



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2308028**

Purchase Order Date: **AUG 29 2023**

Procuring Unit	: CITY ADMINISTRATOR'S OFFICE	Project Number	: CAO-23-IT-1071
Company Name	: SPARKSOFT SOLUTIONS, INC.	Mode of Procurement	: Public Bidding
Address	: Rm 213 2/F PLDT-CTC Bldg., Ateneo de Manila University #323 Katipunan Ave. Loyola Heights, Quezon City	Resolution No.	: 23-PB-491
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, DELIVERY, INSTALLATION, AND COMMISSIONING OF THE QUEZON CITY PEOPLE'S CORNER - QCITIZEN FREEDOM OF INFORMATION (FOI), QCITIZEN ACTION, QCITIZEN WATCH</p> <p>Project Description The Quezon City People's Corner is a web-based system that can be accessed through the Quezon City website or QC e-services. It is composed of 3 sub-systems:</p> <ul style="list-style-type: none">•QCitizen FOI: Citizens can request for public records and information held by Quezon City government officials to promote transparency in government subject to the prevailing laws and resolutions in the City.•QCitizen Watch: Citizens can report business and establishments that do not conform to city regulations. This helps to promote compliance with laws and regulations and ensures that businesses and structures are safe for citizens.•QCitizen Action: Citizens can file a complaint on irregular or delayed Quezon City government services. This helps to hold public officials accountable for their actions and encourages them to act in the best interests of citizens. <p>Project Scope of Work The service provider will provide the City with a system with the following specifications:</p> <ol style="list-style-type: none">The Quezon City People's Corner will be SSL-protected, web-based, and accessible using the most recent versions of Chrome, Firefox, and Safari.The People's Corner will be accessible both via Quezon City Website and QC e-services.The People's Corner will be mobile responsive and compatible	lot	1	4,950,000.00	4,950,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

EUNICE Q. TESERO / 08/29/23
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : m. 2023-08-08048

Approved Budget for the Contract : 5,000,000.00



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	with the browsers of mobile smart phones and tablets iv.Data needed to file a report will be retrieved from other Quezon City systems using authenticated and authorized API communications. The QC ID number will be retrieved from the citizen's QC e-services account. Fields will then be prefilled based on the data provided by the QC ID system. v.Citizen with a verified QC ID and QC e-services account can submit a request or report on any of the 3 sub-systems: QCitizen FOI, QCitizen Action, QCitizen Watch. vi.Citizen can file a QCitizen Watch report to DBO or BPLD Departments. vii.Citizen can file a QCitizen Action report to any of the Quezon City Departments. viii.Citizen can file a QCitizen FOI request to any of the Quezon City Departments. ix.QCitizen Watch, Action, and FOI sub-systems will all have their own forms. x.Citizen can put additional comments or attach documents to the form to support their report or request. xi.Citizens will receive an email from the official QC E-services email account upon submission with details of the request or report and the reference number. xii.Citizens will receive subsequent emails every time their requests are updated. xiii.Citizens will have their own dashboard on QC E-services or Quezon City website to track their requests and reports. xiv.Citizens can filter their requests and reports by date and reference number. xv.System can allow citizens to clarify their requests and reports through In-App Chat. Conversation with the concerned department shall only be allowed within the submitted request or report to that				

MA. JOSEFINA G. BELMONTE
City Mayor

EUNICE D. TESERO | 08-29-23
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OBR : NO. 21AM-08. 08048

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	department. xvi.Citizens can download the document thru their dashboard when their QCitizen FOI request is granted. xvii.Citizens can either request a physical document or electronic copy of the information through the QCitizen FOI. xviii.System will have a definitive auto-reply upon receiving a QCitizen Watch, Action, or FOI form. xix.QCitizen Action and Watch reports and QCitizen FOI requests can be monitored by the departments concerned, as well as by the People's Corner Admin. xx.For the QCitizen FOI, each department will have admin, approver, and processor accounts. For the QCitizen Action and Watch, the department will only have one role account each. xxi.Department FOI admin can create approver and processor accounts. xxii.An FOI request must be acted upon within 15 days. Approver, Admin, and Processor can extend the deadline of the FOI request once with a maximum of another 15 days. xxiii.System will have color cues so that department will know which requests on the list are nearing or past deadlines. xxiv.QCitizen FOI Approver and Admin can send a message to the requester within the system. xxv.QCitizen FOI Approver and Admin can forward the request to another department. A request can only be forwarded a maximum of two times. The deadline is reset every time a request is forwarded. xxvi.QCitizen FOI Department User can attach a file within the request. xxvii.QCitizen FOI Department User can view the history of a request.				

MA. JOSEFINA G. BELMONTE
City Mayor

FUNICE S. TESORO / 08-29-23
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : **IN. 212M-08-08048**

Approved Budget for the Contract : 5,000,000.00



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	xxviii.QCitizen FOI Department User can track the file log. xxix.Departments can download list of People's corner requests and reports submitted to them. xxx.System will show monthly and quarterly People's Corner reports per department. xxxi.The system will generate pertinent reports for each Department. xxxii.The system will implement industry standard measures to protect user data and prevent unauthorized access. A firewall will be implanted for secured cloud connection. xxxiii.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. xxxiv.The system will allow periodic backups of the database. xxxv.The Quezon City People's Corner, 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. xxxvi.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) xxxvii.The service provider will provide all necessary trainings to the champions of the People's Corner – Public Affairs and Information Services Department (PAISD), City Administrator's Office, City Legal Department, and Information Technology Development Department (ITDD) for the usage, administration, and management of the system,				

MA. JOSEFINA G. BELMONTE City Mayor	EUNICE S. TESORO / 08-29-23 Signature Over Printed Name of Supplier / Date
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Funds Available: RUBY G. MANANGU City Accountant	OBR : NO. 2023-08-08048 Approved Budget for the Contract : 5,000,000.00
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	xxxviii.The system will register the subdomain to the DNS service provider of quezoncity.gov.ph. ***with attached Terms of Reference which will form an integral part of this bidding document*** ***** Nothing Follows *****				

Total Amount : 4,950,000.00

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

MA. JOSEFINA G. BELMONTE
City Mayor



EUNICE G. DE JESU / 08-29-23
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 100-21211-08. 080408

Approved Budget for the Contract : 5,000,000.00