



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2405146**

Purchase Order Date: **JUN 10 2024**

Procuring Unit	: CITY ADMINISTRATOR'S OFFICE	Project Number	: CAO-24-IT-0683
Company Name	: INFINIVAN, INC	Mode of Procurement	: Public Bidding
Address	: 17th Floor Ore Central Building, 9th Avenue corner 31st BGC, Taguig City	Resolution No.	: 24-PB-399
Business Type	: Corporation Registration #CS201507494	TIN Number	: 009-011-175-00000
		Contact Number	: 09455203265

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 Hundred Twenty (120) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	3.ISO 25051:2014 4.AFNOR Certification 5.GDPR compliant 6.HIPAA compliant 7.Recognized by Gartner Magic Quadrant for Content Services Platforms The number should be one hundred (100) perpetual user license accounts to access the DMS Software. The service provider's core competence should be in the area of expertise of document management The service provider should be at least a domestic corporation incorporated under the laws of the Philippines and with a corporate existence of at least five (5) years in the Philippines ***with attached Terms of Reference which will form an integral part of this purchase order***				

Total Amount : 29,500,000.00

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

MA. JOSEFINA G. BELMONTE
City Mayor



Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : RA-2024-06-05974

Approved Budget for the Contract : 30,000,000.00



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	system through the DMS software. - 1.2.7.2 Establish document user controls for the different users for each department - 1.2.7.3 Establish document version controls for digitized documents for the following: - 1.2.7.3.1 Original documents - 1.2.7.3.2 Annotated documents - 3.3 All data captured by the system shall remain the property of the City, and the cloud-based storage that contains the data will be turned over to the City when the service agreement expires or is terminated without additional cost. - 3.4 Provide the Non-Functional Requirements of the Document Management System Suite as listed below: - 3.4.1 Non-Functional Requirements Function-SYSTEM Description of Requirement The Provider must have a Platinum status in PHILGEPS The system should be on-premise/hybrid based service for a period of one (1) year The Service Provider should have an office in National Capital Region, Philippines The systems implementor should have technical team focused on the proposed DMS Suite The Service Provider shall provide a document management system software that has garnered global recognition for quality management, information security, and software engineering excellence in the field of document management: - 1.ISO 9001:2015 2.ISO/IEC 27001:2013				

MA. JOSEFINA G. BELMONTE
City Mayor

Joshy W. Remello 06/28/2024
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 30,000,000.00

OBR : NO-BUY, or 05984



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	installation and implementation of the DMS Suite to the departments of Quezon City local government. ✓ 1.2.2Implement and install the DMS Suite through an on-premise/hybrid implementation model together with its key features: 1.2.2.1Disk encryption for its stored digitized documents in the software that will be located in Quezon City Hall premises. ✓ 1.2.2.2The Suite provides OCR and ICR with AI/ML software for the accessibility, searchability and management of the stored digitized documents. ✓ 1.2.3Issue the necessary Implementation Plan, together with all its adjunct documentation such as the document storage space of a minimum requirement of 6TB usable disk space, software specifications, number and size of the test documents, training manuals and/or AVPS, software user guides and other documents deemed necessary for the DMS Suite. ✓ 1.2.4Deliver the necessary auxiliary support of the DMS Suite that will equip the identified departments in its digitization effort. ✓ 1.2.5Deliver one hundred (100) user license accounts to access and log in to the DMS Suite Software. 1.2.6Deliver a technical support team for the DMS Suite for its software and hardware installation through an escalation procedure in coordination with QCITDD personnel and appointed support personnel. 1.2.6.1The technical support team shall provide annual technical and maintenance support ✓ 1.2.7Assist in QC local government's thrust towards developing workflow automation of the different departments through the installed and implemented DMS Suite. ✓ 1.2.7.1Routing of different digitized documents stored in the				

MA. JOSEFINA G. BELMONTE
City Mayor

Signature Over Printed Name of Supplier / Date

Joshua W. Remollo 06/28/2024

Funds Available:

OBR : **Inv. 8224-06-05974**

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 30,000,000.00



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1	<p>LINE 2: SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING FOR THE PROVISION OF A DOCUMENT MANAGEMENT SYSTEM (DMS) SUITE FOR QUEZON CITY HALL DEPARTMENTS</p> <p>In compliance of its pivotal governmental function of securing public and confidential records, both physical and digital, while establishing greater ease and functionality through an effective all-encompassing platform, this project seeks to do the following:</p> <ul style="list-style-type: none">-Preserve and safeguard vital governmental records through a seamless and secure software platform-Equip the local government with the necessary auxiliary support of the proposed software platform-Provide ease of access to these vital governmental records with the eventual optimization of its services to its constituents.-Upgrade and streamline governmental digital processes in accordance with its regulations-Greatly decrease paper storage, repurpose current storage facilities and provide efficient services without increasing governmental staff for the different departments <p>PROJECT SCOPE OF WORK</p> <p>1.1 Deliver, install, test and commission a Document Management System (DMS) Suite to departments having critical roles to its Quezon City's local government processes, which will be determined at the implementation planning and execution. Total of 100 User licenses and a minimum requirement of 6TB usable disk space, RAM capacity of 128GB, two (2) processors with 20 cores each, on premise or private cloud will be provisioned.</p> <p>1.2 The implementation of the project shall be to:</p> <p>1.2.1 Inspect and institute process mapping and planning for the</p>	LOT	1	29,500,000.00	29,500,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

[Signature]
John Remollo 06/28/2024
Signature Over Printed Name of Supplier / Date

Funds Available:

[Signature]
RUBY G. MANANGU
City Accountant

OBR : no - away of - 05974

Approved Budget for the Contract : 30,000,000.00