



Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**

ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100  
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**PURCHASE ORDER**

SUPPLIER: **DONA ALEJANDRA, INC.**

ADDRESS: G/F Esna Bldg. 30 Timog Avenue, Quezon City

TIN:

P.O. No.:

2022-12-277

DATE:

Dec. 23, 2022

MODE OF PROCUREMENT:

NP-SMALL VALUE

PROCUREMENT

Gentlemen:

Please furnish this Office the following article(s) subject to the terms and conditions contained herein.

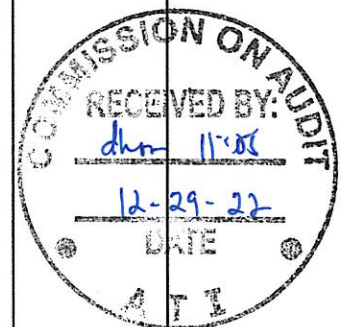
Place of Delivery: ATI, Diliman, Quezon City

Delivery Terms: 12 MONTHS

Date of Delivery:

Payment Term: LDDAP

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
		<p>1 Year Subscription of HR Manager Application (Software-as-a-Service)</p> <p>Technical Specifications:</p> <ul style="list-style-type: none"> <li>-Human Resources Manager Application (Software-as-a-Service) with 1 year subscription for 150 user licenses</li> <li>-Inclusion of managed cloud hosting that is governed and strictly follows the rules, regulations, policies, and laws of the Philippine Government which includes:                             <ul style="list-style-type: none"> <li>-24/7 Data Center Services</li> <li>-High Availability Setup</li> <li>-Secured Setup</li> <li>-Regular Maintenance Services</li> <li>-Automated Backups</li> <li>-Accessible anytime and anywhere using modern browsers</li> <li>-Setup, configuration, and managing the Cloud Hosting</li> <li>-Ensured and scalable resource setup means guaranteed and adjusted hosting specifications based on usage</li> <li>-Cloud hosting platform must ensure performance of the HRIS procured and support tenant approved 3rd party auditing or inspection on-site</li> <li>-Web-based system that developed using a multi-layer approach with Model-View-Controller pattern.</li> <li>-System uses PHP and MySQL software</li> <li>-Responsive web-layout for mobile and workstation browser</li> <li>-The system shall be complaint with the forms and reports of the CSC</li> </ul> </li> <li>System comes with the following modules:                             <ul style="list-style-type: none"> <li>-Personnel Information</li> <li>-Time and attendance Management</li> <li>-Payroll</li> <li>-Leave Management</li> <li>-Recruitment and Appointment</li> <li>-Employee Self-Service</li> </ul> </li> </ul>	1		₱ 919,500.00




	<ul style="list-style-type: none"> <li>-Inclusion of HR Manager-SMS Module for online recruitment</li> <li>-1 year software guarantee with software updates</li> <li>-Delivery and installation within 14 days</li> <li>-Inclusion of 1 unit of facial and fingerprint biometric device</li> </ul> <p>Other Requirements:</p> <ul style="list-style-type: none"> <li>-Project team must have qualifications and experience in implementing CSC Complaint Government Human Resource Information and Payroll System</li> <li>-Proposed software must be registered in the Intellectual Property Office of the Philippines</li> <li>-Proof of completion of at least one (1) CSC Complaint Government Human and Resource Information and Payroll at any government agency within two (2) years</li> </ul> <p><b>Purpose:</b> To be utilized as a tool to ensure the effective, efficient, and accurate operationalization of the end-to-end HR processes of ATI following the requirements of the Civil Service Commission (CSC) and other mandated government agencies.</p>		
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**TOTAL AMOUNT IN WORDS:**  
**NINE HUNDRED NINETEEN THOUSAND FIVE HUNDRED PESOS ONLY**      ₱ **919,500.00**

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

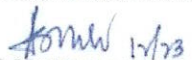
CONFORME:

  
Patricia V. Ramos  
 Signature Over Printed Name of Supplier  
  
12/29/22  
 Date

Very truly yours,

  
REMEDIOS R. RECOTE, MNSA, CESO III  
 OIC DIRECTOR IV

FUNDS AVAILABLE:

  
ARLENE GEMINIANA S. ARON  
 JOAN E. SINGSON  
 CHIEF ACCOUNTANT  
 PAGE 2 OF 2

OR/BUR No.: \_\_\_\_\_

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