



Republika ng Pilipinas  
Lungsod Quezon  
PROCUREMENT DEPARTMENT



PO Number **2409056**

WARD NOTICE  
APP

Purchase Order Date: **NOV 06 2024**

Procuring Unit : HUMAN RESOURCE MANAGEMENT DEPARTMENT	Project Number : HRMD-24-IT-1206
Company Name : SPARKSOFT SOLUTIONS, INC.	Mode of Procurement : Public Bidding
Address : Room 213 2/F PLDT-CTC Building, Ateneo de Manila University, Loyola Heights, Quezon City	Resolution No. : 24-PB-715
Business Type : Corporation Registration #CS201100081	TIN Number : 007-953-794-000
	Contact Number : 0965-695-5777

**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 :** Two Hundred Fifty-Four (254) Calendar Days  
**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	Regulations. • QC-HRIS, 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.  (with attached Terms of Reference which will form an integral part of this purchase order)				

**Total Amount : 29,850,000.00**

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

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



*Justo Tejero*  
**JUSTO O. TEJERO** | 11/07/24  
Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

OBR : M. 2024-09-9937

Approved Budget for the Contract : 30,000,000.00



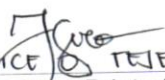
Procuring Unit	: HUMAN RESOURCE MANAGEMENT DEPARTMENT	Project Number	: HRMD-24-IT-1206
Company Name	: SPARKSOFT SOLUTIONS, INC.	Mode of Procurement	: Public Bidding
Address	: Room 213 2/F PLDT-CTC Building, Ateneo de Manila University, Loyola Heights, Quezon City	Resolution No.	: 24-PB-715
Business Type	: Corporation Registration #CS201100081	TIN Number	: 007-953-794-000
		Contact Number	: 0965-695-5777

**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 :** Two Hundred Fifty-Four (254) 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 HUMAN RESOURCE MANAGEMENT DEPARTMENT INFORMATION SYSTEM (QC-HRIS)</p> <p>Quezon City Human Resource Information System (QC-HRIS) will automate crucial HR functions such as personal data management, attendance, payroll processing, leave applications and document handling for all staff types. This initiative will streamline operations, reduce redundancies, and offer a unified platform for HR management.</p> <p>The project is a comprehensive initiative aimed at developing a robust, integrated information system designed to support and enhance the HR operations within Quezon City's local government. This system will incorporate various modules to manage a wide range of HR functions effectively.</p> <p>Key Components of QC-HRIS:</p> <ul style="list-style-type: none"> <li>• Personal Data Sheet Management: This module allows both regular and contractual employees to fill out, save, and submit their Personal Data Sheet (PDS) in compliance with CSC Form 212. The module supports draft and final submissions, with provisions for review, approval, and feedback by HR administrators at department and HRMD levels.</li> <li>• Personal Selection Board Document Management: Specifically, designed for regular employees, this module manages the collation, storage, tracking, and handling of all documents required by the Personnel Selection Board (PSB), streamlining the document flow and maintaining records efficiently.</li> </ul>	lot	1	29,850,000.00	29,850,000.00

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

  
EUNICE O. TEJERO / 11/07/24  
Signature Over Printed Name of Supplier / Date

Funds Available:

  
**RUBY G. MANANGU**  
City Accountant

OBR : *10-2024-10-9931*

Approved Budget for the Contract : 30,000,000.00

*WATJ*



Procuring Unit	: HUMAN RESOURCE MANAGEMENT DEPARTMENT	Project Number	: HRMD-24-IT-1206
Company Name	: SPARKSOFT SOLUTIONS, INC.	Mode of Procurement	: Public Bidding
Address	: Room 213 2/F PLDT-CTC Building, Ateneo de Manila University, Loyola Heights, Quezon City	Resolution No.	: 24-PB-715
Business Type	: Corporation Registration #CS201100081	TIN Number	: 007-953-794-000
		Contact Number	: 0965-695-5777

**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 :** Two Hundred Fifty-Four (254) Calendar Days

**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	<ul style="list-style-type: none"> <li>Contractual Employment Document Management: Similar to the PSB module but tailored for contractual employees, focusing on managing requirements and documents for COS, JO, and consultants to ensure organized and accessible records.</li> <li>Attendance and Leave Management: Integrated with biometric attendance hardware, this module tracks daily attendance and manages leave applications. It provides functionalities for employees to edit and finalized their daily time records, which then undergo a process of approval by supervisors and HR administrators.</li> <li>Payroll: This module automates the payroll process, calculating salaries based on attendance and approved leaves, adjusting for necessary deductions, and accommodating additional inputs by the HRMD payroll administrators.</li> </ul> <p>Overall System Design:</p> <ul style="list-style-type: none"> <li>Secure web-based cloud application, SSL- encrypted for robust data protection.</li> <li>Mobile-responsive design to ensure accessibility across various devices, compatible with major browsers like Chrome, Firefox and Safari.</li> <li>Centralized database management with periodic backups.</li> <li>Auto-scaling cloud service and database that automatically adjust to the needs of the system for one (1) year.</li> <li>Extensive training sessions designed for different user roles to ensure seamless adoption and effective utilization of the system.</li> <li>Generation of pertinent reports needed by HRMD.</li> <li>Compliant with National Privacy Commission Data Privacy</li> </ul>				

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

**UNICE O. TEJERO** / 11/07/24  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

OBR: *M. MANAY 10-9921*

**RUBY G. MANANGU**  
City Accountant

Approved Budget for the Contract : 30,000,000.00