



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
3rd Floor MWSS Administration Building, Katipunan Avenue
Balara, Quezon City
Tel. Nos. (02) 34363779 / (02) 79782044 • Fax No. (02) 34364475
www.ogcc.gov.ph
records@ogcc.gov.ph

NOTICE OF AWARD

5 October 2022

ATTY. MARIA THERESA G. LIBUNAO

Vice President

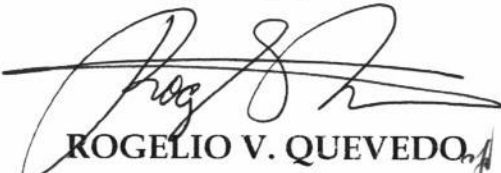
CD Technologies Asia, Inc.

66 A & B San Rafael Street,
Baranggay Kapitolyo, Pasig City 1603
Contact Number: 8634-7141 to 42

Dear Atty. Libunao:

We are pleased to notify you that your quotation to the procurement for "SUPPLY, DELIVERY, AND INSTALLATION OF UPGRADED AND UPDATED LEGAL INFORMATION ARCHIVE (LIA) OF THE OFFICE OF THE GOVERNMENT CORPORATE COUNSEL" for the Office of the Government Corporate Counsel with a Total Contract Price of EIGHT HUNDRED SIX THOUSAND FOUR HUNDRED PESOS (PhP806,400.00) is hereby accepted.

Very truly yours,


ROGELIO V. QUEVEDO
Government Corporate Counsel

Conforme:


ATTY. MARIA THERESA G. LIBUNAO

Vice President

CD Technologies Asia, Inc.

66 A & B San Rafael Street,
Baranggay Kapitolyo, Pasig City 1603
Contact Number: 8634-7141/8634-7140

Date: Oct. 14, 2022

.....committed to uphold justice
under the rule of law

PURCHASE ORDER



OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
Department of Justice
3rd Floor MWSS Bldg., Katipunan Road, Balara, Quezon City

Supplier:	CD Technologies Asia, Inc.	Purchase Order No.:2022-10-0024
Address:	66A & B San Rafael St., Brgy. Kapitolyo, Pasig City	Date: 05 October 2022
	(02) 8634-7141 to 42	Mode of Procurement: Direct Contracting
TIN:	003-872-096-000	

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	Supply Section			Delivery Term : F.O.B..	
Date of Delivery :	Within seven (7) calendar days from receipt of Notice of Award or Purchase Order			Payment Term: Within thirty (30) working days upon receipt of SOA/Billing Statement, IAR, Certificate of Completion to be issued by the end-user	
Item No.	Unit	Quantity	Item/Description	Unit Cost	Amount
1	lot	1	Supply, Delivery, and Installation of Upgraded and Updated legal Information Archive (LIA) of the Office of the Government Corporate Counsel	806,400.00	806,400.00
			<u>SPECIFICATIONS:</u> Processing of 10,000 pages of project materials for integration to the OGCC LIA and Delivery and Installation of Updated OGCC LIA		
			<u>DELIVERABLES AND PROJECT TIMELINES:</u> Phase I: Processing of 5,000 pages of project materials for integration with LIA Delivery date: One (1) month from project commencement		
			Phase II: Processing of 5,000 pages of project materials for integration with LIA Delivery date: One (1) month from approval of Phase I Deliverable: Updated OGCC LIA with complete project		
			Phase III: Delivery and installation of Updated OGCC LIA Delivery date: Fifteen (15) days from approval of Phase II Deliverable: Final Updated OGCC LIA		
			<u>SCOPE OF WORK</u> a.The project shall include the following: i. Conversion of project materials to searchable text format; ii. Keying-in and/or indexing of user-defined information; iii. Inspection of files for completeness and accuracy (i.e., quality control measures); iv. Formatting and tagging of issuances to facilitate basic and advanced searching according to the LIA template; v. Classification of project materials according to the subject heading in the Table of Contents in the LIA; vi. Uploading of project materials of the LIA; vii. Linking of cited issuances already in the database to their citations.		

b. The winning bidder shall deliver the complete items at the given office address below:
 OGCC Library Section
 3/F MWSS Admin Bldg. Katipunan Ave., Balara, Q.C.

c. The winning bidder shall be in charge of:

- i. Supply, Delivery, and Installation of the requirements mentioned above;
- ii. Hosting Services; and
- iii. Technical Support.

d. Considering that delivery shall be conducted in phases, the Supplier shall deliver the items within the periods provided in Section IV of the Terms of Reference. A request for extension may be granted provided the winning bidder provides justifiable reason/s.

e. The Supplier is given a period of two (2) days to finish the installation of the said requirements. For this purpose, the installation will be conducted on a Saturday to prevent interruption and disruption of work in the OGCC. Actual dates of installation will be determined in the Notice of Award.

f. The items shall be subject to inspection by the supply officer upon delivery.

g. Health protocols shall be strictly observed at all times in the delivery and installation of the requirements above both inside the MWSS Building and the Office of the Government Corporate Counsel premises.

WARRANTY:

a. The Supplier warrants that it owns valid licenses for software applications to be used for the project. It also warrants that the updated LIA shall function according to specifications.

b. The Supplier shall provide warranty against defects by posting a Warranty Security for a minimum of one (1) year consistent with Section 62 of the Revised Implementing Rules and Regulations of Republic Act 9184.

RFQ No. 2022-09-0029

xxx xxx xxx

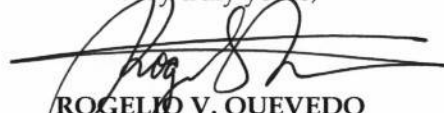
TOTAL

806,400.00

Total Amount in Words: Eight Hundred Six Thousand Four Hundred Pesos only (PhP806,400.00)***

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Very truly yours,


ROGELIO V. QUEVEDO
 Government Corporate Counsel

Conforme:


MARIA THERESA G. LIBRADA

Signature over Printed Name of Supplier

04.14.2022

Date

Funds Available:

Amount : PhP806,400.00


RYLAN JOSEPH C. RODRIGUEZ
 Supervising Administrative Officer

OBR No. : MOOP-2022-10 (CONT. APPRO)
 PhP806,400.00



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NOTICE TO PROCEED

5 October 2022

ATTY. MARIA THERESA G. LIBUNAO

Vice President

CD Technologies Asia, Inc.

66 A & B San Rafael Street,
Baranggay Kapitolyo, Pasig City 1603
Contact Number: 8634-7141 to 42


Dear Atty. Libunao:

The attached Purchase Order/Contract having been approved, notice is hereby given to **CD TECHNOLOGIES ASIA, INC.** that the procurement for "SUPPLY, DELIVERY, AND INSTALLATION OF UPGRADED AND UPDATED LEGAL INFORMATION ARCHIVE (LIA) OF THE OFFICE OF THE GOVERNMENT CORPORATE COUNSEL" may commence within seven (7) calendar days upon receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Purchase Order/Contract and in accordance with the Implementing Schedule.

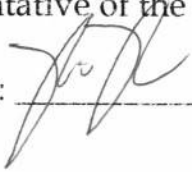
Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the **OFFICE OF THE GOVERNMENT CORPORATE COUNSEL.**

Very truly yours,


ROGELIO V. QUEVEDO, ^{oph}
Government Corporate Counsel

I acknowledge receipt of this Notice on Oct. 14, 2022

Name of the Representative of the Bidder: **MARIA THERESA G. LIBUNAO**

Authorized Signature:  _____

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