



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



REQUEST FOR QUOTATION
NEGOTIATED 53.9
SMALL VALUE PROCUREMENT

DATE : AUGUST 29, 2023
PROJECT NO. : QCU-23-SERVICES-1254

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : SUBSCRIPTION TO E-BOOKS OF ACCOUNTING FOR QUEZON CITY UNIVERSITY LIBRARY
Approved Budget of the Contract : Php810,000.00
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 **SEPTEMBER 1, 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 2022) (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
	<i>With minimum technical specifications: ✓</i>				
1 ✓	SUBSCRIPTION TO E-BOOKS OF ACCOUNTING FOR QUEZON CITY UNIVERSITY LIBRARY ✓ Project Scope of Work ✓ 1. Provide Quezon City University, with 24/7 unlimited and simultaneous access. ✓ 2. Access will be twelve (12) months subscription. ✓ 3. At the end of the twelve (12) months, the library will receive perpetual access to selected content published during its subscription period. ✓ 4. Mode of Access: ✓ <ul style="list-style-type: none">• 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 Training <ul style="list-style-type: none">• Training for the use of databases will be provided for free and can be attended by librarians, students and faculties for a maximum of two (2) hours. ✓ 6. Technical Support <ul style="list-style-type: none">• This is a guaranteed one (1) year subscription with 24/7 online access to the multidisciplinary database.• Troubleshooting for the said database will be entertained via email, call and text. ✓	lot ✓	1 ✓		

<div><ul style="list-style-type: none">Any concern from Quezon City University regarding the product will be properly attended by the contact person ✓<div>7. Platform Features: ✓</div><div>Choose your Paths</div><ul style="list-style-type: none">Browse by eBooksEnter specific words and phrases into quick and advanced searchLimit results to only show content that is Open Access, or what you can view ✓<div>Explore New Paths✓</div><ul style="list-style-type: none">Suggestions for related content provides inspiration for new ideasSelect 'Keywords' to research multidisciplinary themesAll content accessed side-by-side for seamless ✓ exploration<div>Navigate with Ease ✓</div><ul style="list-style-type: none">Predictable navigation and simple interfaceSort results and apply content filters such as type, date, subject and countryContent previews and structured abstracts help you decide if you want to read or move on ✓<div>This is your journey</div><ul style="list-style-type: none">Remote, multi-user access on any deviceView in HTML, PDF, EPUB format and download citations directly from the platformWith a user Profile, you can set up content alerts and save searches to review later<div>Project Duration and Delivery:</div><div>Project Duration shall be for a twelve-month period and can be accessed within fifteen (15) calendar days upon issuance of Notice to Proceed. ✓</div><div>***with attached Terms of Reference (TOR) which will form an integral part of this Request for Quotation*** ✓</div></div>				
TOTAL QUOTED AMOUNT:				

Amount in Words: _____

Delivery Period

:

Fifteen (15) Calendar Days

Warranty

:

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

Other Requirement/s:

- **Notarized Affidavit of Undertaking stating compliance to the following:**
 - 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 bidder must have prior government or 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 (OLR) to be procured.
 - 3) The project entails the supply, delivery, activation, and after sales service of multidisciplinary database for Quezon City University.
 - 4) The provider shall submit a quarterly utilization report to Quezon City University.



TERMS OF REFERENCE

SUBSCRIPTION TO E-BOOKS OF ACCOUNTING FOR QUEZON CITY UNIVERSITY LIBRARY

I. Rationale and Brief Background

Due to the advancing educational technologies that bring changes in learning modality and us 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

This multidisciplinary database create eBook collection by choosing 100 titles from across the full eBooks catalogue of accounting.

III. Project Scope of Work

1. Provide Quezon City University, with 24/7 unlimited and simultaneous access.
2. Access will be 12 months subscription.
3. At the end of the 12 months, the library will receive perpetual access to selected content published during its subscription period,
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 Training
 - Training for the use of databases will be provided for free and can be attended by librarians, students and faculties for a maximum of two (2) hours.
6. Technical Support
 - This is a guaranteed one (1) year subscription with 24/7 online access to the multidisciplinary database.
 - Troubleshooting for the said database will be entertained via email, call and text.
 - Any concern from Quezon City University regarding the product will be properly attended by the contact person
7. Platform Features:
 - Choose your Paths
 - Browse by eBooks
 - Enter specific words and phrases into quick and advanced search
 - Limit results to only show content that is Open Access, or what you can view

Explore New Paths

- Suggestions for related content provides inspiration for new ideas
- Select 'Keywords' to research multidisciplinary themes
- All content accessed side-by-side for seamless exploration

Navigate with Ease

- Predictable navigation and simple interface• Sort results and apply content filters such as type, date, subject and country
- Content previews and structured abstracts help you decide if you want to read or move on

This is your journey

- Remote, multi-user access on any device
- View in HTML, PDF, EPUB format and download citations directly from the platform
- With a user Profile, you can set up content alerts and save searches to review later

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 member of PhilGEPS.
3. The bidder must have prior government or 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 (OLR) to be procured.
4. The project entails the supply, delivery, activation, and after sales service of multidisciplinary database for Quezon City University.
5. The provider shall submit a quarterly utilization report to Quezon City University.

V. Project Duration & Delivery:

Project duration shall be for twelve-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 **EIGHT HUNDRED TEN THOUSAND PESOS ONLY (PHP 810,000.00)**

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 negotiated procurements pursuant to Section 53 (d) of RA 9184 and its IRR.

Prepared by:



EDLYN O. AQUINO, RL.

Director, Library Resources and Services

Noted by:



BRADFORD ANTONIO C. MARTINEZ, DBA

Vice President for Academic Affairs

Approved by:



THERESITA V. ATIENZA, DEM

University President

