



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2308026**

Purchase Order Date: **AUG 31 2023**

Procuring Unit : CITY ADMINISTRATOR'S OFFICE

Project Number : CAO-23-IT-1022

Company Name : SPARKSOFT SOLUTIONS INC.

Mode of Procurement : Public Bidding

Address : Rm 213 2/F PLDT-CTC Bldg., Ateneo de Manila University, Katipunan Ave. Loyola Heights, Quezon City

Resolution No. : 23-PB-487

Business Type : Corporation Registration #CS201100081

TIN Number : 007-953-794-000

Contact Number : 0965-6955777

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

Delivery Schedule : Sixty (60) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	<p>xxxiii.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>xxxiv.The service provider will provide all necessary trainings to all department representatives that will be invited by HRMD for the usage of the system. A separate training for key HRMD and Information Technology Development Department (ITDD) personnel will be conducted for the administration and management of the system.</p> <p>***with attached Terms of Reference which will form an integral part of this bidding document***</p> <p>***** Nothing Follows *****</p>				

Total Amount : 13,950,000.00

Total Amount In Words (Pesos): Thirteen Million Nine Hundred Fifty Thousand Pesos Only

MA. JOSEFINA G. BELMONTE
City Mayor



EUNICE D. TEJERO / 08/31/23
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : M- 2023-08- 08043

Approved Budget for the Contract : 14,000,000.00



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2308026**

Purchase Order Date: **AUG 31 2023**

Procuring Unit : CITY ADMINISTRATOR'S OFFICE

Project Number : CAO-23-IT-1022

Company Name : SPARKSOFT SOLUTIONS INC.

Mode of Procurement : Public Bidding

Address : Rm 213 2/F PLDT-CTC Bldg., Ateneo de Manila University,
Katipunan Ave. Loyola Heights, Quezon City

Resolution No. : 23-PB-487

Business Type : Corporation Registration #CS201100081

TIN Number : 007-953-794-000

Contact Number : 0965-6955777

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

Delivery Schedule : Sixty (60) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	<p>Supply, Installation, Testing and Commissioning of the Quezon City Strategic Human Resources Management Department (QC-SHRMD) Platform</p> <p>Project Description</p> <p>The Quezon City Strategic Human Resources Management Department Platform (QC-SHRMD) is a cloud-based platform with the following components:</p> <ul style="list-style-type: none">• Training Needs Analysis• Learning Management System• Training Registration• Pre and Post Training Assessments• Training Video Hosting• Strategic Performance Management System (SPMS) <p>Project Scope of Work</p> <p>The service provider will provide the City with a system with the following specifications:</p> <p>i. The Quezon City Strategic Human Resources Management Department Platform (QC-SHRMD) is SSL-protected, web-based, mobile-responsive, and accessible using the most recent versions of Chrome, Firefox, and Safari.</p> <p>ii. QC-SHRMD allows employees to self-register using their emails. Registered user will have a profile page where information such as name, assigned and home departments/units, contact details, and gender can be edited. HRMD can disable accounts at any time.</p> <p>iii. QC-SHRMD will have sections accessible to the public and sections accessible only to registered and logged in users. Publicly accessible sections of the platform include pages for About Us, Recruitment, Employee Handbook, Orientation Videos, FAQ,</p>	lot	1	13,950,000.00	13,950,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

EUNICE O. TEJERO | 08/31/23
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : W- 2023-08-08043

Approved Budget for the Contract : 14,000,000.00



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2308026**

Purchase Order Date: **AUG 31 2023**

Procuring Unit	: CITY ADMINISTRATOR'S OFFICE	Project Number	: CAO-23-IT-1022
Company Name	: SPARKSOFT SOLUTIONS INC.	Mode of Procurement	: Public Bidding
Address	: Rm 213 2/F PLDT-CTC Bldg., Ateneo de Manila University, Katipunan Ave. Loyola Heights, Quezon City	Resolution No.	: 23-PB-487
Business Type	: Corporation Registration #CS201100081	TIN Number	: 007-953-794-000
		Contact Number	: 0965-6955777

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

Delivery Schedule : Sixty (60) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	<p>Training Program, Internship Program, and Volunteer Program. These publicly accessible pages will be informative in nature and will not be scaled up into a full-blown information management system. All forms are accessible only to logged in employees. ✓</p> <p>iv. The platform allows employees to fill up and submit forms for Training Needs Analysis (eTNA), Individual Learning and Development Plan (ILDLP), and Survey. ✓</p> <p>v. Submitted eTNA forms are saved in the system database and can be marked as Draft or Final. Draft eTNA's are still editable whereas Final eTNA's are not. ✓</p> <p>vi. Only one final eTNA per employee per year is allowed. Platform will automatically remind employees to renew their eTNA's every year. ✓</p> <p>vii. eTNA scores are automatically computed. HRMD can use the collated scores per Department/Unit to identify areas for improvement and determine the necessary trainings to offer to employees. ✓</p> <p>viii. In the ILDP, employees can see their areas for improvement and the needed training based on their scores in the submitted eTNA. ✓</p> <p>ix. Employees can indicate in the ILDP the trainings they have taken. ✓</p> <p>x. ILDP's are saved in the system database. Saved ILDP can be downloaded and printed by the employee. The printed ILDP will be reviewed and signed by the employee's immediate supervisor and uploaded back to the platform. ✓</p> <p>xi. The platform has a training registration page and when an employee registers for a training, the employee's ILDP will automatically be updated by the platform to include the type and name of the training, date of the training, and remarks from HRMD. The remarks will indicate if the employee completed the training and passed all requirements. ✓</p> <p>xii. Employees can fill up a Survey/Feedback form about the eTNA ✓</p>				

MA. JOSEFINA G. BELMONTE
City Mayor

EUNICE Q. TEJERO | 08/31/23
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 100-0200-08-08743

Approved Budget for the Contract : 14,000,000.00



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2308026**

Purchase Order Date: **AUG 31 2023**

Procuring Unit	: CITY ADMINISTRATOR'S OFFICE	Project Number	: CAO-23-IT-1022
Company Name	: SPARKSOFT SOLUTIONS INC.	Mode of Procurement	: Public Bidding
Address	: Rm 213 2/F PLDT-CTC Bldg., Ateneo de Manila University, Katipunan Ave. Loyola Heights, Quezon City	Resolution No.	: 23-PB-487
Business Type	: Corporation Registration #CS201100081	TIN Number	: 007-953-794-000
		Contact Number	: 0965-6955777

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

Delivery Schedule : Sixty (60) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	and ILDP processes or the platform in general. xiii.All submitted eTNA and ILDP forms are viewable to HRMD's focal team. xiv.The platform will generate pertinent reports about the submitted eTNA's per Department/Unit. xv.HRMD can post details of an upcoming training including type, title, date, and links to materials and videos. They can also specify questions for the pre-assessment and post-training evaluation and assessment. xvi.Depending on the type of training, employees will be required to complete the pre-assessment and post-training evaluation and assessment. xvii.Each employee will have a calendar page in the platform. An employee can reserve a spot in the posted training and the reservation will appear in the calendar page. xviii.QC-SHRMD will have an LMS to host videos uploaded by HRMD. The videos are accessible only to training registrants and within a start and end schedule specified by HRMD. Platform will track the videos viewed by each training registrant. xix.HRMD can view registered employees for a specific training, along with their submitted data and assessment answers. xx.QC-SHRMD will host Office Performance Commitment and Review (OPCR), Division Performance Commitment and Review (DPCR), and Individual Performance Commitment and Review (IPCR) forms for Strategic Performance Management System (SPMS). xxi.OPCR form can only be answered by a designated SPMS Administrator per Department/Unit. Submitted OPCR can be marked as Draft or Final. Draft OPCR is still editable while Final OPCR is not. xxii.Employees can answer their own IPCR form. They can also view their Department/Unit's OPCR to ensure that their answers are aligned to the goals of their Department/Unit. Submitted IPCR can				

MA. JOSEFINA G. BELMONTE
City Mayor

EUNICE Q. TEJERO / 08/31/23
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : No. 2023-08. 08043

Approved Budget for the Contract : 14,000,000.00



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2308026**

Purchase Order Date: **AUG 31 2023**

Procuring Unit : CITY ADMINISTRATOR'S OFFICE

Project Number : CAO-23-IT-1022

Company Name : SPARKSOFT SOLUTIONS INC.

Mode of Procurement : Public Bidding

Address : Rm 213 2/F PLDT-CTC Bldg., Ateneo de Manila University,
Katipunan Ave. Loyola Heights, Quezon City

Resolution No. : 23-PB-487

Business Type : Corporation Registration #CS201100081

TIN Number : 007-953-794-000

Contact Number : 0965-6955777

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

Delivery Schedule : Sixty (60) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	be marked as Draft or Final. Draft IPCR is still editable while Final IPCR is not. xxiii.The designated supervisor of the employee can view, approve, or reject the employee's IPCR. xxiv.The DPCR can be filled up by the Division Chief and Department Head. DPCR can be edited and rated by the Department Head. xxv.The platform will generate pertinent SPMS data for HRMD. xxvi.The platform will generate pertinent Learning and Development and SPMS dashboard figures by Department, by Section, by Division, by Salary Grade Levels, and as individual profiles. xxvii.The system will implement industry standard measures to protect user data and prevent unauthorized access. A firewall will be implanted for secured cloud connection. xxviii.HRMD reserves the right to request minor changes in the specifications as long as the changes are consistent with the listed scope and objectives of the platform. xxix.The platform will be fine-tuned and maintained by the service provider for one (1) year. Fine-tuning and maintenance will be limited to the features listed in this document. xxx.The cloud-based hosting will operate for one (1) year and subject to renewal thereafter. A minimum of 8 GB memory, 2 virtual CPU, and 120 GB storage will be allocated for the system and its database. A separate scalable on-demand cloud storage will be allocated for all videos and uploaded documents. xxxi.The system and database will be backed up daily. xxxii.QC-SHRMD, 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.				

MA. JOSEFINA G. BELMONTE
City Mayor

EUNICE O. TEJERO / 08/31/23
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : NO. 2023-OS. 08043

Approved Budget for the Contract : 14,000,000.00