

TERMS OF REFERENCE

MOBILE APPLICATION FOR MIMAROPA TRAVEL INFORMATION

I. Objective:

Online mobile application to connect the public to up to date information on areas and establishments that comply to Department of Tourism's Health and Safety Guidelines, as well as tourism destinations which are open for leisure activities, and other relevant information of tourism activities within the MIMAROPA Region.

II. Qualifications for Company Consultants:

Qualifications of Developers/Consultants:

- Master's Degree Holder in Information Technology
- Electronic Data Processing (EDP) Specialist Eligibility (Computer Programmer) Holder
- Holder of Certificate of Proficiency in Programming
- Must have successfully implemented projects related to Mobile Application and QR Code supported by certificates.

III. Target Users:

- General Public

IV. Scope of Work:

1. Mobile Application Development
2. Cloud Hosting
3. Logo and Video
4. Technical and Administration Support Staff

V. Work Specification:

1. Mobile Application Development
 - a. END-USER (DOT Regional Office IVB)
 - i. Acts as Administrator to the Mobile Application
 - ii. Access for Data Analytics
 - iii. Access for list of tourists who submitted health declaration forms and tourism related establishments who scanned the QR Code
 - iv. Tab for Tourism Updates
 - a. Domestic and Foreign Tourists (Public)
 - i. Access where Data Analytics on the following contents can be viewed:
 - Travel guide on health and safety protocols for tourists

- Health Declaration Form that can produce a QR Code upon submission and can be scanned by a Tourism-related establishment
- Locations of DOT accredited tourism establishments with Certificate of Authority to Operate (CAO) and Provisional CAO in the region
- Location of MIMAROPA LGUs and DOT MIMAROPA Satellite Offices
- Location and opening status of top tourist destinations
- Health emergency directory

- ii. Access to DOTs video infographics and social media accounts / websites

2. Cloud Hosting

- a. Domain Name
- b. Cloud Server and Hosting with sufficient storage capacity
- c. Hold all data from Department of Tourism Regional Office IVB

3. Logo and Video

- a. Creation of the MIMAROPA Official Logo/s in colored and black and white for branding and mobile application use
- b. Production of instructional video for the mobile application

4. Technical and Administration Support Staff

- a. Administrative support (registration, mobile application assistance, assistance to DOT Regional Staff, Data Analytics, etc.)
- b. Technical Support and Staff that can assist for trouble shooting and bug issues
- c. Training for Regional Staff for the application maintenance
- d. Mobile application full turnover with 6 months assistance for future issues

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is THREE HUNDRED EIGHTY THOUSAND PESOS ONLY (PHP 380,000.00) inclusive of all government taxes and charges.

VII. PROJECT TIMELINE

- A. Approved Key Visuals and pages of the Mobile Application: *Twenty-five working days from receipt of Notice to Proceed (NTP)*
- B. Data inputs and Instructional Video: *Thirty-five working days from receipt of NTP*
- C. Approval of Mobile Application and User Testing: *Sixty working days from receipt of NTP*

*D. Training for Regional Staff for mobile application maintenance and full turnover:
70 working days from receipt of NTP*

VIII. PAYMENT PROCEDURES

Payment will be made based on the following tranches:

First tranche payment (50% of the total) upon receipt of Deliverable B
Second tranche payment (50% of the total) upon receipt of Deliverable D

IX. PAYMENT SCHEMES

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

X. CONTACT PERSON

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