



Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
**Bids and Awards Committee**

**NOTICE TO PROCEED**

**ASI.COM.PH INC.**  
Antipolo City

Dear Sir / Madame:

The attached Contract Agreement having been approved, notice is hereby given to **ASI.COM.PH INC.** that the CONTRACT of the City Government of Muntinlupa for the **"Establishment of Resource Database System for DDRM"**, shall commence effective FIVE (5) DAYS after acknowledging receipt hereof.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and Schedule of Delivery.

Please acknowledge receipt and acceptance of this notice by signing both copies on the space provided below. Kindly keep one (1) copy and return the other copy to the Bids and Awards Committee Secretariat.

Very truly yours,

  
**Hon. ROZZANO RUFINO B. BIAZON**  
City Mayor

I acknowledge receipt of this Notice on 5/2/2024

Name of the Bidder or Representative ROZANA D. LANDOT

Authorized signature 

## *Contract Agreement*

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APR 11 2024

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between **CITY GOVERNMENT OF MUNTINLUPA** of the Philippines (hereinafter called "the Entity") of the one part and **ASI.COM.PH INC.** with address at Antipolo City (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly for the **Establishment of Resource Database System for DDRM** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **Nine Hundred Ninety Five Thousand One Hundred Pesos (P995,100.00)**(hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

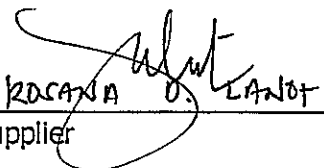
Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of **Nine Hundred Ninety Five Thousand One Hundred Pesos (P995,100.00)** or such other sums as may be ascertained, **ASI.COM.PH INC.** agrees to the **Establishment of Resource Database System for DDRM** in accordance with his/her/its Bid.
4. The City Government of Muntinlupa agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

  
**Hon. ROZZANO RUFINO B. BIAZON**  
 City Mayor

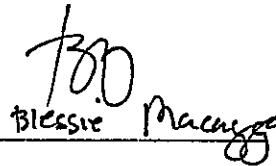
  
 ROSANNA O. LANOT  
 Supplier

for:  
**CITY GOVERNMENT OF MUNTINLUPA**

for:  
**ASI.COM.PH INC.**

  
 Irene Macabana

Signed in the presence of:

  
 Belinda Blessie Macayag

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES )  
 CITY OF MUNTINLUPA )

**APR 11 2024**

BEFORE ME, a Notary Public for and in Muntinlupa City, this \_\_\_ day of \_\_\_\_\_ 2024, personally appeared:

NAME

GOVERNMENT ISSUED ID NO.

Hon. ROZZANO RUFINO B. BIAZON

Driver's License N03-86-030998


\_\_\_\_\_

\_\_\_\_\_

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own voluntary act and deed.

WITNESS MY HAND SEAL.

Doc. No. 120;  
 Page No. 184;  
 Book No. 03;  
 Series of 2024.

  
**ATTY. SALVA M. SOLIS**  
 NOTARY PUBLIC  
 Admin Matter No 042 (2024-2025)  
 Until December 31, 2024  
 IBP Lifetime Member No. 291215  
 Roll of Attorney's No. 24794  
 PTR No. 4029327, 01/04/2024, SC  
 MCLE Exemption VI No. 0013382  
 Sto. Angel Sur, Santa Cruz, Laguna



Republic of the Philippines  
Social Security System



ROSANA DEJONGOY LANOT

33-0530942-9

JANUARY 28, 1972

*Rosana Dejongoy Lanot*

*Corazon S. De La Paz*  
CORAZON S. DE LA PAZ  
SSS PRESIDENT



PROUD TO BE A FILIPINO

REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF TRANSPORTATION  
 LAND TRANSPORTATION OFFICE  
 NATIONAL PROFESSIONAL DRIVER'S LICENSE



NAME: ERAZON, ROZZANO RUFINO BUJOCAN  
 NATIONAL ID: 14402200 NATIONAL ID NUMBER: 14402200  
 EXPIRES: 1949 03/28 AGE: 177  
 ADDRESS: 519 TARA ST AYALA ALSEBANG VILLAGE, CANTONVILLE CITY  
 LIC. NO.: 000978 EXPIRES: 2020/03/28 CLASS: NAB  
 TYPE: A  
 SPECIALTY: BROWN  
 FOUNDATION: A

*[Signature]*  
 Secretary of the Office

*[Signature]*  
 EDGAR C. GALVINS  
 Assistant Secretary

IN CASE OF EMERGENCY CONTACT  
 ADDRESS: 519 TARA ST AYALA ALSEBANG VILLAGE, CANTONVILLE CITY  
 TEL: 0917-221-1234

057281296

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

# PURCHASE ORDER

## City Government of Muntinlupa

Supplier : **ASI.COM.PH INC.** P.O. No.: **31566**  
 Address : **Antipolo, Rizal** Date : **April 18, 2024**  
 Mode of Procurement : **BIDDING**

Gentlemen:  
 Please furnish and/or deliver to this office the following articles subject to the terms and conditions contained herein:

Place of delivery : \_\_\_\_\_ Delivery Term : \_\_\_\_\_  
 Date of delivery : \_\_\_\_\_ Payment Term : \_\_\_\_\_

Item No.	Quantity	Unit	Description	Unit Cost	Amount
1	1	set	Development of application software : Establishment of Resource Database System <b>DESCRIPTION:</b> The Establishment of Resource Database System, for DDRM where in an era of rapid digital transformation and growing organizational complexity, efficient resource management is critical to the success of any institution. The project is an initiative undertaken by DRRMO of Muntinlupa City to create a centralized and robust database system that will serve as a comprehensive repository for various organizational resources. This project aims to address existing challenges in resource management, enhance transparency, improve decision-making processes, and streamline operations within the organization. <b>PROJECT OBJECTIVES</b> is as follows: 1. Centralization and Streamlining: Establish a unified platform that centralizes all types of resources that easily accessible and manageable by authorized personnel. 2. Enhanced Resource Utilization: Optimize resource allocation and utilization to reduce delays, minimize duplication, and improve efficiency in resource management. 3. Improved Accessibility: Ensure that authorized personnel can access critical resources quickly and efficiently, eliminating bottlenecks and delays in retrieving necessary assets. 4. Data-Driven Decision-Making: Provide decision-makers with accurate and up-to-date data to support informed and strategic decision-making processes. 5. Accountability and Transparency: Promote accountability by tracking resource allocation, usage, and responsible parties, thereby enhancing transparency within the organization. <b>PROJECT SCOPE :</b> The scope of the Establishment of Resource Database System project includes: 1. Resource Types: The database will encompass a wide range of resources and physical assets. 2. User Access: Define user roles and access levels to ensure that authorized individuals can interact with and update relevant resource information while maintaining data security and privacy. 3. Integration: Consider integration with existing systems and With continuation...	969,600.00	969,600.00

Total Amounts in Words: \_\_\_\_\_

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed

Conforme: ASI.COM.PH INC.  
 Signature over printed name  
5/2/2024  
 Date

Very Truly yours,  
Mayor ROZZANO RUFINO B. BIAZON  
 Authorized Official

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA7160 this portion must be accomplished)  
 Approved to be purchased thru Negotiated Purchase per Sangguniang Res. No.: \_\_\_\_\_  
 Certified Correct: \_\_\_\_\_  
 Secretary of the Sanggunian

Requesting Office/Dept. \_\_\_\_\_  
 Authorized Official

Funds Available : \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 R.O. No.: \_\_\_\_\_  
 Chief Account

# PURCHASE ORDER

## City Government of Muntinlupa

Supplier : ASI.COM.PH INC. P.O. No. : 31566  
 Address : Antipolo, Rizal Date : April 18, 2024  
 Mode of Procurement : BIDDING

Gentlemen :  
 Please be furnish this office the following articles subject to the terms and condition contain herein:

Place of delivery : \_\_\_\_\_ Delivery Term : \_\_\_\_\_  
 Date of delivery : \_\_\_\_\_ Payment Term : \_\_\_\_\_

Item No.	Quantity	Unit	Description	Unit Cost	Amount
			databases to facilitate data migration and synchronization where applicable. 4. Security: Implement robust security measures to protect sensitive data and ensure compliance with data protection regulations. 5. Project management tool : to track your asset easily , organize your asset. With component asset management, asset management, maintenance management, tracking management, generate a label for your assets. and many more features. EXPECTED FEATURE: Assets Management • Add new Asset • Asset List - Asset list use to see all asset record Copy Will copy list of asset CSV Export file with format CSV PDF Export file with format PDF Print Direct print from browser Edit To Edit asset record Delete Delete asset record Detail See the detail of the asset from maintenance, tracking, current asset and generate label Asset Detail Asset detail use to see all asset record and activity. Can generate label to print, component activity, maintenance activity and history of the assets. Checkin/Checkout Asset Checkin/checkout use to checkinthe asset to the warehouse it means the asset will return to the warehouse. Checkout means, the item will use to the user. Can go to action, then click checkin/checkout asset. The popup form will show, Can fill in the information and the asset will update accordingly Component Management Component is an asset which use to the asset, vehicle parts, generator host,stretchertires,manlift basket..etcAdd new Component To add a new data, click Add data on the top right, will show the popup form. You can fill the information. Component List Component list use to see all component record. • Copy – Will copy list of asset • CSV – Export file with format CSV • PDF – Export file with format PDF <p style="text-align: center;">With continuation...</p>		

Total Amounts in words: \_\_\_\_\_

In case of failure to make the full delivery within the the specified above, a penalty of one-tenth(1/10) of one percent for every day of delay shall be imposed.

Conforme: ASI.COM.PH INC.  
 Signature over printed name  
5/2/24  
 Date

Very Truly yours,  
Mayor ROZZANO RUFINO B. BIAZON  
 Authorized Official

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA7160 this portion must be accomplished.)  Approved to be purchase thru Negotiated Purchase per Sangguniang Res. No. : _____  Certified Correct : _____ Secretary of the Sanggunian	Requesting Office/Dept. _____   Authorized Official	Funds Available : _____ Amount : _____  R.O. No. : _____  Chief Account
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# PURCHASE ORDER

## City Government of Muntinlupa

Supplier : ASI.COM.PH INC. P.O. No. : 31566  
 Address : Antipolo, Rizal Date : April 18, 2024  
 Mode of Procurement : BIDDING

Gentlemen :  
 Please be furnish this office the following articles subject to the terms and condition contain herein:

Place of delivery : \_\_\_\_\_ Delivery Term : \_\_\_\_\_  
 Date of delivery : \_\_\_\_\_ Payment Term : \_\_\_\_\_

Item No.	Quantity	Unit	Description	Unit Cost	Amount
			<ul style="list-style-type: none"> <li>• Print – Direct print from browser</li> <li>• Edit – To Edit asset record</li> <li>• Delete – Delete asset record</li> <li>• Detail – See the detail of the component from, in which asset the component use Maintenance Management</li> <li>Maintenance use to make the asset status maintenance and track the asset for maintenance</li> <li>Add new Maintenance</li> <li>Maintenance list</li> <li>maintenance list use to see all asset record.</li> <li>• Copy – Will copy list of asset</li> <li>• CSV – Export file with format CSV</li> <li>• PDF – Export file with format PDF</li> <li>• Print – Direct print from browser</li> <li>• Edit – To Edit record</li> <li>• Delete – Delete record</li> <li>Asset type Management</li> <li>Asset type similar for category, can add and list the asset category from here, to use on asset and component</li> <li>Add new Type</li> <li>Asset type list</li> <li>Asset type list use to see all asset record.</li> <li>• Copy – Will copy list of asset</li> <li>• CSV – Export file with format CSV</li> <li>• PDF – Export file with format PDF</li> <li>• Print – Direct print from browser</li> <li>• Edit – To Edit record</li> <li>• Delete – Delete record</li> <li>Brand Management</li> <li>Can list down your asset brand from this menu, this will use for asset/component when you add a new record</li> <li>Add new Brand</li> <li>Brand list</li> <li>Brand list use to see all asset record.</li> <li>• Copy – Will copy list of asset</li> <li>• CSV – Export file with format CSV</li> <li>• PDF – Export file with format PDF</li> <li>• Print – Direct print from browser</li> <li>• Edit – To Edit record</li> </ul> <p style="text-align: right;">With continuation...</p>		

Total Amounts in words: \_\_\_\_\_

In case of failure to make the full delivery within the the specified above, a penalty of one-tenth(1/10) of one percent for every day of delay shall be imposed.

Conforme: ASI.COM.PH INC.  
 Signature over printed name  
5/2/24  
 Date

Very Truly yours  
Mayor ROZZANO RUIJINO B. BIAZON  
 Authorized Official

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA7160 this portion must be accomplished.)  Approved to be purchase thru Negotiated Purchase per Sangguniang Res. No. : _____  Certified Correct : _____ Secretary of the Sanggunian	Requesting Office/Dept. _____   Authorized Official	Funds Available : _____ Amount : _____  R.O. No. : _____  Chief Account
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**PURCHASE ORDER**  
City Government of Muntinlupa

Supplier : **ASI.COM.PH INC.**

P.O. No. : **31566**

Address : **Antipolo, Rizal**

Date : **April 18, 2024**

Mode of Procurement : **BIDDING**

Gentlemen :

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Delivery Term : \_\_\_\_\_

Date of delivery : \_\_\_\_\_

Payment Term : \_\_\_\_\_

Item No.	Quantity	Unit	Description	Unit Cost	Amount
2	1	unit	<ul style="list-style-type: none"> <li>Delete – Delete record</li> <li>Depreciation Management</li> <li>Can list down your asset brand from this menu, this will use for asset/component when you add a new record</li> <li>Add new depreciation</li> <li>Depreciation list</li> <li>Depreciation list use to see all depreciation record.</li> <li>Copy – Will copy list of asset</li> <li>CSV – Export file with format CSV</li> <li>PDF – Export file with format PDF</li> <li>Print – Direct print from browser</li> <li>Edit – To Edit record</li> <li>Delete – Delete record</li> <li>Depreciation detail</li> <li>In the depreciation detail we can see the calculation from the beginning of asset until the depreciation day. Can see the detail on the detail menu.</li> <li>Other features :</li> <li>Tagging Assets for Location Tracking</li> <li>Categorizing Assets by Type, Location or Assignee</li> <li>Maintenance Reminders and Issues Management</li> <li>Equipment Booking Allocation</li> <li>Customizable and Exportable Reporting</li> </ul>	16,500.00	16,500.00
3	1	unit	4" Thermal transfer Label Printer Other features : Tagging Assets for Location Tracking Categorizing Assets by Type, Location or Assignee Maintenance Reminders and Issues Management Equipment Booking Allocation Customizable and Exportable Reporting Printing Method : Thermal Transfer Resolution : 300 dpi (12 dots/mm) Printing Speed : 2 ips ~ 4 ips Printing Width : 20mm~106mm Barcode : Linear Barcodes Code 39, Code 93, Code 128UCC, Code 128, Code 128A, Code 128B, Code 128C, Code 128D, Code 128E, Code 128F, Code 128G, Code 128H, Code 128I, Code 128J, Code 128K, Code 128L, Code 128M, Code 128N, Code 128O, Code 128P, Code 128Q, Code 128R, Code 128S, Code 128T, Code 128U, Code 128V, Code 128W, Code 128X, Code 128Y, Code 128Z Printing Length: 15 mm ~ 1200 mm Hand Held Bluetooth 2D Barcode Reader <ul style="list-style-type: none"> <li>Operating Voltage: 5VDC±10%/ Weight: 171g / Prompting Mode: Buzzer, LED Indicator, Pixel: 640x480</li> </ul>	9,000.00	9,000.00

With continuation...

Total Amounts in words: \_\_\_\_\_

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Conforme:

**ASI.COM.PH INC.**

Signature over printed name

5/2/24  
Date

Very Truly yours,

**Mayor ROZANO RUFINO B. BIAZON**

Authorized Official

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Approved to be purchase thru Negotiated Purchase per Sangguniang Res. No. : \_\_\_\_\_

Certified Correct : \_\_\_\_\_

Secretary of the Sanggunian

Requesting Office/Dept.

Authorized Official

Funds Available : \_\_\_\_\_

Amount : \_\_\_\_\_

R.O. No. : \_\_\_\_\_

Chief Account

**PURCHASE ORDER**  
City Government of Muntinlupa

Supplier : ASI.COM.PH INC. P.O. No. : 31566  
 Address : Antipolo, Rizal Date : April 18, 2024  
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Please be furnish this office the following articles subject to the terms and condition contain herein:

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 Date of delivery : \_\_\_\_\_ Payment Term : \_\_\_\_\_

Item No.	Quantity	Unit	Description	Unit Cost	Amount
			Trainings: All trainings as well as the coaching and mentoring activities stipulated in the technical requirements are conducted Using the Disaster Recovery Procedure Manual, a simulation of the event was conducted and the DRRMO technical staff successfully restored the system Technical staff of the DRRMO, on their own, are able to operate and administer the entire system The technical Staff of the DRRMO, on his own, successfully installed the application software in the computer/server using the CD installer provided by the manufacturer. WARRANTY TERMS: • Three(3) years limited warranty on parts: • Three (3) years warranty on service: Quarterly system health check and preventive maintenance Repair, troubleshooting and replacement of parts (parts excluded) **installer provided by the manufacturer. Nothing follows...  *** For Resource Database System by DDRM. ***		

Total Amounts in words: \_\_\_\_\_ **995,100.00**

In case of failure to make the full delivery within the the specified above, a penalty of one-tenth(1/10) of one percent for every day of delay shall be imposed.

Conforme: ASI.COM.PH INC. Very Truly yours,  
 Signature over printed name 5/2/24 Date 5/2/24  
 Mayor ROZANO RUFINO B. BIAZON Authorized Official

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA7160 this portion must be accomplished.)  Approved to be purchase thru Negotiated Purchase per Sangguniang Res. No. : _____  Certified Correct : _____ Secretary of the Sanggunian	Requesting Office/Dept.  _____ Authorized Official	Funds Available : _____ Amount : _____  R.O. No. : _____  _____ Chief Account