



Republic of the Philippines  
**PROCUREMENT DEPARTMENT**  
Quezon City Government



PO Number **2308020**

**Purchase Order** Date: **AUG 29 2023**

Procuring Unit	: CITY ADMINISTRATOR'S OFFICE	Project Number	: CAO-23-IT-1069
Company Name	: SANDMAN SOFTWARE SYSTEMS, INC.	Mode of Procurement	: Public Bidding
Address	: 2F Joroma Place Congressional Ave., Bgry. Bahay Toro, Quezon City	Resolution No.	: 23-PB-489
Business Type	: CorporationN Registration #A200018384	TIN Number	: 211-383-447-000
		Contact Number	: 0917-561-1932

**Sir/Madam:**

**Please furnish this office the following articles subject to the terms and conditions contained here:**

**Place of Delivery :** Upon end-user's instruction subject to proper coordination with CGSD  
**Payment Term :** Credit

**Delivery Schedule :** Sixty (60) Calendar Days

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	A.Automated pushing or pulling of data using customized APIs B.Redirection of users from PAY BUSINESS TAX to the QC Appointment System ii.Integration to ITDD's RP and Business Block and Unblock (Negative List Management) application iii.Automated pushing or pulling of data using customized APIs  6.Data Ownership and Management i.All data collected by the system shall remain the property of the City ii.The cloud-based storage that contains the data will be turned over to the City at an agreed date prior to the expiration or termination of the agreement.  ***with attached Terms of Reference which will form an integral part of this bidding document***  ***** Nothing Follows *****				

**Total Amount :** 16,880,000.00

**Total Amount In Words (Pesos):** Sixteen Million Eight Hundred Eighty Thousand Pesos Only

**MA. JOSEFINA G. BELMONTE**  
City Mayor



*Merly L. Quins* / 8-29-23  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

*Ruby G. Manangu*  
**RUBY G. MANANGU**  
City Accountant

**OBR :** *Inv. 2023-08-08046*

**Approved Budget for the Contract :** 17,000,000.00



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1	<p>SUPPLY, DELIVERY, INSTALLATION, AND COMMISSIONING OF AN ONLINE BUSINESS TAX ASSESSMENT AND BILLING SYSTEM FOR THE CITY TREASURY OF QUEZON CITY</p> <p>Project Description Turn the existing permit and tax billing module of OUBPAS into its own fully featured online business tax assessment system for use by the personnel of the City Treasurer's Office (CTO). This system will integrate and share data with the OUBPAS system of the Business Permits &amp; Licensing Department (BPLD).</p> <p>Project Scope of Work 1. Technical Specifications: a. All internal users will require a valid email address to log in and use the system. They can recover their password through their email. b. The web applications will be accessible using the latest versions of Safari and Chrome on Mac/iOS and Chrome on Windows/Android c. The web applications will store all data and documents in the cloud instead of on-premises servers. d. All data captured by the system including source code and data captured and generated by the system, will be owned and controlled by the City. If the service agreement expires or is terminated the data on cloud can be retrieved without additional cost to the City. 2. Security: a. The web server will be protected by SSL certificates. b. The web server will be a separate instance from the database server. c. The system will implement industry standard measures to protect user data, prevent web fraud, mitigate bot attacks, secure APIs, and prevent unauthorized application access.</p>	lot	1	16,880,000.00	16,880,000.00

**MA. JOSEFINA G. BELMONTE**  
City Mayor

Merly L. Quinal / 8-29-23  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

OBR : **nu. 2023. 08. 08096**

**Approved Budget for the Contract : 17,000,000.00**





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Project Number : CAO-23-IT-1069

Company Name : SANDMAN SOFTWARE SYSTEMS, INC.

Mode of Procurement : Public Bidding

Address : 2F Joroma Place Congressional Ave., Bgry. Bahay Toro, Quezon City

Resolution No. : 23-PB-489

Business Type : Corporation Registration #A200018384

TIN Number : 211-383-447-000

Contact Number : 0917-561-1932

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	<p>d.The system will conform with data privacy laws. The application must also conform/abide with the Department of Information and Communications Technology (DICT) Philippine Government's Cloud First Policy (latest version).</p> <p>e.The system will register the subdomain to the DNS service provider of quezoncity.gov.ph.</p> <p>3.System Features:</p> <p>a.Migration of PAY BUSINESS TAX (Online Sales Declaration and Evaluation) modules from the Online Unified Business Permit Application System (OUBPAS) to a dedicated cloud server ✓</p> <p>i.Transfer of pre-existing modules to a separate website within QC eServices platform</p> <p>A.Provision for business owners to submit their sales declaration and other supporting documents via OUBPAS</p> <p>B.Provide CTO an access to evaluate the sales declaration online submissions, as well as to conduct tax assessments and to generate tax bills ✓</p> <p>C.Generate Tax Bill e-copy ✓</p> <p>D.Integration to QC ePayments ✓</p> <p>E.Automatic payment validation via the CTO and ITDD servers ✓</p> <p>ii.Separation of all Business Tax data and backend processes from OUBPAS. Data sharing and other processes will be executed through customized APIs ✓</p> <p>A.Access to OUBPAS business database ✓</p> <p>B.Annual business tax confirmation ✓</p> <p>C.Other backend processes ✓</p> <p>4.New System Features and Enhancements:</p> <p>i.Enhancement on the Tax Payer's user-interface/user-experience</p> <p>A.Allow tax payer to select if their business is Registered in BIR or Not Registered in BIR (for non-Corporation business types) ✓</p>				

**MA. JOSEFINA G. BELMONTE**  
City Mayor

*M. Bernal*  
*Marilyn L. Bernal* / 8/29/23  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

*Ruby G. Manangu*  
**RUBY G. MANANGU**  
City Accountant

**OBR :** *NO. 211-383-447-000*

**Approved Budget for the Contract :** 17,000,000.00



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	B.Allow tax payer to process quarterly tax payments ✓ C.Allow tax payer to process delinquent tax payments ✓ D.Provision to upload proof of payment for manual payment method ✓ E.Provision for evaluators to return a sales declaration to business owner and communicate to them via the web portal ✓ F.Allow taxpayers to pay business tax using tax bill QR-code ✓ ii.In-person transaction module ✓ A.Provision for CTO officers to evaluate sales declaration, conduct tax assessment and process business tax for business owners who prefer to go physically to CTO ✓ B.Automated routing of transactions based on the evaluation and approval hierarchy ✓ C.Generation of Acknowledgement Receipts (AR) to be issued to tax payers ✓ D.Provision for tax payers to link their in-person transaction to their QC eServices account using the tracking number in the Acknowledgement Receipt ✓ iii.Negative List Management ✓ A.Uploading of historical records of businesses with pending cases ✓ B.Management module for the negative list (Add, edit, delete functions) ✓ iv.Separate access levels for the evaluation and approval of the sales declaration and tax assessment ✓ A.CTO Examiner/Satellite Examiner ✓ 1.First level of sales declaration evaluation and tax assessment ✓ 2.Queueing system ✓ a.Separate queue for Registered in BIR and Not Registered in BIR ✓ b.Separate queue for online quarterly applications ✓ c.Separate tab for delinquent applications ✓ d.Re-evaluation tab - Queue for previously assessed applications ✓				

**MA. JOSEFINA G. BELMONTE**  
City Mayor

*Merly L. Qunol* / 8-29-23  
Signature Over Printed Name of Supplier / Date

Funds Available:

*Ruby G. Manangu*  
**RUBY G. MANANGU**  
City Accountant

OBR : m. 2022 08-08044

Approved Budget for the Contract : 17,000,000.00





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**PROCUREMENT DEPARTMENT**  
Quezon City Government



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	e.Saved as Draft and unfinished applications will go back to queue if there is no activity for more than 24 hours ✓ f.Access and printing of 2-4 quarter assessment based on approved/paid 1st quarter assessment ✓ 3.Access to billing history ✓ B.Final Reviewer ✓ 1.Second level of sales declaration evaluation and tax assessment 2.Queuing system ✓ a.Separate tab for delinquent applications ✓ b.Separate queue for in-person applications ✓ c.Separate queue for in-person applications via Satellites (Branches) ✓ d.Re-evaluation tab - Queue for previously assessed applications ✓ e.Saved as Draft and Unfinished Applications will go back to queue if there is no activity for more than 24 hours ✓ 3.Access to billing history ✓ C.Final Approver/City Treasurer ✓ 1.Third and final level of sales declaration evaluation and tax assessment ✓ 2.Queuing system ✓ a.Separate tab for delinquent applications ✓ 3.Approved sales declaration and tax assessment tab ✓ a.Allows final approver to search and view submitted sales declaration and approved tax bills 4.Summary Table ✓ a.Display and compare 2020 and 2021 Tax Amount and Gross Sales ✓ 5.Access to billing history ✓ D.Market Examiner Access ✓ 1.First level of sales declaration evaluation and tax assessment for market-related businesses ✓ E.Market Final Reviewer Access ✓ 1.Second level of sales declaration evaluation and tax assessment ✓				

**MA. JOSEFINA G. BELMONTE**  
City Mayor

*M. Quial*  
*Merly L. Quial* / 8-29-23  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

*Ruby G. Manangu*  
**RUBY G. MANANGU**  
City Accountant

**Approved Budget for the Contract :** 17,000,000.00

**OBR :** *M. Quial* 08-08046



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	for market-related businesses ✓ F.Other back-office processes ✓ 1.Master Printer a.Provision for CTO to print original copies of tax bill b.Access to data and productivity reports 2.Negative List Manager a.Allow to assess online applications ✓ b.Access to in-person transaction module 3.Payment Validation a.Allow CTO officer to validate payments received through QC ePayments ✓ b.Generation of transmittal report ✓  v.System Management Tool ✓ A.User Management Tool (Add, edit, delete system users) ✓ B.Deadline Management 1.Allow CTO to set quarterly tax payment deadlines ✓ 2.Automatic cancellation of pending sales declarations and tax bills ✓ vi.Automated Email Notifications A.Upon Submit of Online Sales Dec and Evaluation ✓ B.Upon Approve of Approver 1 ✓ C.Upon Return of Approver 1 ✓ D.Upon Approve of Approver 2 ✓ E.Upon Return of Approver 2 ✓ F.Upon Approve of Approver 3 ✓ G.Upon Return of Approver 3 ✓ H.Auto Renewal Notification I.Delinquent Assessment - Auto Cancel Notification ✓ J.Automated Deadline Management - Auto Cancel Notification ✓ 5.Integration to 3rd-Party Systems ✓ i.Integration of Quezon City's Appointment System ✓				

**MA. JOSEFINA G. BELMONTE**  
City Mayor

*Merly L. Quiral*  
Signature Over Printed Name of Supplier / Date  
8-29-23

Funds Available:

**RUBY G. MANANGU**  
City Accountant

Approved Budget for the Contract : 17,000,000.00

OBR : *M. Manang*



### TERMS AND CONDITIONS

1. ALL PRICES INDICATED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF RECEIPT.
2. AWARDEE shall be responsible for the source(s) of its supplies/materials/equipment and shall make deliveries in accordance with the schedule, quality and specification of the award and purchase order. Failure by the AWARDEE to comply with the same shall be a ground for cancellation of the award and purchase order issued to that AWARDEE and for re-awarding the item(s) to the ALTERNATE AWARDEE.
3. AWARDEE shall pick up purchase order(s) issued in its favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or electronic mail (e-mail) shall constitute an official notice to the AWARDEE. Thereafter, if the purchase order(s) remains unclaimed, the said purchase order(s) shall be sent by mailing or courier, messengerial service to the AWARDEE. To avoid delay in the delivery of the requesting end-user's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but fails to deliver the required product(s) within the time called for in the same order, the delivery period may be extended a maximum of fifteen (15) calendar days under liquidated damages to make good the delivery. Thereafter, if AWARDEE has not completed the
5. delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance, withdrawn from that AWARDEE. The BAC-Goods and Services shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for its disqualification from future bids of the same items, without prejudice to the imposition of other sanction as prescribed under RA 9184 and its RIRR.
6. When the supplier fails to satisfactorily deliver goods/services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods/services scheduled for delivery for everyday of delay until such goods/services are finally delivered and accepted by the procuring entity concerned.
7. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages, subject to the terms and conditions prescribed under paragraph 4 hereof.
8. Supplier shall guarantee its deliveries to be free from defects. Any defective item(s)/product(s), therefore that maybe discovered by the **Quezon City Government** within three (3) months after acceptance of the same, shall be replaced by the supplier within seven (7) calendar days upon receipt of a written notice to that effect.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. As a pre-condition to payment, IMPORTANT DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the **Quezon City Government**.
11. All transactions are subject to applicable withholding taxes in accordance with existing BIR rules and regulations.
12. Supplier shall furnish the End-user through the City General Services Department stockroom, the articles, described above;
13. The **Quezon City Government** reserves the right to accept or reject delivered articles if found not in conformity to the specifications, terms and conditions stipulated.
14. Provisions contained in Title VI, Book IV of the Civil Code of the Philippines on Sales are hereby incorporated and made as an Integral part hereof.
15. This contract shall also serve as **Notice to Proceed**, to take effect on AUG 29 2023 and to expire on - OCT 28 2023.

CONFORME:

Mervy L. Quinal

SIGNATURE OVER PRINTED NAME

Authorized Representative

IN THE CAPACITY OF

8-29-23

DATE

Duly authorized to sign this Purchase Order for and on behalf of Sandman Software Systems, INC.

COMPANY NAME

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_, Philippines. Affiant personally known to me and were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiants exhibited to me his/her \_\_\_\_\_ with his/her photograph and signature appearing thereon with No. \_\_\_\_\_.

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

**\*\*\*This Purchase Order shall be deemed invalid without Notary Seal (for project amounting to Php2,500,000.00 and above only)**