



Republic of the Philippines  
Province of Pampanga

**City of San Fernando**

**Office of the Bids and Awards Committee**

**REQUEST FOR QUOTATION**

*(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)*

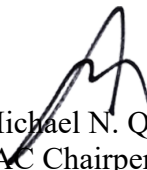
Project Title : **Contract of Service for the Provision of Subscription Accounts to be used for the City Website, City College Website, and other Online Application Systems of the City Government of San Fernando, Pampanga**

Location of the Project : **City Information and Communication Technology Office**

Company Name	Date : <b>Jul 22, 2024</b>
Address	PR No. : <b>2024-07-01350</b>

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, July 29, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: **Camille C. Mendiola**

Approved by:   
**Engr. Michael N. Quizon, Jr.**  
**BAC Chairperson**

- NOTE:**
1. ALL ENTRIES MUST BE READABLE
  2. DELIVERY PERIOD WITHIN \_\_\_\_\_ CALENDAR DAYS
  3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
  4. PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
1	1	lot	Developer Account – One-time Payment (Google Play Store)			
2	1	lot	Development and Integration of CGSFP’s A.I. ChatBot – Fer Nando (GPT - Turbo)			
3	1	lot	Development and Integration of CGSFP’s A.I. ChatBot – Fer Nando (GPT – Team)			
4	1	lot	Google Map Services (Google Services)			
5	1	lot	Developer Account – App Store (App Store)			
6	1	lot	Security Certificate – cityofsanfernando.gov.ph (SSL Certificate)			
7	1	lot	Elementor Account – Expert Web Designing Tool			
8	1	lot	Canva Account Designing Tool - Canva Account for 7 people			



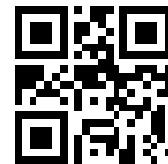
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# **REQUEST FOR QUOTATION**

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Project Title : **Contract of Service for the Provision of Subscription Accounts to be used for the City Website, City College Website, and other Online Application Systems of the City Government of San Fernando, Pampanga**

Location of the Project : **City Information and Communication Technology Office**

<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
9	1	lot	Web hosting for the City College of San Fernando Pampanga			
10	1	lot	Web hosting for the application systems of the City Government			
11	1	lot	Domain Name Service (DNS)			
12	3	lot	Virtual Private Server Perfect7 (2 Windows & 1 Linux)			
<b>Total Amount:</b>						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.

\_\_\_\_\_  
Printed Name/ Signature

\_\_\_\_\_  
Tel No./ Cellphone No.

\_\_\_\_\_  
Date

Republic of the Philippines  
Province of Pampanga  
City of San Fernando

## **TERMS OF REFERENCE**

**Contract of Service for the Provision of Subscription Accounts  
to be used for the City Website, City College Website, and other  
Online Application Systems**

## I. RATIONALE

Adopting current technologies like Artificial Intelligence (A.I.) and mobile applications is essential for the City Government to enhance its operational efficiency, service delivery, and decision-making processes. Aside from having a website and application systems, A.I. can automate routine tasks such as inquiries of the citizenry.

Website and application systems are deployed on a web hosting service. A web hosting service is a type of Internet hosting service that hosts websites for clients. It offers the facilities required for the client to access the websites or application system via internet. Web hosting providers are responsible in maintaining and keeping the servers running and ensuring the great performance 24/7. It also provides a secure server to store the source code of the website and web application.

Having outstanding uptime servers can now carry out quick and real-time application software-based transactions. To continue the e-services of the City Government of San Fernando Pampanga, the City Information and Communications Technology Office (CICTO) planned and budgeted the renewal of the two (2) web hosting, six (3) Virtual Private Servers (VPS), and one (1) Domain Name Service (DNS) which the City College Website and different application software are hosted such as but not limited to Human Resource Information System (HRIS), Online Business Application (OBA), Kayabe Citizen's Profile System (KCPS), Solo-Parent Application System (SPAS), Health Management Information Systems (HMIS), Unified Pharmacy Inventory Management System (UPIMS), Person-with-Disability Application Systems (PWDAS) and Assistance to Individuals in Crisis Situation (AICS) to name a few.

The ongoing development application system for the City Government transactions will also be hosted on the said web hosting and VPS.

Having a dedicated web designing tool is essential for the City Government to create, enhance, and maintain its online presence effectively. A robust web designing tool enables the development of user-friendly, visually appealing, and functional websites that meet the needs of diverse audiences. It allows for the seamless integration of new features, ensures website accessibility, and supports ongoing updates and maintenance. With this, the City Government can maintain a dynamic and responsive online presence, enhance user experience, and ensure that its digital platform evolves with the technology advancements and user expectations.

While, deploying mobile applications on the City Government's owned App Store and Play Store extends the reach of government services to a wider audience. Mobile applications provide a convenient and accessible platform for citizens to interact with government services, receive updates, and access information on-the-go. By offering mobile solutions, the City Government can enhance service delivery, improve citizen engagement, and streamline communication. This initiative supports the government's commitment to leveraging technology for better public service and ensures that services are available to all citizens, regardless of their location or access to traditional computing devices.

Given the forgoing, ensuring the secure transmittal of data on the City Government's official website is crucial to protect sensitive information and maintaining public trust. With increasing cyber treats, implementing robust security measures such as

encryption and secure socket layers (SSL) is vital. Securing data transmission not only protects against unauthorized access and data breaches but also ensures the integrity and confidentiality of the information exchanged between the government and citizens. A secure website fosters a safe digital environment, encouraging citizens to engage more confidently with online government services.

**II. BUDGETARY REQUIREMENT**

The budgetary requirement for the Contract of Service for the Provision of Subscription Accounts to be used for the City Website, City College Website, and other Online Application Systems to be used at the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-2497 and already included in the APP of the City Government, which is in the amount of four hundred and fifty thousand pesos (Php 450,000.00).

**III. SCOPE OF WORK**

Procurement for the provision of Subscription Accounts to be used for the City Website, City College Website, and other Online Application Systems and Tools to support the digitalization of the City Government for one (1) year.

**IV. BIDDER’S QUALIFICATION**

The Bidder/Supplier should have completed a single Information and Communications Technology contract whose value must be at least 50% of the ABC of this project within a period of three (3) years.

**V. PROJECT REQUIREMENTS**

**a. GENERAL REQUIREMENTS**

i. The requirements of the above are as follows:

Qty	Units of Issue	Item Description
1	GPT - Turbo	Development and Integration of CGSFP’s A.I.
1	GPT – Team	ChatBot – Fer Nando
1	Google Play Store	Developer Account – One-time Payment
1	Google Services	Google Map Services
1	App Store	Developer Account – App Store
1	SSL Certificate	Security Certificate – cityofsanfernando.gov.ph
1	Elementor Account – Expert	Web Designing Tool
1	Canva Account	Designing Tool - Canva Account for 7 people
2	Web Hosting (Renewal)	Web hosting for the City College of San Fernando Pampanga Web hosting for the application systems of the City Government
1	DNS (Renewal)	Domain Name Service
3	Virtual Private Server (Renewal)	Perfetto7 (2 Windows & 1 Linux)

**b. SUBSCRIPTION ACCOUNTS OWNERSHIP**

- i. The ownership of subscriptions accounts and related services shall belong to the City Government of San Fernando Pampanga. Necessary access rights may be given to third party vendor(s) to perform any services but must retain the ability to revoke said rights at any given time from the root account.
- ii. The City Government of San Fernando Pampanga is the only super administrator to the subscription accounts.
- iii. The City Government of San Fernando Pampanga will not shoulder any cost related to additional licenses or software needed to complete the project.
- iv. All data stored in the Cloud is the property of the CGSFP. This data can be retrieved anytime upon request of the CGSFP. CGSFP also has the sole right to copy, move, delete, or transfer it to other locations.

**c. TIME PERIOD AND DURATION**

- i. Provision of subscription accounts must be completed within twenty (20) calendar days from receipt of Notice to Proceed (NTP).
- ii. The subscription accounts are valid for at least one (1) year.

**VI. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**

Any information, tangible or intangible, provided to the Service Provider for the purpose of this project agreement shall be the sole property of the CGSFP. Such information shall be used by the Service Provider solely for the purpose for which it was provided and shall be treated confidential. The Service Provider shall not disclose such information to any person or entity unless written clearance or authority is secured from the CGSFP, and return any tangible or intangible information to CGSFP upon the end of the service agreement.

**VII. DUTIES AND RESPONSIBILITIES OF CGSFP**

- a. Grant the service provider’s authorized representative access to its premises, equipment and facilities located therein to perform its obligations, provided that such representative shall be accompanied by the duly assigned CGSFP personnel.
- b. Assist the service provider to perform its obligations for the provision of subscription accounts.

**VIII. TERMS OF PAYMENT**

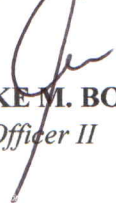
Mode of Payment	Description
One-time	100% of the total project cost

**IX. LIQUIDATED DAMAGES**

- a. If the requirements are not completed and/or not accepted due to non-conformity to the scope of work and specifications under this project, the Bidder will be subjected to liquidated damages.

- b. The applicable liquidation is one-tenth (1/10th) of one percent (1%) of the total cost of the unperformed requirements for every day of delay until such requirements has been accepted by the City of San Fernando.
- c. For the purposes of the computation of the undelivered requirements, it shall be the total contract price over the corresponding total stated requirements, multiplied by the number of undelivered requirements.
- d. Such Liquidated Damages shall be deducted from the final payment of the Bidder.
- e. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the City of San Fernando may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

Prepared by:

  
**JAKE M. BONUS**  
*IT Officer II*

Approved by:

  
**JAMES FRANCIS S. VILLANUEVA**  
*City ICT Officer*

*Conformed:*

\_\_\_\_\_  
*Signature over printed name*

Note: The TOR shall form part of the Contract and should be strictly followed by both parties, otherwise, the implementation of the project/program might be affected as well as the performance of the supplier/contractor.