



Republic of the Philippines
Leyte Normal University
Tacloban City
Bids and Awards Committee

September 3, 2024

MS. LERIO PERPETUA MONGE
COA Resident Auditor
This University

Ma`am Monge,

As required, we are submitting supporting documents for the Goods and Services project of:

Project: CONSULTANCY, INFORMATION TECHNOLOGY EXPERT

Consultant: MR. RICHARD TAN QUISUMBING

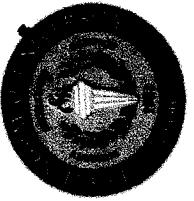
ABC: ₱ 300,000.00

- Contract Agreement From duly approved by Hope (Original)
- Notice of Award (NOA) (Original)
- BAC Resolution No. 20C (Original)
- BAC Resolution No. 20D Recommending Award of Contract to Richard T. Quisumbing for the Consultancy, Information Technology Expert Requested by the Information of Technology Support Office Through Highly Technical Consultant (Original)
- Terms of Reference for IT Consultancy (Original)
- Philgeps Registration (Original)
- Curriculum Vitae (Original)
- Proposal Letter (Original)
- Purchase Request (Original)
- Supplemental Project Procurement Management Plan (Original)

Respectfully yours,


PROF. ORESTE M. ORTEGA, JR.
BAC-Chairman-Goods & Services

**COMMISSION ON AUDIT
OFFICE OF THE AUDITOR**
RECEIVED
Date: 9/3/24 Time: 3:31 PM
By: MR. RICHARD TAN F. MONGE
MS. LERIO PERPETUA MONGE



Republic of the Philippines
Leyte Normal University
Tacloban City
Bids and Awards Committee

October 11, 2024

JASMIN M. GRAVELES
Supply Officer
This University

Ma'am Graveles,

As required, we are submitting supporting documents for the Goods and Services project of:

Project: **CONSULTANCY, INFORMATION TECHNOLOGY EXPERT**

Consultant: **MR. RICHARD TAN QUITSUMBING**

ABC: **P 300,000.00**

- Notice to Proceed (Original)
- Contract Agreement From duly approved by Hope (Original)
- Notice of Award (NOA) (Original)
- Purchase Request (Certified True Copy)
- Approved Letter (Certified True Copy)
- Supplemental Project Procurement Management Plan (Certified True Copy)

Respectfully yours,


PROF. ORESTEM ORTEGA, JR.
BAC-Chairman-Goods & Services



NOTICE TO PROCEEDED

August 19, 2024

MR. RICHARD TAN QUISUMBING
Consultant
Block 3 Lot 5, Villa Alessandra, Ylaya
Cebu

Dear Mr. Quisumbing:

This is to inform you that the Contract Agreement for Consultancy, Information Technology Expert has been approved in the amount of Three Hundred Thousand Pesos (Php 300,000.00).

Accordingly, notice is hereby given to **MR. RICHARD TAN QUISUMBING** to commence the work in accordance with the terms and conditions as stipulated in the Contract and that the date of commencement shall be upon receipt of this Notice to Proceed.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to Leyte Normal University.

COMMISSION ON AUDIT OFFICE OF THE AUDITOR

RECEIVED

Date: 10/11/24 Time: 1:30pm
By: MARIA L. BLANDO

By: TEAM 02 - NGGS - SUCS

Very truly yours,

EVELYN B. AGUIRRE, DA
University President

9/3/2024
Richard Tan Quisumbing
Leyte Normal University

I acknowledge receipt of this Notice on: _____
Name of Representative of Bidder: _____
Name of Bidder: _____

CONTRACT AGREEMENT

Contract No. GD-017 s. 2024

KNOW ALL MEN BY THESE PRESENTS:

This Contract entered into by and between:

The LEYTE NORMAL UNIVERSITY located in Tacloban City, an institution of higher learning created by virtue of Republic Act 7910, represented by its University President, DR. EVELYN B. AGUIRRE, hereinafter referred to as the UNIVERSITY;

and

RICHARD T. QUISUMBING located in Cebu City, hereinafter referred to as the CONSULTANT;

WHEREAS, the University is desirous that the CONSULTANT execute the I.T. SUPPORT: CONSULTANCY, INFORMATION TECHNOLOGY EXPERT with Contract No. GD-017, s. 2024 (hereinafter called "the Works") and the Entity has accepted the Bid for THREE HUNDRED THOUSAND PESOS (PHP300,000.00) to be completed within 6 months by the CONSULTANT for the execution and completion of such Services and the remedying of any defects therein.

WHEREAS, the UNIVERSITY, has adopted the alternative mode of procurement for this project particularly through Highly Technical Consultant per BAC Resolution No. 20C s. 2024 and has found such cost reasonable and advantageous to the government because of the extensive scope at a considerably low price;

TERMS OF REFERENCE COMMISSION ON AUDIT OFFICE OF THE AUDITOR

Duration: 6 Months

RECEIVED
Date: 9/18/24 Time: 3:25PM
By: Winston J. G. Paul F. Blanco
TEAM 02 - REC - REC

I. OBLIGATIONS OF THE PARTIES

A. Consultant

Student Information System (SIS)

1. Turn-over to the ITSO Staff, the functionality of setting the School Year or Period. Subsequently, conduct a transfer of knowledge to the ITSO personnel regarding this functionality.
2. Provide a User's Manual for SIS and for each existing module.
3. Conduct a transfer of knowledge to the ITSO and other involved personnel regarding the SIS and its existing modules.

4. Provide super user access of the SIS and its modules to the Computer Programmer III and ITSO, Director:
 - Registrar

JOSEFA C. CONCHADA, CPA
ORESTE M. ORTEGA, JR.

GIL NICETAS B. VILLARINO, Ph.D
CAO for Administration and Finance

VF for Administration and Finance
RICHARD T. QUISUMBING
IT Consultant

EVELYN B. AGUIRRE, DA
University President
RICHARD T. QUISUMBING
IT Consultant

5. The Consultant shall not request for escalation of its professional during the contract period.

6. The Consultant shall assure the University of warranty from bugs or other technical problems arising from its existing Information Systems and its existing modules.

7. The contract shall have a term of six (6) months from commencement date.

B. LEYTE NORMAL UNIVERSITY

1. Provide the necessary input requirements as required by the consultant in the creation of SIS modules.
2. Ensure that suitable equipment and facilities are available for the conduct of transfer of knowledge (i.e. reliable internet connection, proper bandwidth availability to support numerous simultaneous virtual sessions)
3. Ensure the participation of the concerned faculty and personnel in the activities mentioned in Part II.
4. Shoulder transportation expenses to and from the University.
5. Assume board and lodging expenses of the Contractor while in the University.
6. Pay the Consultant its professional fee the amount of **THREE HUNDRED THOUSAND (P300,000.00)** in accordance to Part III of this TOR (Activities, Outputs and Timelines).

II. ASSESSMENT OF WORK PERFORMANCE

The University will review the submitted outputs and provide feedback to the consultant within five (5) working days from the receipt of the outputs, as enumerated in Parts I and III of this TOR.

The consultant has ten (10) working days to submit the final outputs after receipt of feedback.

III. Activities, Outputs and Timelines

The activities, timetable and the corresponding expected outputs are:

Activity	Expected Output	Timetable	OPR	%
Turn-over of Setting S.Y. or Period in SIS	Functionality Turned-over	Month 1: Week 3	Consultant	
Conduct Transfer of Knowledge in Setting S.Y. or Period in SIS	Transfer of Knowledge Conducted	Month 1: Week 3	Consultant	10%

GIL NICETAS B. VILLARINO, Ph.D.
ORESTE N. OROTEGA, Jr.
JOSETA C. CONGADA, CPA
University Accreditation Designate
CAO for Administration and Finance
VP for Administration and Finance

RICHARD T. QUISUMBING
IT Consultant
EVELYN B. AGUIRRE, DA
University President

- Mobile App
- LNU Online (Web)

5. Payment for renewal of the LNU App (Including subscription to Google Play and App Store, Hosting)

6. Provide technical support for any issues that may arise with the SIS and its modules for the duration of this contract.

System Databases

1. Extract all databases of the systems on a bi-weekly basis and endorse the backup files to the Computer Programmer III and ITSO, Director.
2. Provide super user access of the MySQL to the Computer Programmer III and ITSO, Director.
3. Provide technical support for any issues that may arise with the MySQL databases.
4. Conduct a transfer of knowledge to the ITSO personnel regarding extraction, uploading, and backup of MySQL databases. Include the extraction of SIAS data needed for SIS.

Proxmox, QNAP, Access Points and Switches

1. Create a backup of all Proxmox Virtual Environment or Systems on a weekly basis and endorse the backup to the Computer Programmer III and ITSO, Director.
2. Assist in the migration of Proxmox VE or VMs. The migration shall be performed when required by the University. It shall be extracted using OVF or OVA format or other relative format as required by the University.
3. Provide full or admin access to Proxmox, QNAP, Access Points, Managed Switches to the Computer Programmer III and ITSO, Director whenever necessary or required.
4. Provide technical support for any issues that may arise with the Proxmox and QNAP.
5. Conduct an in-depth transfer of knowledge to the ITSO personnel regarding the Proxmox and QNAP.

GENERAL RESPONSIBILITIES OF THE CONSULTANT

1. The consultant should provide a ticketing system or technical support procedure for escalation of issues, requests and assistance for the duration of this contract.
2. The period for correction of issues is within twenty-four (24) hours after receipt of ticket request from the University.
3. Ensure all data processed by the consultant; data; content stored; and managed shall remain the copyright and property of the University.
4. The consultant shall ensure privacy of all processed data and data to be processed in accordance with the RA 10173 (Data Privacy Act of 2012).

JOSEFA C. CONCHADA, CPA	CAO for Administration and Finance	RICHARD T. QUISUMBING	IT Consultant
ORESTE M. ORTEGA, Jr.	VP for Administration and Finance	GIL NICETAS B. VILLARINO, Ph.D.	University President

EVELYN B. AGUIRRE, DA

Provision of User's Manuals for SIS and Each Modules	User's Manuals Provided	Month 2: Week 4	Consultant	15%
Conduct Transfer of Knowledge on all Existing SIS Modules.	Transfer of Knowledge Conducted			
Provision of Super User or Admin Access of the SIS and Existing Modules	Access Credentials Provided	Month 3: Week 1	Consultant	5%
Provision of Technical Support for the SIS and its Existing Modules	Technical Support Provided; Issue or Concern Resolved	As required	Consultant	15%
System Databases				
Extraction of All Databases and Endorsement	Database Extracted and Endorsed	Bi-weekly	Consultant	
Provision of Technical Support for the MySQL Databases	Technical Support Provided; Issue or Concern Resolved	As required	Consultant	10%
Provision of Super User or Admin Access of the MySQL	Access Credentials Provided	Month 3: Week 1	Consultant	5%
Conduct Transfer of Knowledge in Extraction, Uploading and Backup; Include extraction of SIAS data needed for SIS.	Transfer of Knowledge Conducted	Month 3: Week 1 onsite	Consultant	10%
Proxmox, QNAP, Access Points and Switches				
Backup of Proxmox VE or Systems	Proxmox VE or Systems Backed-up and Endorsed	Weekly	Consultant	
Assistance with the migration of Proxmox VE or VMs	Assisted with the migration	As required	Consultant	
Provision of Full or Admin Access to Proxmox, QNAP and Managed Switches	Access Credentials Provided	As required	Consultant	20%
Provision of Technical Support for the Proxmox and QNAP	Technical Support Provided; Issue or Concern Resolved	As required	Consultant	
Conduct of In-depth Transfer of Knowledge on Proxmox and QNAP	Transfer of Knowledge Conducted	Month 3: Week 1 onsite	Consultant	10%

The duration of this **Contract** is **6 months**.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed this _____

IN WITNESS WHEREOF, the parties have hereunto set their hands this _____
on 16 6 2024 at the City of Tacloban, Province of Leyte, Philippines


RICHARD T. QUISUMBING
IT Consultant


EVELYN B. AGUIRRE, DA
University President

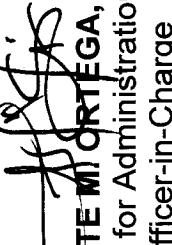
for:
LEYTE NORMAL UNIVERSITY

CERTIFIED ON THE AVAILABILITY OF FUNDS:

STF(Off) -02 -2024 -06-08a

JOSISA C. MUNCHADA, CPA
University Accountant Designate

Signed in the presence of


ORESTE M. ORTEGA, JR
CAO for Administration
Officer-in-Charge


GIL NICETAS B. VILLARINO, Ph.D
VP for Administration and Finance

ACKNOWLEDGEMENT

Republic of the Philippines)
Province of Leyte) S.S.
City of Tacloban)

BEFORE ME, a Notary Public, this AUG 19 2024 for the City of Tacloban, personally appeared DR. EVELYN B. AGUIRRE and RICHARD T. QUISUMBING who acknowledged to me the authenticity and due execution of the foregoing document and who avow under the PENALTY OF LAW, to truth of the contents of the foregoing document and further acknowledged to me that the same is their free act and voluntary deed.

I hereby certify the affiants had been identified by the undersigned Notary Public through Competent Evidence of Identity as follows:

Name

Competent Evidence of Identity

DR. EVELYN B. AGUIRRE
RICHARD T. QUISUMBING

Which bears their picture and signature and basing on the same, their picture appearing is one and the same signature on this document.

WITNESS MY HAND AND SEAL


Doc. No. 71
Page No. 7
Book No. T4U
Series of 2024



REPUBLIC OF THE PHILIPPINES
LEYTE NORMAL UNIVERSITY
INTEGRITY • EXCELLENCE • SERVICE

NOTICE OF AWARD

March 14, 2024

MR. RICHARD TAN QUISUMBING
Block 3 Lot 5, Villa Alessandra, Ylaya
Cebu City

Dear Mr. Quisumbing:

We are happy to notify you that the project Consultancy, Information Technology Expert is hereby awarded to you, at the Contract Price equivalent to Three Hundred Thousand Pesos Only (₱300,000.00).

Very truly yours,

EVELYN B. AGUIRRE, DA
University President

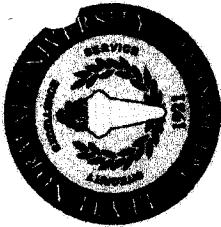
RICHARD TAN QUISUMBING
Date: 14/03/2024

Conforme:
Name of Representative of Bidder: RICHARD TAN QUISUMBING
Name of Bidder:
Date:

Award Notice Abstract (Ref No.: 2388092)

Control Number:	Reso 20D		
Approved Budget:	Php300,000.00		
Procurement Mode:	Negotiated Procurement - Highly Technical Consultants (Sec. 53.7)		
Classification:	Consulting Services		
Category:	Information Technology		
Applicable Procurement Rules:	Implementing Rules and Regulations (GOP)		
Funding Source:	Government of the Philippines		
Funding Instrument:	Corporate Budget for the Contract		
Area of Delivery:	Approved by the Board		
Contract Duration:	6 Month/s		
Contact Person:	Richard Quisumbing		
Created By:	Mellien Cuacko		
Award Type:	Award Notice (Negotiated Procurement - Highly Tech)		
Contract Amount:	Php300,000.00		
Award Date:	25-Apr-2024		
Publish Date:	25-May-2024		
Date Last Updated:	29-May-2024		
Created By:	Mellien Cuacko		
Date Created:	29-May-2024		
Approver:	Mellien Cuacko		
View Documents:	View Documents		
Reason for Award:	Hiring of Service for Consultancy, Information Technology Expert		
Line Item	#	Product/Service/Project Name	Budget
1		Consultancy, Information Technology Expert, Hiring of Service for Consultancy, Information Technology Expert, 43232701, 1, Lot	Php300,000.00

Status: Posted



Bids and Awards Committee

Resolution Recommending Alternative Mode of Procurement for the
Title of the Project: IT Support: Consultancy, Information Technology Expert

Resolution No.20C

WHEREAS, the attached items requested have not been contemplated in the Annual Procurement Plan 2024 because of reasons stated in the attached letter to the University President and to which the University President has accepted and approved;

WHEREAS, the said items, for reasons of economy and efficiency, may be procured through Highly Technical Consultants since the Approved Budget for the Contract (ABC) for said procurement is less than the threshold of One Million Pesos (₱ 1,000,000.00).

NOW, THEREFORE, WE the members of the Bids and Awards Committee, hereby RESOLVE as it is hereby RESOLVED to recommend that these items be procured through Highly Technical Consultants.

RESOLVED, at the BAC Chair's Office, this 4th day of March 2024.

ORESTES M. ORTEGA, JR.
BAC Chairman

SOLOMON FALLER, JR.
BAC Member

REYNALDO MENDOZA
BAC Member

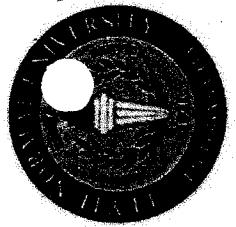
NOELLE S. RESTOR
BAC Member

LEO RAYWEN TUGONON
BAC Member

MARK LESTER LAURENT
BAC Member

Action taken:
 Approved
 Disapproved

EVELYN B. AGUIRRE, DA
University President



BIDS AND AWARDS COMMITTEE

RESOLUTION NO. 20D

Series of 2024

BAC RESOLUTION RECOMMENDING AWARD OF CONTRACT TO RICHARD T. QUISUMBING FOR THE CONSULTANCY, INFORMATION TECHNOLOGY EXPERT REQUESTED BY THE INFORMATION OF TECHNOLOGY SUPPORT OFFICE THROUGH HIGHLY TECHNICAL CONSULTANT IN THE AMOUNT OF THREE HUNDRED THOUSAND PESOS ONLY (Php 300,000.00).

PROJECT DETAILS	
Project title	CONSULTANCY, INFORMATION TECHNOLOGY EXPERT
Project Budget (ABC)	PHP 300,000.00
Contract Duration	Six (6) Months

WHEREAS, the Bids and Awards Committee (BAC) as mandated by RA No. 9184, otherwise known as the Government Procuring Reform Act, is the body tasked to post invitations to bid, conduct pre-bid conferences, to determine eligibility of prospective bidders, to receive and open bids, to conduct the evaluation of the bids, to conduct post-qualification, and to recommend award of the contracts of the Head of the Procuring entity;

WHEREAS, the Information of Technology Support Office (ITSO) requested for the Consultancy, Information Technology Expert via Highly Technical Consultant for the First Quarter of CY 2024 with an Approved Budget for the Contract (ABC) amounting to Three Hundred Thousand Pesos Only (Php 300,000.00);

WHEREAS, the alternative mode of procurement was adopted for this project particularly through Highly Technical Consultant per BAC Resolution No. 20C dated March 4, 2024;

WHEREAS, as per section 53.7 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 or the Government Reform Act, provides that:

- “XXX. Highly Technical Consultants” may be resorted to by the Procuring Entities under any of the following condition:
- I. In the case of individual consultants hired to do work that is*
 - (a)** highly technical or proprietary; or
 - (b)** primarily confidential or policy determining, where trust and confidence are the primary consideration for the hiring of the consultant.
 - II. The term of the individual consultants shall, at the most, be on a six month basis, renewable at the option of the appointing HoPE, but in no case shall exceed the term of the latter.*

WHEREAS, as per Annex H of the Revised Implementing Rules and Regulations of Republic Act No. 9184 or the Government Reform Act, provides that:

- c) The BAC shall recommend to the HoPE the award of contract in favor of the supplier.*
Award of contract shall be made in accordance with Section IV(L) of this Guidelines.

WHEREAS, Mr. Richard T. Quisumbing is compliant with all the legal, technical, and financial requirements.

NOW WHEREFORE:

BE IT RESOLVED AS IT IS HEREBY RESOLVED, the LNU – Bids and Awards Committee **BAC** **RESOLUTION RECOMMENDING AWARD OF CONTRACT TO RICHARD T. QUISUMBING FOR THE CONSULTANCY, INFORMATION TECHNOLOGY EXPERT REQUESTED BY THE INFORMATION OF TECHNOLOGY SUPPORT OFFICE THROUGH HIGHLY TECHNICAL CONSULTANT IN THE AMOUNT OF THREE HUNDRED THOUSAND PESOS ONLY (Php 300,000.00).**

Adopted during the Bids and Award Committee meeting held on March 4, 2024 at the LNU BAC Office, Ground Floor Administration Building, Leyte Normal University, Tacloban City.

SIGNATORIES


ATTY. DIVINA PATTY B. SIBAY

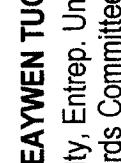
Attorney IV

Vice-Chair, Bids and Awards Committee


MR. REYNERO MENDOZA

Faculty, Science Unit

Bids and Awards Committee Member


MR. LEO REAYWEN TUGONON

Faculty, Entrep. Unit

Bids and Awards Committee Member


DR. MARK LESTER LAURENTE

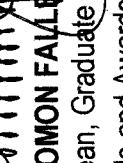
Faculty, IT Unit

Bids and Awards Committee Member


MR. NOEL A. RESTOR

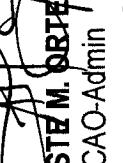
Admin. Staff

Bids and Awards Committee Member


DR. SOLOMON FAULLER, JR.

Dean, Graduate

Bids and Awards Committee member


MR. ORESTE M. ORTEGA JR.

CAO-Admin

Chair, Bids and Awards Committee

Approved by:


EVELYN B. AGUIRRE, DA
University President

PURCHASE REQUEST

Entity Name:	Leyte Normal University			PR No.:	2024 - 07 - 649		Fund Cluster:	Date: February 14, 2024
IT SUPPORT OFFICE		Responsibility Center Code :						
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost			
	Services	Consultancy, Information Technology Expert	1	300,000.00	300,000.00			
		TOTAL			₱ 300,000.00			
Purpose: Transfer of knowledge (Network Credentials) and network training								
Requested by:				Approved by:	 EVELYN B. AGUIRRE, DA University President			
Signature :								
Printed Name:	RAPHY A. DALAN, MSIT							
Designation :	Director, IT Support Unit							

REPUBLIC OF THE PHILIPPINES
LEYTE NORMAL UNIVERSITY

Tacloban City

SUPPLEMENTAL PROJECT PROCUREMENT MANAGEMENT PLAN (SPPMP)

CERTIFICATE OF AVAILABILITY OF FUNDS		THIS IS TO CERTIFY THAT FUND IS AVAILABLE FOR THE REQUESTED ITEMS	
Business Related Fund		GF _____	
LNU House		IGF _____	
CATERERIA		TR _____	
DORM		DORM _____	
IGP		IGP _____	
CERTIFIED CASH AVAILABLE:		CERTIFIED:	
<u>JOSIA C. CONCHA</u>		<u>Delia Cruz</u>	
OIC-UNIVERSITY ACCOUNTANT		Corazon Q.	
BAGDETE OFFICER			

00:000

NOTE: Technical specifications for each item/Project being proposed shall be submitted as part of the PMP

Approved by:

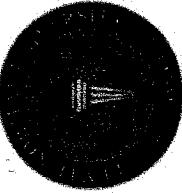
UNIVERSITY PRESIDENT

RECOMMENDATION APPROVAL: _____
OR ESTE MÉDICO(A), JR. _____
IMMEDIATE SUPERVISOR _____

Prepared By: *[Signature]* **RAPHY A. DALAN, MST** **PMO**

Date: February 14, 2024

IMMEDIATE SUPERVISOR



LEYTE NORMAL UNIVERSITY

INTEGRITY•EXCELLENCE•SERVICE



December 1, 2023

DR. EVELYN B. AGUIRRE
University President
This University

Dear Ma'am:

Subject: Justification for Hiring a Network Consultant

I trust this letter finds you well. I am writing to bring to your attention the critical need for the addition of a Network Consultant to our team. This proposal is aimed at addressing the growing complexities and demands on our network infrastructure, information Systems technology, ultimately enhancing the efficiency and security of our operations.

Over the past year, we have witnessed a significant expansion in our network operations, client base, and overall technological footprint. This growth has brought about new challenges and opportunities, particularly in the realm of IT Support Office. Our current network infrastructure and IS, while robust, is in need of specialized attention to ensure its scalability, reliability, and security in the face of evolving industry standards and cyber threats.

Outlined below are key justifications for hiring a dedicated Network Consultant:

- Strategic Network Optimization: A Network Consultant will play a pivotal role in assessing our current network architecture and implementing strategic optimizations. This includes streamlining processes, reducing latency, and ensuring optimal bandwidth utilization to support our expanding business requirements.
- Cybersecurity Enhancement: With the escalating sophistication of cyber threats, a Network Consultant will bolster our defenses by implementing advanced security measures. This proactive approach will mitigate risks, safeguard sensitive information, and ensure compliance with industry regulations.
- Scalability and Future-Proofing: Our organization's continued growth necessitates a forward-thinking approach to network design and infrastructure. A Network Consultant will evaluate our current capacity and devise scalable solutions to accommodate future expansion seamlessly.
- Troubleshooting and Incident Response: Rapid identification and resolution of network issues are crucial for minimizing downtime and maintaining uninterrupted business operations. A dedicated Network Consultant will enhance our troubleshooting capabilities and develop robust incident response protocols.
- Technology Integration: As we explore and adopt new technologies, a Network Consultant will play a key role in integrating these seamlessly into our existing network architecture. This will ensure a cohesive and efficient technology ecosystem.

In conclusion, the addition of a Network Consultant will not only address our current network challenges but also position us for sustained success in the ever-evolving technological landscape. The investment in this role aligns with our commitment to delivering top-notch services to our clients while fortifying our internal infrastructure.

I appreciate your consideration of this proposal and look forward to discussing this matter further. If needed, I am available at your earliest convenience to provide additional details and answer any questions you may have.

Thank you for your time and consideration.

Sincerely,

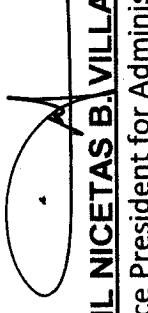
ROBIE O. MULANG
Network Consultant
Leyte Normal University
DILIGENS CIVICUS PROGENIA
DEC 01, 2023
[Signature]


RAPHY A DALAN
Director, IT Support Office

Noted:


ORESTE M. ORTEGA, JR.
Chief Administrative Officer – Administration (OIC)

Recommending Approval:


GIL NICETAS B. VILLARINO, PhD
Vice President for Administration and Finance

Action Taken:

Approve

Disapprove


EVELYN B. AGUIRRE, DA
University President

Terms of Reference for IT Consultancy

Duration: 6 Months

I. Obligations of the Parties

A. Consultant

Student Information System (SIS)

1. Turn-over to the ITSO Staff, the functionality of setting the School Year or Period. Subsequently, conduct a transfer of knowledge to the ITSO personnel regarding this functionality.
2. Provide a User's Manual for SIS and for each existing module.
3. Conduct a transfer of knowledge to the ITSO and other involved personnel regarding the SIS and its existing modules.
4. Provide super user access of the SIS and its modules to the Computer Programmer III and ITSO, Director:

- Registrar

- Mobile App

- LNU Online (Web)

5. Payment for renewal of the LNU App (Including subscription to Google Play and App Store, Hosting)
6. Provide technical support for any issues that may arise with the SIS and its modules for the duration of this contract.

System Databases

1. Extract all databases of the systems on a bi-weekly basis and endorse the backup files to the Computer Programmer III and ITSO, Director.
2. Provide super user access of the MySQL to the Computer Programmer III and ITSO, Director.
3. Provide technical support for any issues that may arise with the MySQL databases.
4. Conduct a transfer of knowledge to the ITSO personnel regarding extraction, uploading, and backup of MySQL databases. Include the extraction of SIAS data needed for SIS.

Proxmox, QNAP, Access Points and Switches

1. Create a backup of all Proxmox Virtual Environment or Systems on a weekly basis and endorse the backup to the Computer Programmer III and ITSO, Director.
2. Assist in the migration of Proxmox VE or VMs. The migration shall be performed when required by the University. It shall be extracted using OVF or OVA format or other relative format as required by the University.
3. Provide full or admin access to Proxmox, QNAP, Access Points, Managed Switches to the Computer Programmer III and ITSO, Director whenever necessary or required.
4. Provide technical support for any issues that may arise with the Proxmox and QNAP.
5. Conduct an in-depth transfer of knowledge to the ITSO personnel regarding the Proxmox and QNAP.

General Responsibilities of the Consultant

1. The consultant should provide a ticketing system or technical support procedure for escalation of issues, requests and assistance for the duration of this contract.
2. The period for correction of issues is within twenty-four (24) hours after receipt of ticket request from the University.
3. Ensure all data processed by the consultant; data; content stored; and managed shall remain the copyright and property of the University.
4. The consultant shall ensure privacy of all processed data and data to be processed in accordance with the RA 10173 (Data Privacy Act of 2012).
5. The Consultant shall not request for escalation of its professional during the contract period.
6. The Consultant shall assure the University of warranty from bugs or other technical problems arising from its existing Information Systems and its existing modules.
7. The contract shall have a term of six (6) months from commencement date.

B. Leyte Normal University

1. Provide the necessary input requirements as required by the consultant in the creation of SIS modules.
2. Ensure that suitable equipment and facilities are available for the conduct of transfer of knowledge (i.e. reliable internet connection, proper bandwidth availability to support numerous simultaneous virtual sessions)
3. Ensure the participation of the concerned faculty and personnel in the activities mentioned in Part II.
4. Shoulder transportation expenses to and from the University.
5. Assume board and lodging expenses of the Contractor while in the University.
6. Pay the Consultant its professional fee the amount of **Three Hundred Thousand (P300,000.00)** in accordance to Part III of this TOR (Activities, Outputs and Timelines).

II. Assessment of Work Performance

The University will review the submitted outputs and provide feedback to the consultant within five (5) working days from the receipt of the outputs, as enumerated in Parts I and III of this TOR.

The consultant has ten (10) working days to submit the final outputs after receipt of feedback.

III. Activities, Outputs and Timelines

The activities, timetable and the corresponding expected outputs are:

Student Information System (SIS)	Activity	Expected Output	Timetable	OPR	%
Turn-over of Setting S.Y. or Period in SIS	Functionality Turned-over	01/04/2024	Consultant		
Conduct Transfer of Knowledge in Setting S.Y. or Period in SIS	Transfer of Knowledge Conducted	01/07/2024	Consultant	10%	

Provision of User's Manuals for SIS and Each Modules	User's Manuals Provided	02/03/2024	Consultant	15%
Conduct Transfer of Knowledge on all Existing SIS Modules.	Transfer of Knowledge Conducted			
Provision of Super User or Admin Access of the SIS and Existing Modules	Access Credentials Provided	01/04/2024	Consultant	5%
Provision of Technical Support for the SIS and its Existing Modules	Technical Support Provided; Issue or Concern Resolved	As required	Consultant	15%
System Databases				
Extraction of All Databases and Endorsement	Database Extracted and Endorsed	Bi-weekly	Consultant	
Provision of Technical Support for the MySQL Databases	Technical Support Provided; Issue or Concern Resolved	As required	Consultant	10%
Provision of Super User or Admin Access of the MySQL	Access Credentials Provided	01/04/2024	Consultant	5%
Conduct Transfer of Knowledge in Extraction, Uploading and Backup; Include extraction of SIAS data needed for SIS.	Transfer of Knowledge Conducted	01/19/2024 onsite	Consultant	10%
Proxmox, QNAP, Access Points and Switches				
Backup of Proxmox VE or Systems	Proxmox VE or Systems Backed-up and Endorsed	Weekly	Consultant	
Assistance with the migration of Proxmox VE or VMs	Assisted with the migration	As required	Consultant	
Provision of Full or Admin Access to Proxmox, QNAP and Managed Switches	Access Credentials Provided	As required	Consultant	20%
Provision of Technical Support for the Proxmox and QNAP	Technical Support Provided; Issue or Concern Resolved	As required	Consultant	
Conduct of In-depth Transfer of Knowledge on Proxmox and QNAP	Transfer of Knowledge Conducted	02/05/2024-02/09/2024 onsite	Consultant	10%

RICHARD T. QUISUMBING

#1 QUISUMBING DRIVE,
KASAMBAGAN, CEBU CITY
6000 PHILIPPINES
RICHARD@QUISUMBING.NET
(63 922) 826 2290

OBJECTIVE

To develop hardware/software, network infrastructures that will make life convenient.

EDUCATION

Management Information Systems, Bachelor of Science

June 1994 – March 1998

College of Arts and Sciences, Ateneo de Manila University

Specialized in Rapid Application Development, Implementation and Computer Networking areas.

Designed a html-browser prototype and language to language converter (C, Basic, Pascal).

Served as Network Administrator for one year before graduation.

Skills

Adobe Photoshop
Corel Draw
MS Office Suite
AJAX
CSS
HTML/XHTML
JavaScript
Perl
Shell scripting
MySQL
Asterisks
Linux/UNIX
C/C++
PIC Microcontrollers
Mikrotik Routers

Certifications

Oracle 8 DB
IBM Network Solutions

EXPERIENCE

Lead Developer

Septivium, Inc., Nanuet, NY, USA

Contractor

July 1, 2015 – Present

- Enhanced FreePBX to cater to the Hotel Industry.
- Interfaced with Oracle/Mircos Opera's FIAS and HTNG Protocols. Responsible for the certification with Oracle for the Interface
- Interfaced with Infor's FIAS and HTNG Protocols. Responsible for the certification with Infor
- Interfaced with IQWare using Control's Lodging Link.
- Interfaced with other Hotel and Property Management Systems
- Worked with different Hotels like Viceroy (NY), Hilton Grand (NY), Virgin Hotels, Six Senses Hotels (Portugal and Chengdu, China), and many more.
- Used different languages and platforms: PHP, C, C++, Bash, Ansible, Zabbix
- Configured different brands of switches: CISCO, HP/Aruba, Fortinet, Mikrotik, Ubiquiti

Linux Systems Administrator

ICON Strategies, Manila, Philippines

Contractor

December 8, 2013 – June 2015

- Contractor to BPO doing business with an American Business – ZenoRadio LLC (www.zenoradio.com)
- Maintains servers, specifically database servers running on Linux CentOS and MySQL
- Create database scripts
- Tweak, modify and enhance RT Ticketing System for ZenoRadio

June 2013 – June 2015

President
Geckotech, Inc., Mandaue, Philippines
Incorporator, Owner
December 5, 2008 - Present

December 2008 – Present

- Started another software development company
- Manages a team who develops web-based application for the following industries/companies:
 - Shipping (Freight and Passage) – Cokaliong Shipping Lines, Inc.
 - Services – ATG Corp., Cebu Integrated Logistics, Corp.,
 - Manufacturing - Upland Stock Feeds, Inc., Treasure Island Industrial Corp – Houseware/Flex
 - HR & Payroll – Ateneo de Cebu
 - Point-of-Sales – Level 8, Watever Dumaguete
 - Trading – Q-Eximtrade Inc. (USA)
 - Schools – Ateneo de Cebu, Saint Theresa's College of Cebu

President
Altair Solutions & Concepts, Inc., Cebu, Philippines

Incorporator, Owner

- Started another software development company
- Created web-based payroll software
- Created web-based hotel software
- Ventured into software branding and marketing
- Massive expansion

Part-time Instructor
Divine Word College of Tagbilaran, Tagbilaran, Bohol, Philippines
June 19, 2000 – March 31, 2002

- Taught programming, operating system concepts and computer interfacing to college students in the fields of BS Computer Engineering and BS Electronics and Communications Engineering.

President
QBros Technologies, Inc., Cebu, Philippines
Incorporator, Owner, Startup Business
March 15, 1998 – October 30, 2006

- Started a software development company
- Created web-based programs for the following industry
 - Schools – Divine Word College of Tagbilaran, Saint Theresa's College Cebu, Sacred Heart School – Hijas de Jesus, Leyte Normal University, Divine Word College – Legazpi
 - Trading – Qexphils, Inc., Q-Eximtrade (USA), Pagoda Philippines, eCopy, SUGECO

Part Time Instructor
Sacred Heart School for Boys, Cebu, Philippines
June 15, 1998 – October 30, 1998

June 1998 – October 1998

- Taught computer classes to high school students.

President
Cookietech, Inc., Cebu, Philippines
Incorporator, Owner, Startup Business
March 5, 1998 – January 30, 1999

March 1998 – January 1999

- Started an Internet Service Provider in Cebu (i-Cebu), with 48 dial-up lines on radius with roaming accounts with another Service Provider in Manila (i-Manila).
- Created the billing and authentication servers.
- Did the setup of the TACACS on Cisco Routers.

Network Administrator
Ateneo de Manila University, Quezon City, Manila, Philippines
Student Intern

April 1, 1997 – March 30, 1998

- Created the website for the university.
- Supervised installation of the network for the college department (expansion and modification of existing network).
- Installed new database and application servers (Oracle and MS Based).
- Managed Cisco routers for campus routing and firewall.
- Managed DEC Alpha, SUN Netra i, Linux, and Microsoft Servers.
- Managed web servers, mail servers, shell servers, ORACLE 8i and Microsoft SQL Database Servers.
- Managed Internet Connections (Bayantel and Moscom) and Dial-up Access

Software Programmer, Intern
ING Bank, Makati, Manila, Philippines

April 15, 1997 – May 30, 1997

Summer Practicum

Summer 1997

Trainor
Philippine Computer Society, Makati, Manila, Philippines
March 1, 1996 – May 30, 1996

Extra Curricular

Summer 1996

- Trained a group of students who were to compete in an International Software Competition.

Technician**CBX Corporation**, Cebu, Philippines

March 1992 – May 1992, March 1993 – May 1993

Summer Practicum

Summer 1992, Summer 1993

- Assembled clone/unbranded desktop computers
- Assembled UPS (Pulsar – local UPS Brand), including PCB Etching and Soldering.
- Troubleshoot defective UPS parts.

ACTIVITIES & AWARDS

Attendee, Mikrotik User's Meeting,
Florida, USA, May 31, 2007
Manila, Philippines, Apr 13, 2016

Manila, Philippines, Jan 16, 2018

Attendee, Linux Conference, New York, USA, 2000

Dorm Network Administrator, Cervini-Eliaso Hall, Ateneo de Manila, 1995
<http://hip2b2.yutivo.org/wp-mobile.php?p=75&more=1>

Volunteer/Facilitator, World Youth Day, Manila, 1995

1st Place, Inter-University Computer Quiz Bowl, sponsored by de La Salle Computer Dept, 1998

5th Place, International Software Competition, Pakistan, 1994

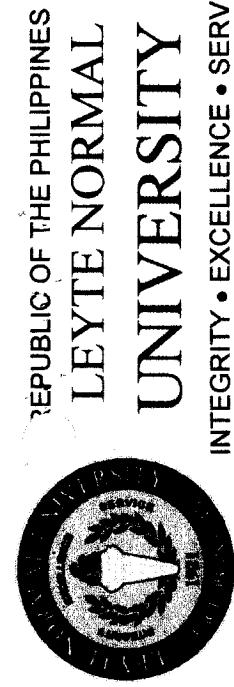
1st Place, Philippine Computer Programming Competition, Manila, 1994

3rd Place, Philippine Computer Programming Competition, Manila , 1993

COMDAPP 2000, Guest Speaker for MySQL

HOBBIES

Electronics – PIC Microcontrollers and Digital Electronics, IoTs



Bids and Awards Committee

Resolution Recommending Alternative Mode of Procurement for the
Title of the Project: IT Support: Consultancy, Information Technology Expert

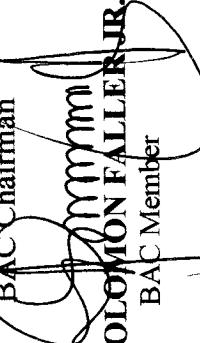
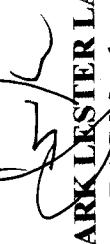
Resolution No. 20C

WHEREAS, the attached items requested have not been contemplated in the Annual Procurement Plan 2024 because of reasons stated in the attached letter to the University President and to which the University President has accepted and approved;

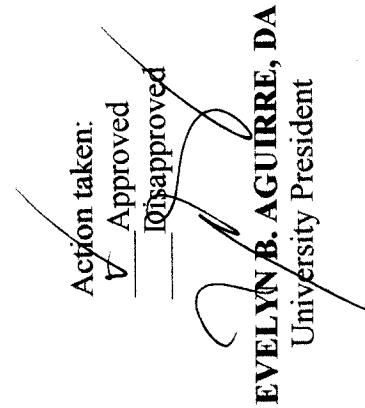
WHEREAS, the said items, for reasons of economy and efficiency, may be procured through Highly Technical Consultants since the Approved Budget for the Contract (ABC) for said procurement is less than the threshold of One Million Pesos (₱ 1,000,000.00).

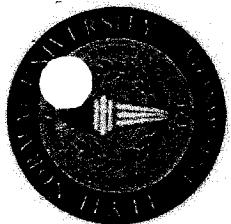
NOW, THEREFORE, We the members of the Bids and Awards Committee, hereby RESOLVE as it is hereby RESOLVED to recommend that these items be procured through Highly Technical Consultants.

RESOLVED, at the BAC Chair's Office, this 4th day of March 2024.

 ORESTE M. ORTEGA, JR. BAC Chairman	 REYNERIO MENDOZA BAC Member
 SOLON FALLERR, JR. BAC Member	 NOELIA LESTER LAURENTE BAC Member
 DIVINA PARTY B. SIBAY BAC Vice-Chair	 LEO RAYWEN TUGONON BAC Member

Action taken:
 Approved
 Disapproved


EVELYN B. AGUIRRE, DA
University President



BIDS AND AWARDS COMMITTEE

RESOLUTION NO. 20D
Series of 2024

BAC RESOLUTION RECOMMENDING AWARD OF CONTRACT TO RICHARD T. QUISUMBING FOR THE CONSULTANCY, INFORMATION TECHNOLOGY EXPERT REQUESTED BY THE INFORMATION OF TECHNOLOGY SUPPORT OFFICE THROUGH HIGHLY TECHNICAL CONSULTANT IN THE AMOUNT OF THREE HUNDRED THOUSAND PESOS ONLY (Php 300,000.00).

PROJECT DETAILS	
Project title	CONSULTANCY, INFORMATION TECHNOLOGY EXPERT
Project Budget (ABC)	PHP 300,000.00
Contract Duration	Six (6) Months

WHEREAS, the Bids and Awards Committee (BAC) as mandated by RA No. 9184, otherwise known as the Government Procuring Reform Act, is the body tasked to post invitations to bid, conduct pre-bid conferences, to determine eligibility of prospective bidders, to receive and open bids, to conduct the evaluation of the bids, to conduct post-qualification, and to recommend award of the contracts of the Head of the Procuring entity;

WHEREAS, the Information of Technology Support Office (ITSO) requested for the Consultancy, Information Technology Expert via Highly Technical Consultant for the First Quarter of CY 2024 with an Approved Budget for the Contract (ABC) amounting to Three Hundred Thousand Pesos Only (Php 300,000.00);

WHEREAS, the alternative mode of procurement was adopted for this project particularly through Highly Technical Consultant per BAC Resolution No. 20C dated March 4, 2024;

WHEREAS, as per section 53.7 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 or the Government Reform Act, provides that:

- "XXX. Highly Technical Consultants" may be resorted to by the Procuring Entities under any of the following condition:
- I. In the case of individual consultants hired to do work that is*
 - (a) highly technical or proprietary; or*
 - (b) primarily confidential or policy determining, where trust and confidence are the primary consideration for the hiring of the consultant.*
 - II. The term of the individual consultants shall, at the most, be on a six month basis, renewable at the option of the appointing HOPE, but in no case shall exceed the term of the latter.*

WHEREAS, as per Annex H of the Revised Implementing Rules and Regulations of Republic Act No. 9184 or the Government Reform Act, provides that:

- c) The BAC shall recommend to the HOPE the award of contract in favor of the supplier.*
- Award of contract shall be made in accordance with Section IV(L) of this Guidelines.*

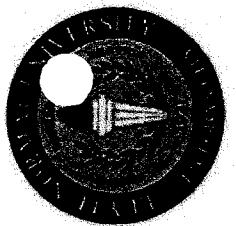
WHEREAS, Mr. Richard T. Quisumbing is compliant with all the legal, technical, and financial requirements.

Leyte Normal University
BIDS AND AWARDS COMMITTEE

Oreste M. Ortega, Jr.

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Leyte Normal University
BIDS AND AWARDS COMMITTEE

REPUBLIC OF THE PHILIPPINES
LEYTE NORMAL UNIVERSITY
INTEGRITY • EXCELLENCE • SERVICE



NOW WHEREFORE:

BE IT RESOLVED AS IT IS HEREBY RESOLVED, the LNU – Bids and Awards Committee BAC RESOLUTION RECOMMENDING AWARD OF CONTRACT TO RICHARD T. QUISUMBING FOR THE CONSULTANCY, INFORMATION TECHNOLOGY EXPERT REQUESTED BY THE INFORMATION OF TECHNOLOGY SUPPORT OFFICE THROUGH HIGHLY TECHNICAL CONSULTANT IN THE AMOUNT OF THREE HUNDRED THOUSAND PESOS ONLY (Php 300,000.00).

Adopted during the Bids and Award Committee meeting held on March 4, 2024 at the LNU BAC Office, Ground Floor Administration Building, Leyte Normal University, Tacloban City.

SIGNATORIES

ATTY. DIVINA PATTY B. SIBAY

Attorney IV

Vice-Chair, Bids and Awards Committee

MR. REYNIERIO MENDOZA

Faculty, Science Unit

Bids and Awards Committee Member

MR. LEO REAYWEN TUGONON

Faculty, Entrep. Unit

Bids and Awards Committee Member

DR. MARK LESTER LAURENTE

Faculty, IT Unit

Bids and Awards Committee Member

MR. NOEL A. RESTOR

Admin. Staff

Bids and Awards Committee Member

DR. SOLOMON FAULER, JR.

Dean, Graduate

Bids and Awards Committee member

MR. ORESTE M. ORTEGA JR.

CAO-Admin

Chair, Bids and Awards Committee

Approved by:

EVELYN B. AGUIRRE, DA

University President

Leyte Normal University

BIDS AND AWARDS COMMITTEE

ORESTE M. ORTEGA, JR.

STAFFED TRUST DEPUTY FINANCIAL SECRETARY



ORIGINAL O.R.No. CEB 2540094
Bill No. 2540094
Date Paid 02-02-2024
Account No. 24122-PPB-145343
Reference No.

PAYOR RICHARD T. QUITOSING

NATURE OF COLLECTION Fund and Account Date AMOUNT

1 : DOC. STAMPS			40 . 00
1 : SOFTWARE DEVELOPER			150 . 00
1 : OCCUPATIONAL TAX			

AMOUNT RECEIVED PER PERSON

AMOUNT RECEIVED PER PERSON	AMOUNT
CASH	
Bank Draft	
Check	
Other	

PHILIPINE BARANGAY RAHO
Collecting Officer
I declare that I have received the amount of due amount
and that the amount is correct.
"NOT IN PROGRESS..."

Leyte National University
BIDS AND AWARDS COMMITTEE
SPECIALIZED TRIBUNAL FOR CONTRACTS
ORESTE M. REBECCA JR.



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My Contact Details

Salutation	Mr
Middle Name	Tan
Gender	Male
Landline Area Code	32
Landline Extension Number	Quisumbing
Fax Area Code Number	63
Organization Id	376595
Registration Status	active
Organization Name	MR RICHARD TAN QUISUMBING
Location	local
Business Tax Identification Number	2010321810000
Field Of Expertise	Software,Computer services

Organization Details

Organization Id	376595	Registration Date	06-Feb-2024 12:41 PM
Registration Status	active		
Organization Name	MR RICHARD TAN QUISUMBING	Form Of Organization	Individual Local Consultant
Location	local		
Business Tax Identification Number	2010321810000		
Field Of Expertise	Software,Computer services		

Individual Local Consultant Details

Country Name	Philippines
Region	Region VII
Local Organization Address	Leyte Normal Industrial Park BIDS AND AWARDS COMMITTEE ORESTE M. ORTEGA, JR.
Field Of Expertise	Software,Computer services

27/7/24, 12:34 AM

about:blank

Province Cebu
City/Municipality Cebu City
Street Address Block 3 Lot 5, Villa Alessandra,
Ylaya,

Bank Account Details

Bank Name	Banco de Oro
Bank Branch	
Account Number	

Uploaded Supporting Document

Uploaded Supporting Document 1707194506_RQ Resume 2020.pdf
(https://philgeos.gov.ph/portal_documents/merchant_reg_documents/user_37655/documents/1707194506_RQ)
Resume 2020.pdf)

Status

Status Red Approved

List of Active Users of the Merchant Organization

Last Name	First Name	Middle Name	Status	Position
No Records Found				

about:blank

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*RECEIVED IN THE OFFICE OF THE
PROSECUTOR, CITY OF CEBU
ON JULY 24, 2024
BY [Signature]*
ORESTE A. PREGA JR.
PROSECUTOR
CITY OF CEBU
[Signature]