

**TERMS OF REFERENCE**  
**Licensed Primavera and MS Project Software**

**1.0 BACKGROUND**

The current work demands of the Calamba Water District to upgrade its services call for the allotment a budget for 2020 of software specifically by the end user (Engineering Department). The software will help fast track the preparation and project management monitoring of the projects and programs for the expansion and rehabilitation projects of CWD.

**2.0 OBJECTIVES**

- 2.1 To access anytime and anywhere the project/program status of the project implementation information.
- 2.2 To provide consistent overview and analysis of the portfolio or program as projects are added and removed.
- 2.3 To help the company meet that challenge head on with a Planning and Scheduling module.
- 2.4 To reduce the downtime in the manual preparation and updating of the project accomplishment to work out on other important task in the part of the end user.
- 2.5 To comply with the criteria of ISO certification in the Work Procedures currently being done.

**3.0 SCOPE OF SERVICES**

- 3.1 Supply of Licensed software including installation in the desktop
- 3.2 Provide 1 year maintenance subscription, upgrading to new patches and release and local support.
- 3.3 Provide free training complete with Official Primavera training Manual, Certificate of completion (Internationally Recognized) and student kit.
- 3.4 Provide after sales technical support on the following :
  - Install/ uninstall/ re-installation of Oracle Primavera Software
  - Import/ export of SQL or Oracle database of products inside Primavera software
  - Problems and difficulties encountered by EU while using the Oracle Primavera software provided that the problem/ difficulty pertains to a program error.
  - Transfer of license/ software to a different workstation provided there is a written letter of request stating the reason why there is a need for transfer.
  - Connectivity issue related to connecting the Oracle Primavera software to a selected database.

**4.0 SCHEDULE AND COMPLETION TIME**

It is the intent of the Calamba Water District to have the Implementation completed two (2) months counted from the day after the date of Purchase order.