



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 : **Oct 15, 2025**
PR No. : **2025-09-01498**

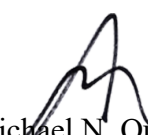
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, October 22, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Jolina B. Vital


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	2	unit(s)	Web Hosting (City College & City Government)			
2	1	unit(s)	DNS Renewal - City College (edu.ph)			
3	1	unit(s)	Cloudflare Account Subscription (Application Services, SSL, DDoS Protection, WAF, CDN, Manage Ruleset, Accelerated Mobile Pages, Image Optimization, etc..)			
4	1	unit(s)	Designing Tool - Canva Account			
5	1	unit(s)	Elementor Account - Expert (Web Designing Tool)			
6	1	unit(s)	Developer Account - App Store			
7	1	unit(s)	Google API Services			
8	1	unit(s)	GPT - Turbo (Engine)			
9	1	unit(s)	GPT - Team (Development Tool)			
Total Amount:						

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 of the City Government of San Fernando, Pampanga

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 answering the inquiries of the citizenry and helping the ICT personnel for the technology and solution research and development. This technology helps the ICT personnel in providing technological expertise support to different offices of the City Government.

Supporting the different office of the City Government does not end with day-to-day routine work. CICTO continuously elevating its workforce and technological capacity to support the City Government functions through its different offices from web host management and now going to cloud administration. Web host service providers offer the facilities requires for the end users to access the previously developed website and web application systems via internet. These facilities have a configured environment based on the requirement of each web application systems. With this, the web host service provider will serve as primary and backup server for some web application systems depends on the technological requirement of each deployed web application system while the ICT personnel currently migrating previously developed application system to cloud which are currently deployed or hosted on a web host service provider.

One of the requirements to enhance the productivity of the ICT personnel in designing web pages is to have dedicated web designing tool such as "Elementor". This tool is essential to create, enhance, and maintain the City Government online presence which 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.

Through continuously elevating the technological capacity and continual improvement of the City Government services. The CICTO developed not only a web application system to enhance its public service but also a mobile applications system for its citizens and clients. The mobile application system named "Fernandino Citizens Portal" is deployed on the City Government's owned App Store and Play Store to 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, secure socket layers (SSL), Distributed Denial of Service (DDoS) protection, and Web Application Firewall (WAF) 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. 2025-566 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. PROJECT REQUIREMENTS

a. GENERAL REQUIREMENTS

i. The requirements of the above are as follows:

#		
1.	Web Hosting	1. City College Website 2. City Government (https:cicto-csfp.com)
2.	DNS Renewal – City College (edu.ph)	https://citycollegeofsanfernando.gov.ph
3.	Cloudflare Account Subscription	Application Services SSL, DDoS Protection, WAF, CDN, Manage Ruleset, Accelerated Mobile Pages, Image Optimization, etc. <i>Note: At least one (1) year or until the allocated budget was consumed</i>
4.	Designing Tool - Canva Account	6 Users
5.	Elementor Account – Expert	Web Designing Tool
6.	Developer Account – App Store	Deployment of Mobile Application
7.	Google API Services	Google Cloud APIs – such as Google Maps and Firebase database. <i>Note: At least one (1) year or until the allocated budget was consumed</i>
8.	GPT – Turbo	ChatBot AI Engine or LLM <i>Note: At least one (1) year or until the allocated budget was consumed</i>
9.	GPT – Team	Development Tool

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.

V. 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.

VI. 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.

VII. TERMS OF PAYMENT

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

VIII. LIQUIDATED DAMAGES

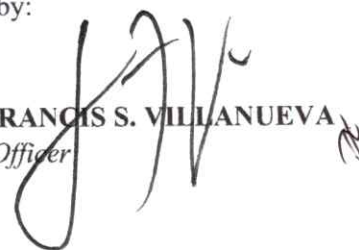
- a. If the requirements are not completed and/or not accepted due to non-conformity to the scope of work and specifications under this project, the Bidder will be subjected to liquidated damages.
- b. The applicable liquidation is one-tenth (1/10th) of one percent (1%) of the total cost of the unperformed 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.