



REQUEST FOR QUOTATION ✓
NEGOTIATED PROCUREMENT ✓
SECTION 53.1 ✓

DATE : SEPTEMBER 21, 2023 ✓


PROJECT NO. : QCU-23-IT-1057 ✓

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF QCU
INTEGRATED LIBRARY SYSTEM ✓
Approved Budget of
the Contract : Php300,000 ✓
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 26, 2023, 10:00 a.m. ✓ 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. ✓


MA. MARGARITA T. SANTOS, DPA ✓
Chairperson, BAC- Goods and Services ✓

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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 ✓	<p>SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF QCU INTEGRATED LIBRARY SYSTEM ✓</p> <p>Project Scope of Work ✓</p> <p>The Project shall be comprised of a Library System, which shall cover the following:</p> <p>1. Implementation of Integrated Library System (ILS): ✓</p> <p>The primary objective of this project is to successfully implement the ILS in the University Library. This involves configuring the system according to the library's requirements, customizing settings, and integrating it with existing library processes and workflows. The implementation process will be carried out by the provider. ✓</p> <p>2. Data Migration: ✓</p> <p>Another key objective is the seamless migration of all catalog records to library system. This includes bibliographic records, holdings information, item records, patron data, and any other relevant data. The migration process will ensure the accuracy and integrity of the data, minimizing any disruptions to library services during the transition. ✓</p> <p>3. Reports Customization: ✓</p> <p>The project will focus on configuring and customizing the reports functionality library system to meet the specific needs of the University Library. This will enable library staff to generate comprehensive and customizable reports on circulation, collection usage, user behavior, and other relevant metrics. Customized reports will facilitate ✓</p>	Lot ✓	1 ✓		

<p>informed decision-making, resource allocation, and assessment of library services. ✓</p> <p>4. Training and User Support: ✓</p> <p>To ensure a smooth transition and successful utilization of the new system, the project includes comprehensive training for library staff on the functionalities and features of library system. Training sessions will cover cataloging, circulation, reports generation, and other essential modules. Ongoing user support and documentation will also be provided to assist library staff in adapting to the new system effectively.✓</p> <p>5. Access:</p> <p>Accessed via IP-based computers for all campuses. Access can be unlimited to search, browse and download files, and can be accessed simultaneously. ✓</p> <p>6. Technical Support: ✓</p> <p>Training will be provided for one (1) day, seven (7) hours, and can be attended by seven (7) Library personnel and two (2) Computer Technicians.</p> <p>If there's any interruption of access, QCU can email, call or text the provider 24/7 and will be attended within the day. ✓</p> <p><i>***with attached Terms of Reference (TOR) which will form an integral part of this Request for Quotation*** ✓</i></p>				
TOTAL				

Amount in Words: _____

Delivery Period : **Sixty (60) Calendar Days** ✓

Warranty : _____

<p>OTHER REQUIREMENTS:</p> <ul style="list-style-type: none">• Notarized Affidavit of Undertaking stating compliance to the following: ✓<ol style="list-style-type: none">1) The bidder must have prior government or private contract involving the implementation of Library System. ✓2) The bidder entails a One (1) year After-Sales Support (Technical Support) of Library System for Quezon City University. ✓<ol style="list-style-type: none">a. Priority 1 Critical Issues - any issue that affects the system site uptime or which will potentially damage QCU's reputation (e.g. site downtime).<ul style="list-style-type: none">• Response Time: 2 hours from receipt of report. ✓• Resolution Time: within business day. ✓b. Priority 2 Critical Issues - any issue that affects user-facing site's. functionality and is critical to the site's main functions (e.g. can't search, browse catalog, etc.). ✓<ul style="list-style-type: none">• Response Time: 2 hours from receipt of report. ✓• Resolution Time: next business day. ✓c. Priority 3 Non-Critical Performance Issues - any issue that does not affect site functionalities but severely impede user experience. ✓<ul style="list-style-type: none">• Response Time: next business day. ✓• Resolution Time: 2 business days. ✓d. Other Issues - any relevant issue not covered in the abovementioned categories.✓<ul style="list-style-type: none">• Response Time: next business day. ✓• Resolution Time: 2 business days. ✓
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- The bidder shall be able to implement, maintain and troubleshoot the system remotely or onsite within one (1) year for technical support. ✓

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address