



A PROPOSAL

Frankenstein x Asiaphil

Ensemble for the 1Asiaphil process

REVISION 5, OCTOBER 10, 2026

1. Introduction

Asiaphil runs every transaction through the 1Asiaphil process, from a prospect in pursuit to archiving. Today people carry that process by hand. Bid packs are read page by page, documents pass from desk to desk, handoffs between stages are agreed over Viber, and follow-ups are loosely tracked in Excel. No single place shows where each transaction stands or who holds it, and when experienced staff leave, their institutional knowledge of processes and best practices leaves with them.

Frankenstein will implement an instance of Frankenstein's Ensemble (formerly Cortex), an AI-native operations platform, as Asiaphil's one system of record for the 1Asiaphil process. Ensemble's AI reads what arrives, prepares the checks and drafts the documents. Asiaphil's people decide, sign and send, and every action that commits the company or moves money stays with a person. What Asiaphil gets:

- **One view of every transaction.** Each pursuit and project on its stage, with its holder, its deadline and its documents, open to management at any time.
- **Bid documents read and summarized.** Key terms, deadlines, payment terms and eligibility requirements drawn from the bid pack, each shown with its source page.
- **Checks prepared before each decision.** Customer research from public records and from Asiaphil's own history, with the TQCOD information gathered once at the start and updated when something new arrives, and a suggested Go or No Go with its reasons for the approvers at each TQCOD gate.
- **Documents drafted on Asiaphil's own forms.** Project plans, eligibility checklists, query letters, cost sheets and proposals prepared for review, with a printable packet for each stage.
- **Deadlines and renewals watched.** Bid deadlines, securities, billing and collection dates and expiring company documents, with reminders to the person responsible.
- **Billing and collection tracked.** Invoices, payment notices and letters read and filed, and each bill followed through to collection and retention release.

Delivery is in two releases and two go-lives. The first go-live puts stages 1 to 4 to work on Asiaphil's live pursuits about eight weeks from kickoff. The full platform goes live about nineteen weeks (four and a half months) from kickoff,

over three weeks of migration and cutover, and is followed by five days of full training, a ninety-day support and adjustment period and a program of office hours.

All three of us will work on the project. Benjamin Ang leads product and AI for this engagement: the transaction workflow, the agent layer, policies and evaluation sets. Luis Mauro Yap leads process mapping and delivery: the sessions with each role, the journeys and the front end. Ed Yap leads platform and systems: the backend, data model, integrations, hosting, security and cutover. We overlap considerably in how we work, so each of us covers more than one area.

2. Scope of Work

Each release is described in a Functional Scope Document: the document that lists the forms, records, checks and reports the release covers, confirmed with the staff who do the work and signed by the lead Asiaphil names for that stage. It is the reference for acceptance. A Functional Scope Document cannot materially narrow the functionality in this section without Asiaphil's written agreement. Discovery covers process redesign as well as requirements. The eleven stages of the 1Asiaphil process stay as they are named. Within them, Frankenstein and Asiaphil review the current steps and decide where steps can be removed or combined, such as handling PIP and RFQ as one intake where the information allows, and Asiaphil decides which changes the Functional Scope Document adopts.

2.1 The platform

Ensemble runs in the cloud with backups, monitoring and access controls, on one transaction record across Asiaphil's business units and sales types (SRRT, CRRT and NRRT). Every staff member has a sign-in and a role, and uses a responsive web application on desktop, tablet and phone. Work enters Ensemble by a forwarding email address, by Telegram, by upload, or as a photo or scan of a paper document. Records kept in Rosetta and in Asiaphil's Google Drive, such as customer records, stock availability, delivery receipts, and billing and payment records could be automatically linked to Ensemble provided an API is available. Otherwise, data coming from Rosetta enter Ensemble the same way as exports or files that Asiaphil's staff upload or forward. Ensemble reads each document, places it on the right transaction and stage, and tells the person who holds the next step. Notifications reach staff on Telegram and email. An AI companion, in the app and on Telegram, answers questions from Asiaphil's own records. Any record can be printed, each stage has a downloadable packet, and Asiaphil can export its data from the platform at any time.

2.2 Modules

- **Pursuit to Contract (stages 1 to 4).** From the first inquiry or invitation to bid through the booked contract, in four sub-modules:
 - **Intake and customer check.** A pursuit opened from the arriving document, the bid pack summarized with its key terms and deadlines, and the customer checked against public records and Asiaphil's past transactions and payment history.

- **Evaluation.** The TQCOD information and the capability questions prepared for each approver by sales type, with a suggested Go or No Go and its reasons under Timeliness, Quality, Cost Efficiency and Organizational Development, drawn from the bid pack, comparable past transactions and the customer's payment history, with the risks flagged. The suggestion is advisory: the approvers decide, and their votes and reasons are recorded. The factors and thresholds behind the suggestion are agreed with Asiaphil in discovery, and the suggestions improve as recorded decisions accumulate. Decline letters are drafted with reasons.
 - **Bid preparation and costing.** The eligibility checklist matched against Asiaphil's company documents, bid bulletins compared with the pack, query letters drafted, and the cost sheet built from the bill of materials prepared, Asiaphil's price list and markup formula, with the margin adjustable by the person responsible.
 - **Contract review and booking.** The award and contract compared with what was bid, the review routed to its approvers with the second TQCOD suggestion, securities and start dates put on a clock, and the booking recorded with its job number.
- **Kickoff (stages 5 and 6).** The internal and external kickoff packs assembled from what stages 1 to 4 already hold, the commitment schedule recorded, and the kickoff approvals and the client's answers kept on the record.
 - **Billing and Collection (stages 8 and 9).** For each bill: the billing packet checked, the request, endorsement and approvals routed, the statement of account drafted, payment notices read, receivables tracked by age, and retention followed to its release.
 - **Close-out and Archive (stages 10 and 11).** The customer fulfillment form, the archive checklist per transaction, requests for what is missing, and the closed file.
 - **Company Records.** What the stages draw on: company documents with their expiry dates and the person responsible for each, the price list and costing formulas, the customer register, the key personnel and equipment lists, and project history captured from Rosetta's exports.

- **Transaction Explorer.** A sub-module showing every transaction across business units and sales types, filterable by stage, holder, sales type, customer and deadline. Opening a transaction gives a one-page summary of where it stands, who holds it, what is next, its key terms, amounts and deadlines, and its documents, with the full record one click away. On each transaction, Ensemble can flag inconsistencies and potential discrepancies across its documents, such as amounts, quantities, dates or terms that differ between the bid, the award, the contract, the purchase orders and the bills, each shown with the documents it comes from, for the person responsible to resolve.
- **Leadership View.** For management: what is waiting and on whom, deadlines across all transactions on one calendar, and the money behind each stage, including bills unpaid by age, securities expiring and retention claimable.
- **Administration.** Set by Asiaphil's administrator or with us: users, roles and the approvers per stage and sales type, parameters, AI behavior policies with an audit trail, the usage statement, and data export.

2.3 Out of scope

This proposal will have limitations on the build and in Ensemble's functionality.

- People sign and submit. Ensemble does not submit bids, sign documents or send letters on Asiaphil's behalf.
- Ensemble does not issue official receipts or invoices, does not transmit to the BIR, and does not move funds. Asiaphil's accounting system remains the book of accounts.
- Project Tracking (stage 7) is an optional module, scoped and priced separately: progress reported from site by phone, and purchase orders, delivery receipts, service invoices, submittals, variation orders and delay letters captured by photo and filed to the project, with delay justifications kept in order for liquidated-damages questions. Engineering project management, such as schedules, S-curves and drawings, is not included in either case.
- Inventory and warehouse management, and manpower scheduling, are not included. Ensemble keeps the price, equipment and personnel lists that costing and capability checks need. For Distributing and Subcontracting transactions, stock availability is checked in Rosetta and recorded on the transaction. Inventory moves into Ensemble only if the Rosetta replacement below is taken up.

- In the event that the bill of materials needs to be prepared from project drawings or technical requirements, Ensemble would not prepare the bill of materials for design and engineering transactions. Asiaphil's team prepares it instead.
- Electronic signature of outgoing documents is not included and can be scoped as a later phase.
- Viber is not connected. Telegram and email are the supported channels.
- Third-party data or functionality not available by API or MCP integrations.
- Ensemble is delivered as a web application, and native mobile and desktop apps are not included.
- This engagement does not include on-premise deployment, hardware, or local AI builds.
- The proposal excludes modules and processes not mentioned in Section 2.2.
- A replacement for Rosetta is an optional module, priced in 4.1 and 4.2. If it is not taken up, Asiaphil keeps Rosetta and its records reach Ensemble as exports unless an API is available. If it is taken up, Ensemble takes over what Asiaphil uses Rosetta for that the modules in 2.2 do not cover: stock levels and inventory movements, purchases, payments, production records and the supplier database. Frankenstein maintains it under the monthly service, and it adds about two months to the schedule in section 3. The general ledger and the issuing of invoices and official receipts are not included in either case.

3. Milestones and Acceptance

Each release is tested with the staff who will use it in two one-week acceptance cycles and accepted by the named lead against its Functional Scope Document, within the defined Scope of Work. The pass/fail thresholds and acceptance criteria for each release are defined with Asiaphil's team during discovery and written into the Functional Scope Document. Where a release falls short, Frankenstein corrects and re-runs the affected cases rather than treating the cycle as a rejection. If a release fails its second acceptance cycle, the corresponding milestone payment pauses until that release is accepted.

After Go-live A, Asiaphil runs its live pursuits on Ensemble. If Asiaphil pauses further implementation to resolve agreed issues, the target dates for the remaining releases move by the length of the pause.

Weeks count from kickoff. The schedule depends on access to the staff who do the work: a delay in a discovery session or in requested documents moves the dates that follow by the same length.

MILESTONE	WHAT IS DELIVERED	TARGET*
Kickoff	Signed proposal and NDA, project plan, sessions scheduled with each role, access to email and Telegram, finished-project samples received	Week 0
Discovery, stages 1 to 4	Current steps reviewed with the staff who do them, changes agreed, Functional Scope Document signed	Week 2
Release 1: Base, Company Records, Pursuit to Contract	Acceptance testing in weeks 6 and 7	Week 5
Go-live A: live pursuits on Ensemble	Training and cutover for stages 1 to 4	Week 8
Discovery, stages 5, 6 and 8 to 11	Kickoff, finance and archive steps reviewed	Week 9
Holidays	No testing or training with Asiaphil	Weeks 10 and 11
Discovery, Rosetta and finance records	How records from Rosetta and Google Drive are captured, open items from week 9 confirmed, Functional Scope Documents signed	Week 12

MILESTONE	WHAT IS DELIVERED	TARGET*
Release 2: Kickoff, Billing and Collection, Close-out and Archive, Transaction Explorer, Leadership View, Administration	Acceptance testing in weeks 17 and 18	Week 15
Go-live B: the full platform	Migration and cutover, over three weeks	Week 19
Full training	Five days across all roles on the live system	Week 22
Support period closed	Ninety days from Go-live B, covering each release from its go-live	Week 32

* Assuming a Monday, October 19, 2026 kickoff, kickoff would run to October 30, Go-live A would be the week of December 14, 2026, the second discovery the week of January 11, 2027, Release 2 acceptance the weeks of February 15 and 22, Go-live B the weeks of March 1 to 19, and full training the week of March 22, 2027. If the Rosetta replacement is taken up, it follows Go-live B and adds about two months.

During the support period, defects and refinements within scope are corrected at no charge, with a target response of one business day. Office hours run as one-hour to two-hour sessions, weekly or every two weeks at Asiaphil's preference, until the support period closes, then monthly under the service fee.

Frankenstein is responsible for correcting, at no charge, anything that does not conform to the accepted Functional Scope Documents: incorrect workflow logic, errors in the integrations Frankenstein builds, errors in the configuration Frankenstein sets up, and defects introduced during implementation. This holds through the support period and afterwards for as long as the monthly service runs. Outages and changes on a third-party provider's side are outside this responsibility. Ensemble's AI output, such as a reading of a document, a draft or an answer, cannot be guaranteed to be correct in every case.

Ensemble shows the source behind each output so that it can be checked, and people check it before anything commits the company or moves money. Where AI output is demonstrably wrong, Frankenstein will attempt to correct the cause and will credit the loop. Frankenstein does not guarantee error-free results and disclaims liability for decisions or actions based on inaccurate AI output.

4. Investment

4.1 Implementation

OFFER	AMOUNT (PHP), VAT EXCLUSIVE
Implementation of Releases 1 and 2 through Go-live B, five days of full training and the ninety-day support period	1,125,000
Optional: Project Tracking	To be quoted upon request
Optional: Rosetta replacement	350,000

Payment: 30 percent on signing, 20 percent on acceptance of the Functional Scope Document for stages 1 to 4, 25 percent at Go-live A, 25 percent at Go-live B. Invoices are payable within 15 calendar days. Amounts exclude VAT unless stated.

4.2 Monthly pricing

The monthly fee runs Ensemble for Asiaphil, keeps improving it, and pays for the work its AI completes. It is not charged per user, per seat or per hour. It is set by the volume of work Ensemble completes for Asiaphil, measured in loops. One loop is one task Ensemble carries for Asiaphil, such as a bid pack read and summarized, a customer checked, a cost sheet drafted or a payment advice read and matched, and everything done on that task is part of that one loop. Most tasks count as one loop. A task that covers a lot of content counts as more: one loop for every 10 pages Ensemble reads or writes for it, rounded up, so a 30-page contract read and filed is 3 loops and a 500-page bid pack read in full is about 50. Asiaphil sees the running count in Administration and receives a usage statement with each invoice.

PLAN	INCLUDED EACH MONTH*	MONTHLY FEE (PHP, EXCLUDING VAT)
A	850 loops	50,000
B	2000 loops	100,000
C	3200 loops	150,000
Z	by agreement	by agreement

* Past the plan's limit, each additional loop is 65 pesos, billed on the usage statement. With fair use policies around storage and file transfer sizes.

The monthly fee begins at Go-live A. The plan's fee does not change when Asiaphil adds staff or business units. Ninety days after Go-live B, Frankenstein and Asiaphil review actual usage against the chosen plan, and Asiaphil may move to the plan that fits its real volumes. If the Rosetta replacement is taken up, 20,000 pesos excluding VAT is added to the monthly fee from the month it goes live.

4.3 Term and intellectual property

Ensemble is a web application that Frankenstein operates and Asiaphil uses under this proposal. Frankenstein retains all intellectual property in Ensemble and its improvements, and nothing here transfers or assigns it. Asiaphil receives a non-exclusive, non-transferable right to use Ensemble for its own business for the term.

Asiaphil's data and records remain Asiaphil's. Asiaphil can export them at any time through Ensemble or by request: records, attachments and audit history, and the configuration that makes the system operational, in a developer-readable and a human-readable form. If the service ends, Frankenstein assists Asiaphil's migration to another system as part of the wind-down.

Before Go-live B, either party may end the engagement at a release milestone on written notice, with work to that milestone paid. The signing payment is refundable until Asiaphil accepts the Functional Scope Document for stages 1 to 4. From that point, that payment and every payment for an accepted milestone are non-refundable. Refunds due under this section are paid within 15 business days of Asiaphil's written notice.

From acceptance of Go-live B, an initial term of six months applies for Asiaphil's chosen monthly plan. Termination during the term carries a charge of 30 percent of the fee for the remaining months. After the initial term the service renews quarterly. The plan fees, the loops included in each plan and the price of an additional loop are fixed for the duration of a term. Frankenstein may change pricing with 45 days' notice, and Asiaphil may then agree to the changes or end the service before the changes take effect after the current term.

5. What Asiaphil Provides

- A project sponsor named by Asiaphil with authority over scope, and one point person for each stage group with authority over its acceptance sign-off.
- Direct access to the staff who do the work in each stage, in scheduled sessions at Asiaphil's office or online, with answers to questions within two business days.
- Before kickoff: five to ten finished transactions with their documents, across SRRT, CRRT and NRRT and including at least one private order, and the Excel trackers used to follow projects today.
- In week one: the costing formula and price list, the company documents used for eligibility, the current forms and templates, the organization chart with who holds each role, and which accounting software F&A uses.
- In week one: access to the email addresses where inquiries and notices arrive, a Telegram group for the project team, and exports from Rosetta and the finance files kept in Google Drive, then on a schedule agreed during the discovery phase.
- Asiaphil's staff using Telegram for transaction messages from Go-live A.
- Paper documents scanned or photographed when they arrive, until buyers accept digital submission.
- Devices and connectivity at the office, and on site if Project Tracking is taken up, sufficient to run a web application on a phone.

Assumptions: the scope in section 2 is the whole scope, and items not stated are excluded. Asiaphil's current process and forms are the starting point for understanding requirements, and the agreed changes are written into the Functional Scope Documents. The finished transactions Asiaphil provides are representative of its everyday work. Source data is complete and accurate for migration. Third-party vendor approval timing is outside Frankenstein's control. Scope changes proceed only on Asiaphil's written approval, with their effect on schedule and price.