



Republic of the Philippines  
QUEZON CITY GOVERNMENT  
BAC – Goods and Services  
2<sup>nd</sup> floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION  
SECTION 53.9  
SMALL VALUE PROCUREMENT

DATE : MARCH 28, 2023

PROJECT NO. : QCU-23-SERVICES-0213B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : SUBSCRIPTION TO E-RESOURCES (E-JOURNALS AND E-BOOKS) FOR QUEZON CITY UNIVERSITY LIBRARY  
Approved Budget of the Contract : P 672,000.00  
End-User / Implementing Office : QUEZON CITY UNIVERSITY

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **MARCH 31, 2023, 10:00 AM** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2023);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2021) (For ABCs above P500,000.00)
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** issued by **QC BAC- Goods and Services**.

  
**ATTY. DOMINIC B. GARCIA**  
Officer-in-Charge / Head, BAC-Secretariat

### TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	<p>The Project shall be comprised of a Multidisciplinary Database, which shall cover the following:</p> <p>1. Multidisciplinary Database</p> <ul style="list-style-type: none"> <li>• Over 28,000 periodicals including 4,000 titles from the JCR Impact Factor Science list</li> <li>• Over 13 million pages of historical primary sources from the 13<sup>th</sup> to the 21<sup>st</sup> centuries</li> <li>• Over 1.5 million items of literature criticism and full-text literary works</li> <li>• Over 1,700 e-Book editions (4,000 volumes) including award-winning encyclopedias and directories</li> <li>• Package of Six (6) Collections in One (1) Platform:               <ol style="list-style-type: none"> <li>a. Academic OneFile - more than 18,900 journals with over 12,300 peer-reviewed and over 8,000 full-texts titles</li> <li>b. General OneFile - over 14,900 titles with more than 9,150 full-text journals and 3,770 peer reviewed journals; hundreds of newspapers</li> <li>c. Infotrac Newsstand - more than 1,000 newspapers, both national and international, with more than 60 English language foreign newspapers</li> <li>d. Literary Sources - 1.5 million primary and secondary sources and close to 500 literary journals</li> <li>e. Archives Unbound - 13 million pages of historical documents, with coverage from the medieval period to the new millennium. It has broad options include government</li> </ol> </li> </ul>	lot	1		

<p>documents, monographs, newspapers, and correspondence sources from major research libraries.</p> <p>f. e-Books - subscription based e-Books with more than 1,750 titles in over 4,000 volumes</p> <p>2. Features</p> <ul style="list-style-type: none"><li>• Cross Search across collections inside the platform</li><li>• Collaboration tools for integration with G. Suite for Education and Microsoft Office 365 tools to enable users to share, save and download content (including highlights and notes)</li><li>• Articles are downloadable in MP3 formats</li><li>• Generate Citations: MLA, APA and Chicago</li><li>• Articles can be translated in more than 20 languages</li><li>• Generate Usage statistics</li></ul> <p>3. Users:</p> <ul style="list-style-type: none"><li>• Unlimited users for Ouezon City University Campuses only</li></ul> <p>4. Access:</p> <ul style="list-style-type: none"><li>• Accessed via IP based computers or remote password</li></ul> <p>5. Security:</p> <ul style="list-style-type: none"><li>• License Subscription for journals and other publications</li></ul> <p>Project Duration shall be for ten-month period and can be accessed within fifteen days upon issuance of the Notice to Proceed</p>				
***with attached Terms of Reference***				
TOTAL:				

Amount in Words: \_\_\_\_\_

Delivery Period : Fifteen (15) Calendar Days

Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

Handwritten signature and initials



**Other Requirement/s:**

1. Notarized Affidavit of Undertaking stating compliance to the following:
  - That the bidder will authenticate the IP Address provided by the Quezon City University. These IP Addresses can access and use the database 24/7, bidder must provide username and password upon request of the University
  - That the bidder has prior government and private contracts involving the supply and delivery of Online Library Resources
  - That the bidder is a certified partner of the Online Library Resources (OLRs) to be procured
  - That the bidder must activate the subscription and provide after sales service of Multidisciplinary Database for Quezon City University
  - That the bidder shall submit a generated usage statistics and reports

# TERMS OF REFERENCE

## SUBSCRIPTION TO E-RESOURCES (E-Journals & E-Books) FOR QUEZON CITY UNIVERSITY LIBRARY

### I. Rationale and Brief Background

Due to the advancing educational technologies that bring changes in learning modality and as a requirement for a higher level of accreditation, e-Resources became more in demand. With this, Quezon City University intends to acquire and invest in multidisciplinary E-Books & E-Journals in order to meet the demand and achieve excellence in the educational sector.

The multidisciplinary database will help the Stakeholders of the University in accessing research content 24/7.

### II. Project Description

The Research Complete enables users to access millions of pages of primary sources, e-reference and periodical content on superior platforms designed to streamline the student and researcher workflow. Every student and researcher will find a rich store of relevant information to enhance their learning and research. Empowering students and researchers to achieve superior learning and research outcomes.

### III. Project Scope of Work

The Project shall be comprised of a Multidisciplinary Database, which shall cover the following:

#### 1. Multidisciplinary Database

- Over 28,000 periodicals including 4,000 titles from the JCR Impact Factor Science list
- Over 13 million pages of historical primary sources from the 13<sup>th</sup> to the 21<sup>st</sup> centuries
- Over 1.5 million items of literature criticism and full-text literary works
- Over 1,700 e-Book editions (4,000 volumes) including award-winning encyclopedias and directories
- Package of Six (6) collections in One (1) Platform:
  - a. Academic OneFile – more than 18,900 journals with over 12,300 peer-reviewed and over 8,000 full-texts titles
  - b. General Onefile – over 14,900 titles with more than 9,150 full-text journals and 3,770 peer reviewed journals; hundreds of newspapers
  - c. Infotrac Newsstand – more than 1,000 newspapers, both national and international, with more than 60 English language foreign newspapers
  - d. Literary Sources – 1.5 million primary and secondary sources and close to 500 literary journals
  - e. Archives Unbound – 13 million pages of historical documents, with coverage from the medieval period to the new millennium. It has broad options include government documents, monographs, newspapers, and correspondence sources from major research libraries.
  - f. e-Books – subscription based e-Books with more than 1,750 titles in over 4,000 volumes

**2. Features**

- Cross Search across collections inside the platform
- Collaboration tools for integration with G. Suite for Education and Microsoft Office 365 tools to enable users to share, save and download content (including highlights and notes)
- Articles are downloadable in MP3 formats
- Generate Citations: MLA, APA and Chicago
- Articles can be translated in more than 20 languages
- Generate Usage statistics

**3. Users:**

- Unlimited users for Quezon City University Campuses only

**4. Access:**

- Accessed via IP based computers or remote password

**5. Security:**

- License Subscription for journals and other publications

**IV. Project Standards and Requirements**

1. The Quezon City University shall provide an IP Address and it will be authenticated by the provider. This IP Addresses can access and use the database 24/7, username and password will be provided upon request of the University.
2. The Provider should be a platinum member of PhilGEPS.
3. The bidder must have prior government and private contracts involving the supply and delivery of Online Library Resources. Further, bidder must be a certified partner of the Online Library Resources (OLRs) to be procured.
4. The project entails the activation of the subscription and after sales service of Multidisciplinary Database for Quezon City University.
5. The provider shall submit a generated usage statistics and reports.

**V. Project Duration and Delivery**

Project duration shall be for ten-month period and can be accessed within 15 days upon issuance of the Notice to Proceed (NTP).

**VI. Approved Budget for the Contract**

The approved budget for the contract is **SIX HUNDRED SEVENTY TWO THOUSAND PESOS and 00/100 only (Php 672,000.00).**

**VII. Terms of Payment**

Procuring entity shall pay the provider 100% of the total amount upon activation of the access.


**VIII. Penalties for Breach of Contract**

Failure to deliver the services according to the standards and requirements set by the Quezon City Local Government shall constitute an offence and shall be subject to penalties and or liquidated damages pursuant to RA 9184 and its revised implementing rules and regulations.

## **IX. Cancellation or Termination of Contract**

The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City Government terminates the contract due to default, insolvency, or for any cause, it may enter into negotiated procurements pursuant to Section 53 (d) of RA 9184 and its IRR.

Prepared by:

  
**Ms. EDLYN O. AQUINO**  
OIC Director, Library Resources and Services

Noted by:

  
**Dr. BRADFORD ANTONIO C. MARTINEZ**  
OIC VP for Academic Affairs

Approved by:

  
**Dr. THERESITA V. ATIENZA**  
University President 