



|                |  |                     |                   |
|----------------|--|---------------------|-------------------|
| Procuring Unit | : DEPARTMENT OF THE BUILDING OFFICIAL                                  | Project Number      | : DBO-23-IT-1632B |
| Company Name   | : ESTANIEL ENTERPRISES   | Mode of Procurement | : Public Bidding  |
| Address        | : 7A March Street Congressional Village, Brgy. Bahay Toro, Quezon City | Resolution No.      | : 24-PB-337       |
| Business Type  | : Sole Proprietorship Registration #3962650                            | TIN Number          | : 130-962-823-000 |
|                |  | Contact Number      | : 09271640840     |

**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 :** One (1) Year  
**Payment Term :** Credit

| Stock No. | Item  | Unit of Issue | QTY | Unit Cost    | Amount       |
|-----------|---|---------------|-----|--------------|--------------|
| 1         | <p><b>DIGITIZATION SERVICES OF BUILDING PLANS AND SUPPORTING DOCUMENTS</b></p> <p><b>Project Description</b><br/>           The primary objective of the project is to enhance document management, accessibility, and security by digitizing building plans and its supporting documents. This digitization effort will be conducted and implemented through a series of organized activities to ensure the quality of digitized documents.</p> <p><b>Digitization Services</b><br/>           The digitization services compose of a series of activities to assure quality digitization and the protection of Commercial Building Plans from damages. These activities include but shall not be limited to:</p> <ul style="list-style-type: none"> <li>•Organization of Building Plans and Documents</li> <li>•Compilation and Digital Filing</li> <li>•Grooming of Documents</li> <li>•Scanning Process</li> <li>•Publishing in PDF Format</li> <li>•Uploading of Digitized Files to DBO existing digital archiving system (BPARIS)</li> <li>•Encoding of Records Information to BPARIS</li> <li>•Validation of Records and Digitized Documents</li> </ul> <p><b>Project Scope of Work</b><br/>           The project will require the services from a contractor that will digitize the building plans and its supporting documents including the docketed legal documents. The contractor will then upload the digitized documents to the Building Plans Archiving and Retrieval Information System (BPARIS) after which they will encode</p> | LOT           | 1   | 5,959,500.00 | 5,959,500.00 |

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

*Erwin Engalan*  
**Erwin Engalan** 6-10-24  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
 City Accountant

**Approved Budget for the Contract : 6,000,000.00**

OBR: No. 2404-05-05404



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



PO Number **2405092**

**Purchase Order** Date: **MAY 29 2024**

|                |  |                     |                   |
|----------------|--|---------------------|-------------------|
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|           | <p>informational attributes of the plans for searching and retrieval purposes.</p> <p>The contractor shall be responsible for the provision of Digitization Experts who are certified trained large format scanning specialist that has the capability to scan building plans with the minimum risk of damage for both plans and large format scanner. These experts are capable to scan dilapidated building plans and protect them from further damage.</p> <p>The digitization site will be located at Department of Building Official designated area and will cover 3,300 sets of commercial building plans and supporting documents for a period of one year.</p> <p>This digitization project scope of work is as follows:</p> <ul style="list-style-type: none"> <li>•Supervision and provision of personnel for the regular uploading to existing BPARIS of received and accepted scanned records.</li> <li>•Formatting of all form-based documents in Portable Document Format (PDF) Archive and those used as reference in searchable PDF.</li> <li>•Auto-correction/settings of parameters such as, but not limited to resolution, format, compression, skew, orientation, cropping, etc.</li> <li>•Scanning of all documents except for obvious duplicate to copies; for duplicate copies, only the version bearing the signature/s shall be scanned.</li> <li>•Quality assurance of the encoding and indexing of building information details of digitized documents. The index fields will be as follows:<br/>           o Location Information<br/>           - Building No.</li> </ul> |               |     |           |        |

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**Funds Available:**

**RUBY G. MANANGU**  
 City Accountant

OBR: *rev. entry as - 05406*

Approved Budget for the Contract : 6,000,000.00



|                |  |                     |                   |
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|-----------|--|---------------|-----|-----------|--------|
|           | - Street<br>- Area<br>- Barangay<br>- District<br>- City ✓<br>o Owner Information<br>- Last Name ✓<br>- First Name ✓<br>- Middle Name<br>- TIN<br>- Contact Number<br>o Primary Fields<br>- Building Name<br>- Building Permit No.<br>- Occupancy No.<br>- Official Receipt No.<br>- Owner Address<br>- Owner Name<br>- PIN Land<br>- TCT No. ✓<br>• Conversion of scanned documents/images to searchable and archivable PDF. The dot per inch (DPI) for large format scanner is based on the technology capability of the large format scanner which is 1200dpi.<br>• Access will be provided to the contractor for encoding of building information and uploading in the existing system, BPARIS<br>• Existing workstations and scanners of Department of Building Official will be used by the contractor for scanning, encoding, and uploading to the BPARIS.<br>• Review of Identified file classification, definition of indices and |               |     |           |        |

**MA. JOSEFINA G. BELMONTE**  
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 Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
 City Accountant

OBR : *NOV. 2024-05-03406*

Approved Budget for the Contract : 6,000,000.00



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



PO Number **2405092**

**Purchase Order** Date: **MAY 29 2024**

|                |  |                     |                   |
|----------------|--|---------------------|-------------------|
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|-----------|--|---------------|-----|-----------|--------|
|           | file naming formats, and provision of recommendation.<br><br>TERMS OF PAYMENT:<br><br>Every completion of the digitization process of 825 (25% of 3,300) building plans for a period of three (3) months whichever comes first provided that the vendor has submitted a summary of digitization services showing that they have rendered the stated number of digitized building plans. Payments shall be applicable to taxes.<br><br>***with attached Terms of Reference which will form an integral part of this purchase order*** |               |     |           |        |

**Total Amount :** 5,959,500.00

**Total Amount In Words (Pesos):** Five Million Nine Hundred Fifty-Nine Thousand Five Hundred Pesos and 00/100 Only

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

*Erwin Engalan*  
**Erwin Engalan** 6-10-24  
 Signature Over Printed Name of Supplier / Date



**Funds Available:**

**RUBY G. MANANGU**  
 City Accountant

**OBR :** NO. 0244-03-03402

**Approved Budget for the Contract :** 6,000,000.00

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.
3. AWARDEE shall pick up purchase order(s) issued in its favor within three (3) days after receipt of notice to that effect.
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.
5. delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance, withdrawn from that AWARDEE.
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 JUN 10 2024 and to expire on - JUN 09 2025

CONFORME: Erwin Engalan Authorized Rep. 6-10-24
SIGNATURE OVER PRINTED NAME IN THE CAPACITY OF DATE

Duly authorized to sign this Purchase Order for and on behalf of Estaniel Enterprises COMPANY NAME

SUBSCRIBED AND SWORN to before me this 10 day of JUN 2024 at QUEZON CITY, 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 DRIVER'S LICENSE with his/her photograph and signature appearing thereon with No. N02-83-003774 2023/02/10

Doc. No. 399
Page No. 8
Book No. 6541
Series of 2024

ATTY. RIZAL JOSE F. VALMORES
Notary Public for Quezon City
Adm. Matter No. 153 until Dec. 31, 2024
PTR No. 5091994D/01-02-2024/Q.C.
IBP No. 329024/12-15-2023/Q.C./Roll No. 28435
MCLE No. VII-0030835/09-08-2023
Matallano St. cor. Masikap Bldg. Central Post Office

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