TERMS OF REFERENCE

I. PROJECT TITLE
Anilao Underwater Shootout 2023 Competition IT Software Development

II. DESCRIPTION

The Anilao Underwater Shootout is a yearly underwater macrophotography competition organized and sponsored by the Philippine Department of Tourism in cooperation with resort owners, dive operators, dive masters, and local Mabini stakeholders. Competition participants may stay and dive with any resort/operator of their choosing in the Mabini, Batangas area.

The 2023 edition of the Shootout will be a five-day event from May 22 to 26, 2023 with the following components:
- Dive Guides and Spotters Briefing: May 21, 2023 – 1 day before the event
- Competition Briefing: May 22, 2023
- Registration (On-site in Anilao): May 22 to 25, 2023
- 4-day competition / shootout proper: May 22 to 25, 2023
- Underwater Photography Workshops: May 22 to 25, 2023
- Submission of photos: May 23 to 26, 2023
- Judging of Photos / Deliberation (On-site in Anilao): May 26, 2023
- Press Conference (Hybrid): May 26, 2023
- Awarding Night (Hybrid): May 26, 2023

III. MINIMUM REQUIREMENTS
- Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS); and
- Must be willing to provide services on send-bill arrangement.

IV. SCOPE AND WORK DELIVERABLES

1. Enhancement of the existing online software codes to be used for the competition to transition from hybrid to onsite implementation, inclusive of the following requirements:
    a. Infrastructure Requirements:
        i. Software (developed in a non-proprietary software, licensed software for RAW file viewer);
        ii. Hardware (1 laptop, 1 WIFI router, and 1 receipt printer);
        iii. Database (non-proprietary);
        iv. Network (accessed via LAN WIFI router)
        v. Cloud Server Rental (30-day period, including setup for testing and live use);
    b. Software Requirements:
        i. Setup/Configuration – application must be accessible via web browser, LAN WIFI, and MAC and Windows OS, must be configurable
        ii. Registration Day – onsite registration with a capacity of 300 competitors through laptop terminals located at the registration venue;
        iii. Submission of Photos – onsite submission through laptop terminals located at the submission venue;
        iv. Judges' Deliberation – onsite deliberation through integrated network system on judges' individual devices to ensure impartial competition results;

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v. System should be able to accept Excel or Flat files for the list of participants who registered online, assign a competitor ID number, and print a receipt as proof of payment;

vi. System should be able to detect RAW Files and provide photo receipt from showing number of photos submitted per category

vii. System should be able to accommodate on-site judging and tallying

c. Presentation of winners

    i. Summary of winners sorted as follows:
- Camera Type
- Category
- Portfolio Winners
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2. Provide an IT team composed of at least 4 pax that will:
    a. Manage and operate the system for registration, photo submission, judging and tallying of 1,800 photo entries from 300 competitors;
    b. Create and manage the presentation of winning photos for the Awarding Ceremony

3. Other Requirements:
    a. Submitted photos (RAW and processed files) and rights to software and codes developed must be turned-over to DOT;
    b. Training and turnover of software and codes to the DOT must be done within two weeks after the competition;
    c. IT Team must shoulder their accommodation, meals, and transportation for the duration of the event.

V. SHORTLISTING CRITERIA

A.	APPLICABLE EXPERIENCE OF THE CONSULTANT	
1.	**Relevance of company portfolio to the project**	
	Company or Firm has completed 2 underwater photo competition projects.	**40**
	Company or Firm has completed 1 underwater photo competition project.	20
	Company or Firm has not completed any underwater photo competition projects.	0
B.	**QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE JOB**	
1.	**Educational background**	
	All assigned personnel have Bachelor's degrees relevant to the project scope (i.e., Computer Science, Information Technology, Management Information Systems, or Computer Engineering.)	**40**
	All assigned personnel have Bachelor's degrees.	20
	Assigned personnel have no Bachelor's degrees.	0
C.	**CURRENT WORKLOAD RELATIVE TO CAPACITY**	
1.	**Number of on-going similar and related projects relative to capacity**	
	No on-going similar and related projects with contract cost equal or greater than the ABC (PhP 622,092.80)	**20**
	1 or more on-going similar and related projects with contract cost equal or greater than the ABC (PhP 622,092.80)	10
	Total	**100**

	Passing Rate	70

VI.   BUDGET

The total working budget is **SIX HUNDRED TWENTY-TWO THOUSAND NINETY-TWO PESOS AND EIGHTY CENTAVOS (P 622,092.80)** should cover all competition management requirements enumerated above.

VII.   PAYMENT TERMS

- First Tranche: 50% upon submission of approved software wireframe and design;
- Second Tranche: 50% upon and submission of software and codes developed and terminal report

VIII.   CONTACT PERSON

Contact Persons   :   **Celstine Sy / Phoebe Javier**
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APPROVED:

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