



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 07, 2023

PROJECT NO. : QCU-23-SERVICES-0214B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : SUBSCRIPTION TO E-BOOKS FOR QUEZON CITY UNIVERSITY LIBRARY  
Approved Budget of the Contract : P 350,000.00  
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 10, 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><b>SUBSCRIPTION TO E-BOOKS FOR QUEZON CITY UNIVERSITY LIBRARY</b></p> <p>Scope of Work:</p> <ol style="list-style-type: none"><li>1. Provide Quezon City University, 24/7 unlimited and simultaneous access</li><li>2. Access will be for 10 months subscription</li><li>3. At the end of the ten-month period, the library can choose any number of titles to purchase, after reviewing usage statistics, up to the value of the initial pre-paid amount</li><li>4. Mode of Access:<ul style="list-style-type: none"><li>• Institutional IP - The provider shall provide Quezon City University with institutional access via IP address, including each institution's respective departments when separate IP addresses exist.</li><li>• Access should be unlimited to search, browse and download within the institution premises, and can be accessed simultaneously</li><li>• Username and Password- Supplier will provide username and password for remote access log in.</li></ul></li><li>5. Conduct User Trainings<ul style="list-style-type: none"><li>• Trainings for the use of databases will be provided for free and can be attended by students and faculties simultaneously</li></ul></li></ol> | lot           | 1    |            |            |

|   |  |  |  |  |
|---|--|--|--|--|
| <p>6. Technical Support</p> <ul style="list-style-type: none"> <li>• This is a guaranteed ten (10) months subscription with 24/7 online access to the multidisciplinary database.</li> <li>• Training will be provided for free as requested by the end-user</li> <li>• If there's any interruption of access, QCU can email, call or text the salesperson 24/7 and will be attended within the day</li> </ul> <p>7. Coverage</p> <p>The Multidisciplinary database provide the access to 65,000 titles and benefit from:</p> <p>a) Option to pick and choose title to keep as perpetual access based on usage data of the top used titles</p> <p>b) There are e-Book title to cover all discipline from Art, Humanities &amp; Social Science, Medical &amp; Health Science, Business &amp; Management, Computing, Engineering, Law to Technology &amp; Science</p> <p>c) Unlimited access to front &amp; archive titles as complimentary</p> <p>d) Support the following standard authentication for access control - Master Username Password, IP Authentication and Proxy Server (ie. EZProxy, RemoteXs, Open Athens and Shibboleth)</p> <p>e) Next generation e-Book platform is simple, user friendly and intuitive</p> <p>f) Single page and Chapter download in PDF format is available</p> <p>g) Offline Reading via IGP Reader mobile app is available</p> <p>h) Any new titles published during the 10 months period will be made available for access to all members</p> <p>Project Duration and Delivery:</p> <p>Project Duration shall be for ten-month period and can be accessed within fifteen (15) days upon issuance of Notice to Proceed (NTP)</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

| Other Requirements: |   |
|---------------------|---|
| 1.                  | Notarized Affidavit of Undertaking stating compliance to the following:   |
| ➤                   | 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.                     |
| ➤                   | 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 or authorized distributor of the Online Library Resources (OLRs) to be procured. |
| ➤                   | The project entails the supply, delivery, activation and after sales service of access to e-Books collection for Quezon City University.  |
| ➤                   | The provider shall submit a quarterly utilization report to the University.   |

*Handwritten signature/initials in blue ink.*

# TERMS OF REFERENCE

## SUBSCRIPTION TO 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-Books became more in demand, with this, Quezon City University intends to acquire and invest in multidisciplinary e-Books 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 multidisciplinary database offers a vast selection of e-Book titles from various subjects ranging from Art, Humanities & Social Science, Medical & Health Science, Business & Management, Computing, Engineering, Law to Technology & Science.

### III. Project Scope of Work

1. Provide Quezon City University, 24/7 unlimited and simultaneous access
2. Access will be for 10 months subscription.
3. At the end of the ten-month period, the library can choose any number of titles to purchase, after reviewing usage statistics, up to the value of the initial pre-paid amount.
4. Mode of Access:
  - Institutional IP – The provider shall provide Quezon City University with institutional access via IP address, including each institution's respective departments when separate IP addresses exist.
  - Access should be unlimited to search, browse and download within the institution premises, and can be accessed simultaneously.
  - Username and Password- Supplier will provide username and password for remote access log in.
5. Conduct User Trainings
  - Trainings for the use of databases will be provided for free and can be attended by students and faculties simultaneously.
6. Technical Support
  - This is a guaranteed ten (10) months subscription with 24/7 online access to the multidisciplinary database.
  - Training will be provided for free as requested by the end-user.
  - If there's any interruption of access QCU can email, call or text the salesperson 24/7 and will be attended within the day.

## 7. Coverage

The Multidisciplinary database provide the access to **65,000 titles** and benefit from:

- a) Option to pick and choose title to keep as perpetual access based on usage data of the top used titles
- b) There are e-Book title to cover all discipline from Art, Humanities & Social Science, Medical & Health Science, Business & Management, Computing, Engineering, Law to Technology & Science.
- c) Unlimited access to front & archive titles as complimentary
- d) Support the following standard authentication for access control - Master Username Password, IP Authentication and Proxy Server (ie. EZProxy, RemoteXs, Open Athens and Shibboleth)
- e) Next generation e-Book platform is simple, user friendly and intuitive
- f) Single page and Chapter download in PDF format is available
- g) Offline Reading via IGP Reader mobile app is available
- h) Any new titles published during the 10 months period will be made available for access to all members

## 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 or authorized distributor of the Online Library Resources (OLRs) to be procured.
4. The project entails the supply, delivery, activation and after sales service of access to e-Books collection for Quezon City University.
5. The provider shall submit a quarterly utilization report to the University.

## V. Project Duration & 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 **THREE HUNDRED FIFTY THOUSAND PESOS and 00/100 only (Php 350,000.00).**

## 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.

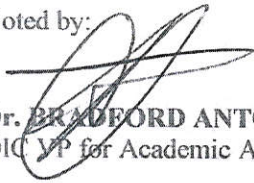
Prepared by:



**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 