



Republika ng Pilipinas
Lungsod Quezon

BIDS AND AWARDS COMMITTEE – GOODS & SERVICES
Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City
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bacgoods.procurement@quezoncity.gov.ph



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.1

DATE : OCTOBER 03, 2024
Project
No. : QCU-24-SERVICES-1294

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : SUBSCRIPTION TO PHILIPPINE E-JOURNALS FOR QUEZON CITY UNIVERSITY
Library
Approved Budget of
the Contract : P 276,000.00
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 **OCTOBER 08, 2024, 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 (2024);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2023) (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**.

NOTE: Submission of a Document Request List (DRL) is required prior to the issuance of the Long Brown Envelope.


MA. MARGARITA S. MEJIA, DPA
Chairperson, BAC Goods and Services

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>SUBSCRIPTION TO PHILIPPINE E-JOURNALS FOR QUEZON CITY UNIVERSITY LIBRARY</p> <p>Project Scope of Work</p> <ol style="list-style-type: none"> 1. Provide Quezon City University, with 24/7 unlimited and simultaneous access 2. Access will be for a twelve-month subscription 3. Platform Features <ul style="list-style-type: none"> • Users can download articles in PDF format • Access via Remote Access • Access via IP Authentication • Generate Citations • Usage Statistics • Users can curate personal collections via Bookshelf • System Requirements: Complete functionality with every internet browser 4. Topics Coverage <ul style="list-style-type: none"> • Business, Electronic & Telecommunications, Agriculture, Biology & Environmental Sciences, Arts & Humanities, Clinical Medicine, Engineering, Computing & Technology, Life Sciences, Physical, Chemical & Earth Sciences, Social & Behavioral Sciences, Science, Social Science 5. Users <ul style="list-style-type: none"> • Unlimited users for Quezon City University Campuses only 6. Access <ul style="list-style-type: none"> • Accessed via IP based computers or remote password 7. Technical Support <ul style="list-style-type: none"> • Training will be provided for free as requested by the end user • If there's any interruption on access, QCU can email, call or text the salespersons/technical support 24/7 and/or will be attended within the day 8. Security <ul style="list-style-type: none"> • License Subscription for journals and other publications 	lot	1		

Handwritten signature/initials

	Project Duration and Delivery: Project duration shall be for twelve (12) months and can be accessed / activated within Thirty (30) calendar days upon issuance of Notice to Proceed. ***with attached Terms of Reference (TOR) which will form an integral part of this Request for Quotation***			
Total Quoted Amount:				

Amount in Words: _____

Additional Requirement/s:

Notarized Affidavit of Undertaking (with project number and project title) stating compliance to the following:

1. The Quezon City University shall provide an IP Address and it will be authenticated by the provider. These IP Addresses can access and use the database 24/7, username and password will be provided upon request of the University.

2. The provider must have prior government or private contracts involving the supply and delivery of Online Library Resources for the last three (3) years. Further, the provider 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.

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

7/10/24

TERMS OF REFERENCE

SUBSCRIPTION TO PHILIPPINE E-JOURNALS FOR QUEZON CITY UNIVERSITY LIBRARY

I. Rationale and Brief Background

As libraries are in the transition of moving from print to electronic resources, Quezon City University intends to acquire and invest in multidisciplinary e-Journals to meet the required standards for CHED-RQAT and ALCUCOA Accreditation, as well as to attain excellence in the educational sector.

The multidisciplinary database will enable the University Stakeholders to access research content 24/7.

II. Project Description

This multidisciplinary database is a collection of academic publications of different higher educational institutions and professional organizations in the Philippines. This E-Resources provide access to 200+ Journal Titles, 16,000+ Articles, 22,000 Authors, 100+ Publishers, 160,000+ Citations. Its sophisticated database allows users to easily access locally abstract, full journal articles, and links to related research materials.

III. Project Scope of Work

1. Provide Quezon City University, with 24/7 unlimited and simultaneous access.
2. Access will be for 12-month subscription.
3. Platform Features:
 - Users can download articles in PDF format.
 - Access via Remote Access.
 - Access via IP Authentication
 - Generate Citations
 - Usage Statistics
 - Users can curate personal collections via Bookshelf
 - System Requirements: Complete functionality with every internet browser
4. Topics Coverage
 - Business, Electronic & Telecommunications, Agriculture, Biology & Environmental Sciences, Arts & Humanities, Clinical Medicine, Engineering, Computing & Technology, Life Sciences, Physical, Chemical & Earth Sciences, Social & Behavioral Sciences, Science, Social Science
5. Users:
 - Unlimited users for Quezon City University Campuses only
6. Access:
 - Accessed via IP based computers or remote password
7. Technical Support
 - Training will be provided for free as requested by the end user

- If there's any interruption on access, QCU can email, call or text the salespersons/technical support 24/7 and /or will be attended within the day.

8. 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 member of PhilGEPS with Platinum Registration.
3. The bidder must have prior government or private contracts involving the supply and delivery of Online Library Resources for the last three (3) years. 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 (12) months and can be accessed/activated within 30 calendar days upon issuance of the Notice to Proceed (NTP).

VI. Approved Budget for the Contract

The approved budget for the contract is **TWO HUNDRED SEVENTY-SIX THOUSAND PESOS ONLY (PHP 276,000.00)**

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:

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EDLYN O. AQUINO, RL.
Director, Library Resources and Services

Noted by:


BRADED O. ANTONIO C. MARTINEZ, DBA
Vice President for Academic Affairs

Approved by:


THERESITA V. ATIENZA, DEM
University President