



Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **E2501220**

Purchase Order Date: **DEC 26 2024**

Procuring Unit	: INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT	Project Number	: ITDD-25-IT-0047
Company Name	: MAROONSTUDIOS INC.	Mode of Procurement	: Public Bidding
Address	: Unit 1218 12F, Corporate 145 Building, 145 Mother Ignacia Avenue, South Triangle, Quezon City	Resolution No.	: 25-GSPB-017
Business Type	: Corporation Registration #CS201405332	TIN Number	: 008-736-841-00000
		Contact Number	: 0977-809-9047

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
	<ul style="list-style-type: none"> Consultancy services to build up three (3) App Sheet and up to three (3) Looker Studio dashboards for the use of any department of Quezon City LGU Terms of Payment: Twelve (12) Months (monthly payment upon submission of Billing Statement) 				

Total Amount : **28,239,959.66**

Total Amount In Words (Pesos): Twenty-Eight Million Two Hundred Thirty-Nine Thousand Nine Hundred Fifty-Nine Pesos and 66/100 Only

Obligation Request : *no. 2025-01-00124*
 Approved Budget for the Contract : 28,244,959.66
 Funds Available:



CARLA JEAN L. CRUZ -12-27-2024
 Signature Over Printed Name
 Supplier / Date

RUBY G. MANANGU
 City Accountant

MA. JOSEFINA G. BELMONTE
 City Mayor



Republic of the Philippines
QUEZON CITY GOVERNMENT



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Delivery Schedule One (1) year
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
5	<p>programming experience or knowledge of code.</p> <ul style="list-style-type: none"> Advanced endpoint management-Have more control over your organization's data. You can require stronger passwords, wipe devices remotely, use Android work profiles, manage iOS apps, and more. Drive log event data-View your users' activity in Google Docs, Sheets, Slides, Forms, and Sites. Data protection insights report-Review information about Drive files in your organization that contain sensitive data. <p>Scope and Services Package</p> <ol style="list-style-type: none"> Interactive On-site kick-off meeting Setup and Deployment of GWS licenses Two (2) sessions of Virtual Admin Training Four (4) sessions of Virtual End-user Training Monthly Consumption Reporting and Analysis Standard Google Workspace Billing 24x7 Local phone support <p>Value-added Inclusions:</p> <ul style="list-style-type: none"> Three (3) add-on trainings to be offered throughout the subscription: <ol style="list-style-type: none"> Google Workspace Maximization Google Classroom Google App Sheet 	Lot	1	290,657.66	290,657.66

Obligation Request : 120-2125-01-0124

Approved Budget for the Contract : 28,244,959.66

Funds Available:

CARLA JEAN L. CRUZ 12-27-24
 Signature Over Printed Name
 Supplier / Date

RUBY G. MANANGU
 City Accountant



Procuring Unit : INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT	Project Number : ITDD-25-IT-0047
Company Name : MAROONSTUDIOS INC.	Mode of Procurement : Public Bidding
Address : Unit 1218 12F, Corporate 145 Building, 145 Mother Ignacia Avenue, South Triangle, Quezon City	Resolution No. : 25-GSPB-017
Business Type : Corporation Registration #CS201405332	TIN Number : 008-736-841-00000
	Contact Number : 0977-809-9047

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
4	(2) SSI and TLS encryption (3) Multi-factor authentication (4) ISO 27018 certification (5) ISO 27017 certification (6) ISO 27001 certification (7) ISO SOC 2 or 3 certification • Administration and management console to centrally manage all-end users, application and devices • Data Backup, DR and agree capability (1) Built-in back-up and disaster recovery (2) Data export functionally as needed Google Workspace Frontline Starter: 1500 accounts (1500 users/participants) • Gmail - Send and receive mail using your professional address, as in bob@your-company .com. • Google Meet-Join secure meetings from a laptop or other device (up to 100 participants) • Google Calendar-Share calendars to easily schedule meetings and events. • Google Drive-Collaborate in real time on online documents, spreadsheets, and presentations. • Google Workspace Storage-Store and back up files securely in the cloud with 5 GB storage per user. • Google Chat-Communicate in groups or one-on-one, with text and rich media. • Google Sites-Creat websites without	License	1,500	6,442.50	9,663,750.00

Obligation Request : No. 2125-01. 00124

Approved Budget for the Contract : 28,244,959.66

Funds Available:

Signature
CARLA JEAN L. CRUZ 12-27-24
Signature Over Printed Name
Supplier Date

Signature
RUBY G. MANANGU
City Accountant



Procuring Unit	: INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT	Project Number	: ITDD-25-IT-0047
Company Name	: MAROONSTUDIOS INC.	Mode of Procurement	: Public Bidding
Address	: Unit 1218 12F, Corporate 145 Building, 145 Mother Ignacia Avenue, South Triangle, Quezon City	Resolution No.	: 25-GSPB-017
Business Type	: Corporation Registration #CS201405332	TIN Number	: 008-736-841-00000
		Contact Number	: 0977-809-9047

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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
3	<p>Google Workspace Enterprise Standard: 30 accounts (30 users/participants)</p> <ul style="list-style-type: none"> • Unlimited Storage Capacity for email and drive storage • Email Application with offline and client sync capability • Calendar application with offline and client sync capability • Contacts application with offline and client sync capability ✓ • Productivity and real-time collaboration across any device: <ol style="list-style-type: none"> (1) Document processing application (2) Presentation application (3) Spreadsheet application (4) Business forms application (5) Notes management application (6) Drawing and diagram application (7) File-Sharing application (8) Full access on any major operating system (9) Real-time collaboration on desktop and mobile (10) Cloud saving and offline syncing (11) Offline editing (12) File import, export and conversion features • Internet Conferencing and Social Tools <ol style="list-style-type: none"> (1) Instant messaging (2) Screen sharing (3) Desktop and mobile video conference (4) Video live streaming • Security and Privacy <ol style="list-style-type: none"> (1) Built-in anti-spam and anti-virus 	License ✓	30 ✓	29,636.30	889,089.00

Obligation Request : *NO. 2025-IT-00124*

Approved Budget for the Contract : 28,244,959.66

Funds Available:

Sw.
CARLA JEAN L. CRUZ 12-27-2024
Signature Over Printed Name
Supplier / Date

g
RUBY G. MANANGU
City Accountant *g*



Republic of the Philippines
QUEZON CITY GOVERNMENT



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		Contact Number	: 0977-809-9047

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
	(5) Notes management application (6) Drawing and diagram application (7) File-Sharing application (8) Full access on any major operating system (9) Real-time collaboration on desktop and mobile (10) Cloud saving and offline syncing (11) Offline editing (12) File import, export and conversion features • Internet Conferencing and Social Tools (1) Instant messaging (2) Screen sharing (3) Desktop and mobile video conference (4) Video live streaming • Security and Privacy (1) Built-in anti-spam and anti-virus (2) SSI and TLS encryption (3) Multi-factor authentication (4) ISO 27018 certification (5) ISO 27017 certification (6) ISO 27001 certification (7) ISO SOC 2 or 3 certification • Administration and management console to centrally manage all end users, application and devices • Data Backup, DR and agree capability (1) Built-in back-up and disaster recovery (2) Data export functionality as needed				

Obligation Request : *NO. 2024-07-00124*

Approved Budget for the Contract : 28,244,959.66

Funds Available:

Carla Jean D. Cruz
 CARLA JEAN D. CRUZ 12-27-2024
 Signature Over Printed Name
 Supplier / Date

RUBY G. MANANGU
 City Accountant



Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **E2501220**

Purchase Order Date: **DEC 26 2024**

Procuring Unit	: INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT	Project Number	: ITDD-25-IT-0047
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Business Type	: Corporation Registration #CS201405332	TIN Number	: 008-736-841-00000
		Contact Number	: 0977-809-9047

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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
2	<ul style="list-style-type: none"> Security and Privacy (1) Built-in anti-spam and anti-virus (2) SSI and TLS encryption (3) Multi-factor authentication (4) ISO 27018 certification (5) ISO 27017 certification (6) ISO 27001 certification (7) ISO SOC 2 or 3 certification Administration and management console to centrally manage all end-users, application and devices Data Backup, DR and agree capability (1) Built-in back-up and disaster recovery (2) Data Export functionality as needed Google Workspace Enterprise Starter: 1,170 accounts (1,170 users/participants) 1 TB Storage Capacity for email and drive storage Email Application with offline and client sync capability Calendar application with offline and client sync capability Contacts application with offline and client sync capability Productivity and real-time collaboration across any device: (1) Document processing application (2) Presentation application (3) Spreadsheet application (4) Business forms application 	License	1,170	12,885.00	15,075,450.00

Obligation Request : *inv. 2025-01-00724*

Approved Budget for the Contract : 28,244,959.66

Funds Available:

CARLA JEAN L. CRUZ 12-27-24

Signature Over Printed Name
Supplier Date

RUBY G. MANANGU
City Accountant



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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	Google Workspace Business Starter: 300 accounts (300 users/participants) <ul style="list-style-type: none"> • 30 GB Storage Capacity for email and drive storage • Email Application with offline and client sync capability • Calendar application with offline and client sync capability • Contacts application with offline and client sync capability • Productivity and real-time collaboration across any device: <ol style="list-style-type: none"> (1) Document processing application (2) Presentation application (3) Spreadsheet application (4) Business forms application (5) Notes management application (6) Drawing and diagram application (7) File-Sharing application (8) Full access on any major operating system (9) Real-time collaboration on desktop and mobile (10) Cloud saving and offline syncing (11) Offline editing (12) File import, export and conversion features • Internet Conferencing and Social Tools <ol style="list-style-type: none"> (1) Instant messaging (2) Screen sharing (3) Desktop and mobile video conference (4) Video live streaming 	License	300	7,736.71	2,321,013.00

Obligation Request : *m. order - 01. 00124*

Approved Budget for the Contract : 28,244,959.66

Funds Available:

CA
CARLA JEAN L. CRUZ - 12-27-2024
 Signature Over Printed Name
 Supplier / Date

R
RUBY G. MANANGU
 City Accountant

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 JAN 01 2025 and to expire on - DEC 31 2025

CONFORME:

CARLA JEAN L. CRUZ

SIGNATURE OVER PRINTED NAME

Sales Manager

IN THE CAPACITY OF

12-27-2024

DATE

Duly authorized to sign this Purchase Order for and on behalf of Maroon Studios, Inc. COMPANY NAME

SUBSCRIBED AND SWORN to before me this ___ day of ___, ___ at ___, 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 ___ with his/her photograph and signature appearing thereon with No. ___.

Doc. No. ___
Page No. ___
Book No. ___
Series of ___

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