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 Automated Permitting, Inspection, and Compliance System Phase I for Office of the City Building Official in the City of San Fernando, Pampanga**

Location of the Project : **Office of the City Building Official**

_____
Company Name

_____
Address

Date : **May 6, 2026**

PR No. : **2026-03-00401**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, May 13, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Jannelle T. Vicencio
Administrative Assistant II

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	Contract of Service for the Automated Permitting, Inspection, and Compliance System Phase I for Office of the City Building Official in the City of San Fernando, Pampanga			
				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 Automated Permitting, Inspection, and Compliance System Phase I for Office of the City Building Official, City of San Fernando, Pampanga

I. RATIONALE

In 2018, the International Finance Corporation (IFC) *Doing Business* Report showed that the Philippines ranked 114th out of 190 economies overall. In the category of dealing with construction-related permits, the country's ranking declined to 101st—still below most ASEAN countries. The IFC report noted that in the Philippines, securing construction-related permits for a warehouse required 23 procedures and took 123 days to complete.

To improve the country's ranking in global competitiveness surveys, the Department of the Interior and Local Government (DILG), the Department of Public Works and Highways (DPWH), the Department of Information and Communications Technology (DICT), and the Department of Trade and Industry (DTI) issued Joint Memorandum Circular No. 2018-01, dated January 4, 2018, or the *Guidelines in Streamlining the Processes for the Issuance of Building Permits and Certificates of Occupancy*.

The directive aims to make government services more accessible to the public by reducing documentary requirements, processing time, and the number of signatories needed for transactions. To achieve this, agencies are encouraged to adopt a whole-of-government approach that promotes the simplification of transactions, interoperability of processes, and strengthened linkages and coordination among agencies. It also reiterates the need for all government agencies with frontline services to implement reforms that will further streamline their operations.

The Office of the City Building Official of the City of San Fernando, Pampanga—recognized as one of the model cities in Central Luzon for implementing a One-Stop Shop for Construction-Related Permits—is proposing an Automated Permitting, Inspection, and Compliance System. This proposal outlines a comprehensive automation solution designed in full compliance with the LGU's Quality Management Systems (QMS), the National Building Code of the Philippines (P.D. 1096), the Ease of Doing Business Act (RA 11032), and other relevant laws, circulars, and memoranda. The system digitizes every aspect of permit processing, inspection coordination, certification, and archival.

It incorporates over 40 official forms, including Building Permits and other Ancillary and Accessory Permits, Certificates of Occupancy, Certificates of Final Electrical Inspection/Completion, Completion Certificates, and routing slips—ensuring a seamless, paperless, and transparent workflow.

Automated Permitting, Inspection, and Compliance System (APICS) Module

A. Phase I

   a. Application and Intake

      i. Online Application and Integration to Citizens Portal
      ii. Unified Forms (QMS-36, QMS-37)

iii. Permit Classifier (Simple, Complex, Highly Technical)

b. Evaluation and Routing

i. Dynamic Routing Slip Generation (QMS-61/62)
ii. Evaluation Sheet and Technical Findings (QMS-63/64)
iii. Time Tracking per department and staff

c. Inspection Management

i. Joint Inspection Scheduling (QMS-38/39)
ii. Individual Inspector Notes (O-03)
iii. Inspection Logs and Compliance Sheets (QMS-65)
iv. Final Electrical Inspection via DPWH Form 77-006-E

d. Payment & Assessment

i. Unified Order of Payment (G-02)
ii. Fee Breakdown by LGU/BFP/DPWH

e. Compliance Monitoring

i. Re-evaluation and Appeal Support

f. Records & Archiving

i. Releasing Logbook (G-01, O-02, E-Series)

B. Phase II

a. Payment & Assessment

i. Detailed Assessment
ii. Integration to CTO System

C. Phase III

a. Compliance Monitoring

i. Notices of Compliance (G-03)
ii. Notices of Disapproval (G-04)

b. Records & Archiving

i. Backup and CICTO Logs (G-05)
ii. Endorsement Logs (G-06)

II. BUDGETARY REQUIREMENT

The budgetary requirement for the Contract of Service Contract of Service for the Automated Permitting, Inspection, and Compliance System (APICS) Phase I for Office of the City Building Official, City of San Fernando, Pampanga Phase I to be used at the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2026-1620 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 Automated Permitting, Inspection, and Compliance System (APICS) Phase I for Office of the City Building Official, City of San Fernando, Pampanga.

IV. PROJECT REQUIREMENTS

a. GENERAL REQUIREMENTS

i. The requirements of the above are as follows:

Deliverables:

1. APICS Phase I
2. Project source code
3. Project Documentation
4. Project User's Manual
5. Technical Knowledge Transfer for ICT Personnel
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 employs a systematic approach in the development and implementation of an Automated Permitting, Inspection, and Compliance System (APICS) designed for the Office of the City Building Official (OCBO) of the City of San Fernando, Pampanga. The methodology is divided into the following phases:

i. **Requirements Gathering**

1. Conduct interviews and consultations with key stakeholders including engineers, permit applicants, inspectors, and administrative personnel.
2. Review existing permitting, inspection, and compliance procedures.
3. Identify bottlenecks, manual processes, and opportunities for automation.

ii. **System Design and Planning**

1. Develop system architecture, user interface mockups, and data flow diagrams.
2. Design database structure to manage permit applications, inspection schedules, compliance reports, and user profiles.
3. Establish security protocols and user access controls.

iii. **Development**

1. Utilize agile development methodologies with iterative sprints.
2. Implement system modules including:
    a. Online Application and Tracking
    b. Inspection Scheduling and Result Upload
    c. Compliance Monitoring and Violation Recording
    d. Notifications and Status Updates
3. Integrate with existing databases and systems used by the City Government, where applicable.

iv. **Testing and Quality Assurance**

1. Perform unit testing for individual modules.
2. Conduct system integration and stress testing.
3. Run user acceptance testing (UAT) with end-users to ensure functionality aligns with OCBO requirements.

v. **Training and Deployment**

1. Provide training sessions and user manuals for OCBO personnel and public users.
2. Deploy the system in a staging environment before full rollout.
3. Launch the live system and monitor for issues.

vi. **Monitoring and Evaluation**

1. Collect feedback from users to identify system performance issues or improvement areas.
2. Implement updates and patches based on user feedback and new policy requirements.
3. Conduct periodic evaluations to assess system impact on efficiency and service delivery.

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

i. The source code, database or databases, data, documents, and intellectual property for the development of this software (the APICS) 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 within 1 year upon acceptance.

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	
Full	100% upon completion of the APICS Phase I project

Prepared by:

LIONEL ANGELO M. POLINTAN
Project Manager / Administrative Officer IV

JAKE M. BONUS
Project Manager / IT Officer II

Approved by:

ENGR. ELDI JUN H. DIZON
Acting City Building Official

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.