannot be completed within six (6) months due to reasons beyond the control of both parties, the NNC and the Developer may agree to extend the duration of the project or amend the provision of the contract through a written agreement.

VIII. BUDGETARY REQUIREMENT

The total project cost is Php 1,500,000.00 (inclusive of all charges) charged against NSD funds subject to existing government accounting and auditing rules and regulations.

IX. TERMS OF PAYMENT

The Developer shall be paid through domestic letter of credit (LC) upon presentation of certificate of acceptance from the NNC of which shall be based upon submission of required deliverables for each of the following tranches of payment:

Schedule of payment	Amount (Php)
1. First payment (15%) – upon signing of contract	225,000
2. Second payment (20%) – upon submission of first draft of design	300,000
3. Third payment 15%) – upon submission of second draft according to comments and suggestions of NNC Secretariat/ Project Team	225,000
4. Fourth payment (20%) – upon approval of third and final InfoSystem Design	450,000
5. Fifth payment (30%) – upon completion of Orientation- Training for users and system administrators and submission of Manual of Operations	450,000
Total	Php 1,500,000

X. PENALTY

Failure on the part of the developer to comply with the requirements shall be cause for imposition of penalty of 1/10 of 1% of the total project cost that will be deducted from the final payment for each day of delay after 6 weeks from the last day of the contract's termination as provided by existing government accounting and auditing rules and regulations.