Republic of the Philippines
Office of the President
HOUSING AND URBAN DEVELOPMENT COORDINATING COUNCIL

SECOND NOTICE
INVITATION TO BID

The Housing and Urban Development Coordinating Council (HUDCC) is inviting interested Consultant to submit Letter of Intent (LOI) for the development of the HUDCC's Information Strategic Plan (ISSP) that shall ensure the application of IT in strategic areas of the organization to greatly enhance the delivery of HUDCC's services to its clientele and align the information systems strategy with its vision and mission. The Approved Budget for the Contract (ABC) is Php400,000.00.

SCOPE OF WORK

The consultant's scope of work will be divided into three phases, as follows:

PHASE 1 – Assessment

Conduct an assessment of the existing HUDCC IT situation/system through the conduct of the following tasks:

Task1 – Project Start-up

- Overview of existing information
- Developing a work plan
- Preliminary identification of HUDCC staff members who will provide relevant traditional knowledge expertise
- Preliminary identification of personnel from other shelter agencies who will provide IT relevant information on interactions with HUDCC

Task 2 – Assessment of Current Situation

Assess and describe the current situation including the core activities, existing functions, processes, organizational structure and procedures within HUDCC affecting IT service delivery:

- Identify current information technology architecture in the HUDCC but not limited to the following (see Annex A)
- Perform S.W.O.T. analysis, which would reveal the HUDCC's Strengths, Weaknesses, Opportunities and Threats
- Assess current and future human resources and training needs (User's Knowledge on IT) in accordance with key business objectives of the HUDCC
- IT Organizational Structure
- Ensure Security measures

Task 3 – Assessment Results Discussion with HUDCC

Conduct round table discussions with the HUDCC-TWG-ISSP members and/or management or a discussion with HUDCC Key Personnel to generate inputs for the completion of assessment.

Task 4 – Draft Assessment Report Preparation

- Document all findings generated from Task 2
- Present draft assessment report to the HUDCC Management for comments. Upon receipt of final comments, finalize the assessment report and proceed with the development of the IT strategic plan

PHASE II – Development of Strategic Plan

Based upon the findings in the assessment Phase, develop a strategy, which shall include the following:

Task 1 – Development of an IT Strategic Plan

- Propose a mission and vision for the IT in HUDCC
- Recommend an information technology architecture within HUDCC including, but not limited to the following (See Annex A)
- Determine application priorities, define future governance processes, organizational structure and develop IT service delivery recommendations

Task 2 – Discuss Options with the HUDCC

Present and provide a copy of the draft IT strategic plan to HUDCC Management. The presentation and draft copy shall contain available information on IT assessment, options for future IT architecture, and options for developing policies, standards and guidelines which may be suitable for the HUDCC. Finalize and develop the draft IT strategic plan based on the comments of the HUDCC Management and ISSP-TWG.

PHASE III – Implementation Plan

Develop Project Plans to implement the strategic recommendations as set out in Phase II, which should include the following steps:

a. Determine schedule and budgetary requirements for each year. The budget shall include cost for each activity and the potential for future savings (description of costing);

b. Describe the implication of implementing the plans in terms of human resource and training requirements as well as the anticipated difficulties during implementation and possible measures for reorganization.

Task 1 – Project Plans

- Institute a governance process that is directly tied to the HUDCC's objectives;
- Make a plan that will position the IT organization to deliver service effectively;
- Make a plan that will effectively replace the current HUDCC's IT architecture. The end result is an IT architecture that will better support critical business functions and allows for more flexible access to information without compromising security; and
- Recommend other optional measures/activities to be able to reach the objectives; and
- Discuss the alternative approaches and describe these including a cost-benefit analysis.

Task 2 – Report Presentation

Prepare and present the Implementation Plan to the ISSP-TWG members and HUDCC Management.

The Consultant must have established track record of at least three (3) years or more similar to the Project. The timeline for the project is three (3) months.

The Technical Working Group for ISSP (TWG-ISSP) shall draw up the short list of consultants from those who have submitted LOI and have been determined as eligible both in accordance with the provisions of Republic Act 9184 (RA 9184) and its revised Implementing Rules and Regulations (IRR). The short list of prospective bidders shall consist of three (3) highest rated.

The consultant shall be selected in accordance with the following criteria:

- Quality of Personnel to be assigned to the **Project** which covers suitability of key staff to perform the duties for the Project and general qualifications and competence including education and training of the Key Staff; - **20%**

- Experience and capability of the CONSULTANT/SERVICE PROVIDER which include records of previous engagement and quality of performance in similar and in other projects; relationship with previous and current clients; and overall commitments, geographical distribution of current/impending projects and attention to be given by the consultant. The suitability of the CONSULTANT to the Project shall consider both the overall experiences of the

firm and the individual experiences of the principal and key staff including the times when employed by other consultants; and - **35%**

- Plan of approach and methodology with emphasis on the clarity, feasibility, flexibility, ease of use, responsiveness, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, data security, risks, and suggested solutions – **45%**

The deadline for submission of sealed bid documents will be on January 22, 2013, 10:00 AM, addressed to:

ASEC. DANIEL C. SUBIDO
Chairman
Bids and Awards Committee
9th Floor, BDO Plaza, 8737 Paseo De Roxas,
Makati City

For more information, please contact Dir. Jeanette E. Cruz or Ms. Armida F. Melendres of the Coordination, Monitoring and Evaluation Group (CMEG) at telephone nos. 893-0749.

The HUDCC reserves the right to reject any or all bids for good cause not specifically mentioned herein. Likewise, the HUDCC reserves the right to conduct another bidding, when such will not unduly prejudice qualified bidders.

ASEC. DANIEL C. SUBIDO
Chairman, BAC

For the BAC Chairman

ATTY. AVELINO D. TOLENTINO
Vice Chairman, BAC

ANNEX A

- Computer and Peripherals;
- Internet/Intranet;
- Local Area Network (LAN) and Wide Area Network (WAN);
- Client and Network platforms;
- Personal Productivity Software
- Groupware software;
- Database Management Systems;
- Hardware and Software management systems;
- Geographic Information System (GIS);
- Human Resources Information Management Systems;
- Custom applications;
- Other specialized software;
- Sharing and access to common data;
- Data Security and protections;
- Ideal IT Standards (e.g. applications, platforms, protocols etc.)
- Virtualization (Cloud Computing); and
- Management Information System