



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 Development of Financial Management and Procurement System to be used by the different Offices/Departments of the City Government of San Fernando, Pampanga**

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

Company Name

Address

Date : **Nov 4, 2025**

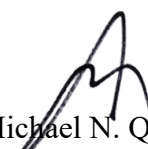
PR No. : **2025-09-01497**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, November 11, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Jeffrey Ross M. Navarro
Administrative Assistant III (Buyer III)


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	Functional and improved Financial Management and Procurement System Phase 1: Development of Budget Planning and Allocation module			
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 Development of Financial Management
and Procurement System to be used by the different
Offices/Departments of the City Government of San Fernando,
Pampanga

I. RATIONALE

The City Government, through the City Information and Communications Technology Office (CICTO), is continuously modernizing its public services through the development of customized application systems. The increasing volume of system development requests from various offices has created a demand that exceeds current internal capacity. To address this challenge effectively and sustain the city's digital transformation goals, outsourcing selected system is a strategic use of parallel development.

One of the highly prioritized application systems needs to be re-engineer and re-developed is the City Government's **Financial Management and Procurement System (FMAPS)**. The FMAPS is a digital platform used by the City Government to submit, approve, manage, and track the procurement and non-procurement activities.

This phase I of the re-engineering and re-development approach will enhance the features of the current FMaPS, develop additional module and security features. This initiative and phase will develop interrelated activities that will focus on **Budget Planning and Allocation**. The Budget Planning and Allocation module will support the following activities such as but not limited to:

The creation, approval, and monitoring of the:

1. Annual Budget
2. Supplemental Budgets
3. Annual Investment Plan (AIP)
4. Local Expenditure Program (LEP).

The increasing demands, feedback, continues improvement of the processes, and recommendations of end-users are the basis of the outsourcing of the re-engineering and re-development of the FMaPS. This re-engineering and re-development of FMAPS will exceed its current features such as integration with existing and ongoing application system development, maintain or improve transparency and accountability, and real-time monitoring.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the Contract of Service for the development of Functional CGSFP's Application System "FMAPS" Phase I to be used at the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2025-2462 and already included in the APP of the City Government, which is in the amount of Two million pesos (Php 2,000,000.00).

III. SCOPE OF WORK

Development of Functional CGSFP's Application System – FMAPS Phase I of the City Government.

IV. PROJECT REQUIREMENTS

a. GENERAL REQUIREMENTS

- i. The requirements of the above are as follows:

Deliverables:

1. Project Phase I – Budget Planning and Allocation
2. Project sourcecode

3. Project Documentation
 4. Project User's Manual
 5. Technical Knowledge Transfer
 6. End-user's Training
 7. At least Six (6) months warranty – addressing issues, concerns, and bugs that are encountered by the CGSFP.
- ii. The technology stack and features requirements for the development of FMAPS are as follows:
1. PHP v8.4 or higher
 2. CodeIgniter Framework 4 or higher
 3. MySQL Database
 4. Webpack or Vite
 5. Json Web Token (JWT)
 6. Composer - CLI tool for installing and managing PHP libraries.
 7. NPM (Node Package Manager) - CLI tool for installing and managing JavaScript libraries.
 8. AWS S3 for storage of save/uploaded documents or attachments
 9. All endpoints should be Application Programming Interface (API) capable – for future integration of other related systems.
 10. The system should have an audit trail that logs every event that the user's performed such as viewing, saving, editing, deleting, and among other events.

b. METHODOLOGY

This project will address the increasing demand for system development and effectively sustain the city's digital transformation goal. This strategic approach in development of new Financial and Procurement System is designed to exceed the current features of FMAPS and develop additional modules based on the requirements of the City Government through the System Development Life Cycle (SDLC) methodology. The SDLC is a structured process used for developing software applications. It defines phases or stages that a software project undergoes from inception to deployment and maintenance. The SDLC methodology involves the following phases:

i. Requirement Gathering & Analysis

1. Conduct end-users or process owner interviews from the offices of but not limited to City General Services Office (CGSO), City Accountant's Office (CAccO), City Budget Office (CBO), City Administrators Office (CAAdminO), City Mayor's Office (CMO), City Treasurer's Office (CTO), City Human Resources Management Office (CHRMO), City Planning and Development Coordinator's Office (CPDCO), and City Information and Communications Technology Office (CICTO).
2. Follow the approved, documented, and established procedures and may suggest enhancements of current process thru automation to improve current procedures and processes.

ii. System Design

1. Develop system architecture, user interface mockups, data flow diagrams.
2. Design normalized database structures – which as encryption features of personal and sensitive information.
3. Design and develop security protocols and features.

iii. Development

1. May utilize agile development methodologies or other preferred methodologies.
2. Ensure the coding standards are followed.
3. All back-end modules should be secured API ready.

4. Ensure that the system is ready for system integration.

iv. Testing

1. Perform Beta Testing for the whole system.
2. Conduct System Integration to related system.
3. Conduct Parallel Testing and User Acceptance Testing (UAT) with end-users to ensure the functionalities are align with the process owner requirements.

v. Training and Deployment

1. Provide training sessions and user manual
2. During the training and testing stage, deploy the system in a staging environment.
3. Upon UAT, system may deploy to the production environment.

vi. Maintenance

1. Collect feedback from end users and ICT personnel to identify system performance, issues, and improvements areas to address during the warranty period.
2. Implement system updates and patches based on feedback and/or issued local and national policy and guidance during the warranty period.

c. OWNERSHIP OF THE SOFTWARE, DATA SOVEREIGNTY, AND OTHER REQUIREMENTS

- i. The sourcecode, database or databases, data, documents, and intellectual property for the development of this software (the FMaPS) are property and owned by the City Government of San Fernando Pampanga (CGSFP).
- ii. The City Government of San Fernando Pampanga (CGSFP) subject to conditions prescribed by the law of the Republic of the Philippines regarding data residency and sovereignty laws, retains control and ownership of its data stored thru the software.

d. SUPPORT SERVICE

- i. The developer or the winning bidder of this project will support and assist the CGSFP's ICT personnel during deployment of the said software to staging and production environment.
- ii. In case that there are technical issues, concerns, and any other related issues that hamper the operations of the City Government, the winning bidder should provide technical support in any means such as virtual on on-site within twenty-four (24) hours upon report – all expenses should be shouldered by the winning bidder.

V. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

Any information, tangible or intangible, provided to the Service Provider for the purpose of this project 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 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. Monitor the provided services and verify if the parameters under the Service Level Agreement are met and performed by the Service provider.
- c. Issue Certificate of Inspection and Acceptance.

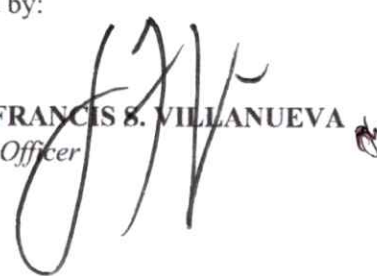
VII. TERMS OF PAYMENT

Payment	
One-time	100% upon completion of the project

Prepared by:


JAKE M. BONUS
Project Manager / 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.