



Republic of the Philippines
Department of Justice
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
Third Floor MWSS Administration Bldg., Katipunan Road
Balara, Quezon City
Contact Nos. (02) 7622 5119 / 0917 874 4396
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REQUEST FOR QUOTATION
RFQ No. 2024-03-014

The OFFICE OF THE GOVERNMENT CORPORATE COUNSEL (OGCC), through its Bids and Awards Committee, is inviting all interested bidders to submit a price quotation for the project with details as follows:

- Project Title : **Supply and Delivery of One (1) Lot of OGCC Library Modernization System**
- Approved Budget for the Contract : **PhP 825,000.00**
- Mode of Procurement : **Small Value Procurement**
[Section 53.9, RIRR of RA 9184]
- Location : Office of the Government Corporate Counsel
3rd Floor, MWSS Administration Building
Katipunan Ave., Balara, Quezon City
- Commencement Period : Five (5) calendar days from receipt of the Notice to Proceed (NTP)
- Delivery Period of Project Deliverables : Refer to project duration and timeline as indicated in the Terms of Reference
- End-User Unit : OGCC IT Section/Library Section
- Specifications : Indicated in the Price Quotation Form and Terms of Reference

The details of the schedule of activities are listed as follows:

ACTIVITIES	SCHEDULE
Posting of the Request for Quotation	5 April 2024
Deadline for Submission of Quotation	12 April 2024, 1:00 pm
Opening of the Proposal/Quotation	12 April 2024, 1:30 pm

This RFQ is subject to the Terms and Conditions herein provided. Please submit your best offer for the items described herein using the attached Price Quotation Form.

Submit your duly signed proposal or quotation not later than 12 April 2024, 1:00 pm. Electronic proposals shall be emailed to bac@ogcc.gov.ph. Manual submissions shall be at the address indicated below:

AGCC KATHRINA MARIA A. REYES
Chairperson
 Bids and Awards Committee
 Office of the Government Corporate Counsel
 3rd Floor, MWSS Building, Administration Building
 Katipunan Ave., Balara, Quezon City

The OGCC reserves the right to accept or reject any offer or to cancel the entire procurement process at any time prior to award of the contract without thereby incurring any liability to the affected bidder.

Late submission of proposal or quotation shall not be accepted and considered.

Sgd
AGCC KATHRINA MARIA A. REYES
Chairperson

TERMS AND CONDITIONS	
I. VALIDITY OF PRICE QUOTATION AND OTHER IMPORTANT REMINDERS	<ul style="list-style-type: none"> • Award of contract shall be made only to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein. • Bidders shall provide correct and accurate information required in this form. • The use of the Price Quotation Form is highly encouraged to minimize errors or omissions of the required mandatory provisions. • A partial bid is not allowed. • Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder any of his/her duly authorized representative/s. • Bidders shall be required to indicate the brand of the item offered, if applicable. • Quotations must be valid for a period of sixty calendar days (60 cd) from the date of submission which is the date indicated in the Price Quotation Form. • Price quotation must be denominated in Philippine peso. • Quotation must include all taxes, delivery charge and other incidental expenses. • Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected. • Include a picture of your product together with the submitted quotation form, if applicable. • In case two or more bidders are determined to have submitted the same Lowest Calculated and Responsive Quotation, the OGCC shall adopt and employ “draw lots” as the tie-breaking method to finally determine the winning bidder in accordance with GPPB Circular No. 06-2005.
II. WARRANTY	<ul style="list-style-type: none"> • Under Section 62.1 of the 2016 RIRR, the OGCC shall require a warranty security for this procurement.

	<ul style="list-style-type: none"> • The warranty security shall be covered by either (1) retention money of 1.25% every progress payment OR a (2) special bank guarantee equivalent to 5% of the contract price, at the option of the supplier. • The said amounts covering the warranty security shall only be released after the lapse of the two year warranty period. • The supplier should ensure that the items delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met. • Warranty period of Project Deliverables shall be two (2) years from the receipt of the Documentations and User Training by the End-User, in accordance with the Terms of Reference (TOR). • The bidder/supplier should ensure that the items delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met. • OGCC shall return items which do not conform with the specifications required and the bidder/supplier shall replace the same at no additional cost to the OGCC. • OGCC shall return items which do not conform with the specifications required and the supplier shall replace the same at no additional cost to the OGCC.
<p>III. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED TOGETHER WITH THE QUOTATION</p>	<ul style="list-style-type: none"> • Submit the following eligibility requirement <u>together with your quotation:</u> <ol style="list-style-type: none"> a. 2024 Mayor's/Business Permit b. PhilGEPS Registration Number c. Income/Business Tax Return d. Signed Omnibus Sworn Statement (OSS) • The OSS to be submitted with the quotation shall be in accordance with the approved GPPB format, but need not be notarized. • Certification of Platinum Membership may be submitted.
<p>IV. DOCUMENTS TO BE SUBMITTED AS A CONDITION OF AWARD</p>	<ul style="list-style-type: none"> • Within three (3) working days from receipt of Notice from the BAC Secretariat that the bidder is determined as the one with the Lowest Calculated and Responsive Quotation, the winning bidder shall submit the following as a condition for the award of the contract: <ol style="list-style-type: none"> a. Notarized OSS, if the one submitted with the quotation was not notarized. • Failure to submit the aforementioned requirement shall not entitle the bidder to the award of the contract.

<p>V. DELIVERY SCHEDULE AND ACCEPTANCE</p>	<ul style="list-style-type: none"> • Goods/Items/Project Deliverables must be delivered within the specified period as indicated in the TOR's "Project Duration and Timeline." Any request for extension must be duly communicated before the lapse of the 7 cd to avoid imposition of liquidated damages and is subject to approval of the OGCC. • The items shall be delivered according to the requirements herein specified. • The OGCC shall have the right to inspect and/or to test the goods to confirm their conformity to the specifications. Bidder/Supplier shall, within 3 cd from notice, replace all defective items at no cost to the OGCC. • The winning bidder/supplier shall deliver the goods/items at the given office address below: <p>Library Section OFFICE OF THE GOVERNMENT CORPORATE COUNSEL 3rd Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City</p>
<p>VI. PAYMENT TERMS AND LIQUIDATED DAMAGES</p>	<ul style="list-style-type: none"> • Advance payment is not allowed. • Payment shall be made <i>via</i> check within 30 working days upon completion of the tasks as specified in the TOR, after inspection and acceptance and upon submission of the necessary documents as may be required by the OGCC Accounting Section (<i>i.e.</i>, billing statement, sales invoice, etc.). Kindly coordinate with the OGCC- Library Section, as end-user, for the pick-up of the check. • Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The OGCC 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.
<p>VII. DEADLINE OF SUBMISSION AND OPENING OF QUOTATION</p>	<ul style="list-style-type: none"> • The proposal or the price quotation together with the mandatory requirements may be submitted in a sealed envelope manually or by registered mail to the following address: <p>OGCC-Bids and Awards Committee OFFICE OF THE GOVERNMENT CORPORATE COUNSEL 3rd Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City</p> <ul style="list-style-type: none"> • The same may also be submitted electronically to bac@ogcc.gov.ph. The suppliers who will opt to

	<p>submit their quotation electronically must comply with the following conditions:</p> <ol style="list-style-type: none"> 1. The email must indicate as subject: Quotation for the Supply and Delivery of One (1) Lot of OGCC Library Modernization System; 2. The proposal or price quotation must be in archive format and password protected; 3. Include in the email the name of their authorized representative together with the contact details which the BAC may call during the opening and evaluation of quotations; and 4. The bidder's representative/s must disclose the password only during the scheduled opening of quotations. <ul style="list-style-type: none"> • The DEADLINE for the submission of quotation shall be on: 12 April 2024, 1:00 pm. • The OPENING of the quotation shall be on: 12 April 2024, 1:30 pm. <i>Late bids shall not be accepted.</i>
VIII. RESERVATION CLAUSE	The OGCC reserves the right to accept or reject any offer or to cancel the entire procurement process at any time prior to award of the contract without thereby incurring any liability to the affected bidder.
IX. OGCC'S CONTACT DETAILS	02 76172991 / 09178744417

PRICE QUOTATION FORM

Date : _____

OGCC BIDS AND AWARDS COMMITTEE
Office of the Government Corporate Counsel
3rd Floor, MWSS Building, Katipunan Ave.
Balara, Quezon City

After having carefully read and accepted the terms and conditions in the Request for Quotation, we are submitting our quotation for the **Supply and Delivery of One (1) Lot of OGCC Library Modernization System** as follows:

LOT	ITEM DESCRIPTION	QTY	UNIT COST (PhP)	TOTAL COST (PhP)	COMPLIANCE (Please check)
1	<ul style="list-style-type: none">• One (1) One (1) Lot of OGCC Library Modernization System:<ul style="list-style-type: none">○ Working database system and website including all source codes and components used in the development of the applications and database system○ Documentation and all software components used in the design/development of the system○ Training of key staff based on “train-the-trainers” approach. The training shall consist of the following:<ul style="list-style-type: none">▪ Users Training (1 session); and▪ Technical Training (1 session)○ Hosting of the OGCC Library System and Website for two (2) years:<ul style="list-style-type: none">▪ Dedicated cloud server▪ 16gb Memory▪ 2TB storage▪ Unmetered Bandwidth	1			

	<ul style="list-style-type: none"> ▪ SSL Certificate ○ Warranty/Technical Support for two (2) years. ○ Monthly backups of the website and database through the duration of the server. 				
	TOTAL				

GRAND TOTAL:

Amount of Bid in Figures:	
Amount of Bid in Words:	

1. The above-quoted prices are inclusive of all taxes, delivery charge and other incidental expenses and shall be binding upon us for a period of 60 calendar days from the date of this quotation.

2. If our quotation or bid is accepted, we undertake to deliver the above goods or items within the specified period as indicated in the TOR.

3. We understand that payment for items delivered will be made *via* check within 30 working days following the occurrence of the milestones in accordance with the timeline specified under the TOR, after inspection and acceptance and upon submission of the necessary documents as may be required by the OGCC Accounting Section.

*Printed Name & Signature of the Bidder
and/or his/her Authorized Representative*

Terms of Reference

I. PROJECT TITLE

SUPPLY AND DELIVERY OF ONE (1) LOT OF OGCC LIBRARY MODERNIZATION SYSTEM

II. ITEMS AND APPROVED BUDGET FOR THE CONTRACT

ITEMS	Unit	Quantity	Total
OGCC Library Modernization System	Lot	1	PhP 825,000.00
Total			PhP 825,000.00

NOTE: The financial bid of the bidders shall be inclusive of the 12% Value Added Tax. The VAT and other applicable taxes should be clearly and separately indicated and/or itemized in the bidder’s financial proposal.

III. PROJECT DURATION AND TIMELINE

- The winning bidder shall be engaged over a period of Thirty (30) months – the required deliverables are to be completed within a period of six (6) months. Twenty-Four (24) months shall be intended for the warranty and defects liability period. Any extensions of contract time shall not involve any additional cost to the OGCC.
- The winning bidder shall deliver the project deliverables within the following timeline:

TASKS	TIMELINE
A. Work Plan 1. Detailed work plan	Within 5 working days from issuance of Notice to Proceed (NTP)
B. Planning and Approach 1. Report on the installation of prerequisite programs	Within 5 working days from the receipt of the approved work plan
C. Submission of Mockup Designs 1. Mockup designs for library system and website	Within 10 working days from receipt of the approved work plan
D. Development of Library System and Website 1. Report on the installation and proposed customization design of CMS for the library system and website development 2. Final report on the customized CMS of the Library System and Website 3. Reports on testing and certification of the functionality and quality of	Within 60-90 working days from the receipt of the approved work plan

the library system and website	
E. Data Migration from Concourse 1. Report on total data migrated from Concourse	Within 60-90 working days from the receipt of the approved work plan
F. Adjustment/Revisions	Within 90-120 working days from the receipt of the approved work plan
G. User Acceptance Testing	Within 120-150 working days from the receipt of the approved work plan
H. Creation of records, description using metadata, and uploading of digitized full text items to the system 1. Report on the uploading and describing of scanned articles	Within 120-150 working days from the receipt of the approved work plan
I. Documentation and User Training 1. Submission of user and training manuals 2. Conduct of user training	Within 150-180 working days from the receipt of the approved work plan
J. Warranty Period 1. Report on the evaluation and completed project output deliverables, subjected to 1-year warranty period 2. Final report on the deliverables and full system documentation 3. OGCC acceptance of project output after warranty period	Within 2 years form the receipt of the Documentations and User Training

IV. PROJECT DELIVERABLES

- A. Working database system and website including all source codes and components used in the development of the applications and database system
- B. Documentation and all software components used in the design/ development of the system
- C. Training of key staff based on “train-the-trainers” approach. The training shall consist of the following:
 - i. Users Training (1 session); and
 - ii. Technical Training (1 session)
- D. Hosting of the OGCC Library System and Website for two (2) years:
 - i. Dedicated cloud server
 - ii. 16gb Memory
 - iii. 2TB storage
 - iv. Unmetered Bandwidth
 - v. SSL Certificate
- E. Warranty/Technical Support for two (2) years
- F. Monthly backups of the website and database through the duration of the server.

V. TECHNICAL SPECIFICATIONS

A. Library System and Database

1. Assessment
 - a. Meet with the various stakeholders and the OGCC Law Library staff to discuss their needs (lawyers, administrators, staff, outside user).
 - b. Gather initial requirements from the stakeholders which will be incorporated as functions and features of the proposed library system and database.
 - c. Based on the initial assessment of needs and functions and features of the database, assess the server configuration, operating system, user application requirements and all other components required for the successful installation and operation of the database system.
 - d. Finalize user requirements.
2. Design, Development, Testing, Installation and Configuration of the software modules of the OGCC Law Library System
 - a. Subscribe to a cloud server for the installation of library system.
 - b. Installation of open-source content management system (CMS) software and other prerequisite programs necessary for its efficient operation.
 - c. Customization of content management system (CMS) software in accordance to the needs and requirements of OGCC Law Library (the fields, metadata to use, user interface, among others and full access to the server for easier migration of the files).
 - d. Presentation of initial output.
 - e. Revision and adjustments of the system based on comments of the library staff, OGCC administrators and staff.
 - f. Coordination with the OGCC Librarian and IT staff in the installation of the database into its web server platform.
 - g. Migration of records from the current storage.
 - h. Ensure that the content management system is user-friendly.
3. Data Migration
 - a. Migrate data from Concourse to the new library system.
4. Uploading and Encoding of Necessary Metadata
 - a. Create records and encode necessary metadata such as title, author/s, keyword, etc.
 - b. Create bibliographic entry for each record using APA style of citation.
 - c. Quality checking the veracity and accuracy of metadata.
 - d. Upload scanned full-text resource to each record.
5. Project Documentation
 - a. Document activities performed in the project and submit monthly progress reports for verification/approval.
 - b. Prepare and submit the source code of the software modules in soft copies.
 - c. Prepare and submit the following documentation/manuals in soft and hard copies:
 - i. System administration manual
 - ii. User manual

iii. training manual

6. Training and Capacity Building
 - a. Conduct user training and capacity building for the OGCC's end-users and system administrators based on the submitted system admin manual and user manual.
 - b. Facilitate the conduct of training/workshops. The training should include, but not limited to:
 - i. How to access the system
 - ii. Creation of user accounts
 - iii. Inputting of data and managing records
 - iv. Generation of reports
 - v. Backup and restoring of database.
7. Warranty and Technical Support
 - a. Provide warranty and technical support for two (2) years without charging additional expenses to OGCC. Any and all software bugs, errors and deviations from the agreed system specifications shall be fixed.
 - b. Provide technical support that should be delivered through these channels:
 - i. Phone
 - ii. Email
 - iii. Chat
 - iv. On-site visit

B. OGCC Library Website

2. Needs Assessment
 - a. Meet with the various stakeholders and the OGCC Law Library staff to discuss their needs (lawyers, administrators, staff, outside user).
 - b. Gather initial requirements from the stakeholders which will be incorporated as functions and features of the proposed library website.
 - c. Based on the initial assessment of needs and functions and features of the database, assess the server configuration, operating system, user application requirements and all other components required for the successful installation and operation of the database system.
 - d. Finalize user requirements.
3. Design, Development, Testing, Installation and Configuration of the Website
 - a. Utilize the cloud server of the OGCC for the installation of new website.
 - b. Install content management system (CMS) and its dependencies.
 - c. Design and implement a mobile-responsive theme which adheres to the OGCC branding i.e., colors to use, photos to include, logo and slogan.
 - d. Photo and video shoot inside the library to enhance the aesthetics of website.
 - e. Allow for different user roles and accessibilities.
 - i. Administrator (managing website, backups, etc.)
 - ii. Librarian (updating contents, announcements, etc.)
 - iii. OGCC Lawyers
 - iv. OGCC administration
 - v. Staff

4. Create the following innovative features of the website.
 - a. Slideshow or carousel of images/news.
 - i. Pertain to the news announcement of events and new acquisitions of resources.
 - b. (Provision) Synchronization of content to the E-bulletin board (Smart TV)
 - i. New acquisitions and announcements should be reflected immediately in the e-bulletin.
 1. A single page layout exclusive for e-bulletin.
 2. Enhanced e-bulletin design.
 3. Blog posts, news and announcements displayed and automatically updates.
 - c. Library Area Reservation System
 - i. Online reservation facility based on the guidelines developed by OGCC Library.
 - ii. Reservation form for users to fill out.
 - iii. Can be approved only by admin user.
 - iv. Events calendar that shows reserved date and time
 - d. Chat Reference (OVLA – OGCC Virtual Library Assistant)
 - i. A venue where users can inquire and ask questions about the library services and resources in real time during office hours.
 - e. E-resources database
 - i. A bibliographic database of e-books, articles, opinions, contract reviews, etc.
 1. PDF link only downloadable by logged in user.
 2. Media library that can create custom folders for specific files (categories by date, author, etc.)
 - f. Video of Virtual Library
 - i. A promotional video material giving the users information of the services and resources available at the library.
 - g. Search Function API
 - i. Allows the search function of the website to connect to partners and government website and databases.
 - ii. Allow for the generation of website statistics that would provide the website administrators with yearly, monthly, and daily statistics such as number of visitors, specific page hits, origin of visitors, bounce rate, search engine referrals, keyword used on search engines, etc.
 - iii. Website and CMS must be programmed with appropriate consideration for security including password protection.
 - iv. The content management system should be user friendly.
 - h. Full access to the server for easier migration of the files
 - i. Search Engine Optimization
 - i. Allows optimization of website's technical configuration, content relevance and link popularity to make the website and its pages easily findable, more relevant, and popular towards user search queries, and as a consequence, search engines rank them better.
 - j. Links to different databases and related government offices
5. Project Documentation
 - a. Document activities performed in the project and submit monthly progress reports for verification/approval.
 - b. Prepare and submit the source code of the software modules in soft copies.

- c. Prepare and submit the following documentation/manual in soft and hard copies:
 - i. System administration manual
 - ii. User manual
 - iii. Training manual
 - 6. Training and Capacity Building
 - a. Conduct user training and capacity building for the OGCC’s end-users and system administrators.
 - b. Facilitate the conduct of training/workshop. The training should include, but not be limited to:
 - i. Access to the back end of the website
 - ii. Creation of new posts
 - iii. Editing of website posts
 - 7. Warranty and technical support
 - a. Provide warranty and technical support for two(2) years without charging additional expenses to OGCC. Any and all software bugs, errors and deviations from the agreed system specifications shall be fixed.
 - b. 24/7 technical support should be delivered through these channels:
 - i. Phone
 - ii. Email
 - iii. Chat
 - iv. On-site visit

VI.SCOPE OF WORK

- a. The winning bidder shall deliver the requirements at the given office address below:

Property and Supply Office
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
 3rd Flr. MWSS Administration Building, Katipunan Ave., Balara,
 Quezon City
 Tel No. (02) 7617 2991

- b. The winning bidder shall provide technical support to the Office of the Government Corporate Counsel by means of an on-call support which shall be available during official working hours.
 - c. The winning bidder shall provide warranty against defects upon delivery of the consumables.

VII. TERMS OF PAYMENT

- a. The winning bidder shall be paid the corresponding percentage of the total contract cost in accordance with the following milestones:

	Percent of Remunerations Cost
Upon acceptance of OGCC of the following:	20%
1. Detailed work plan	

<ul style="list-style-type: none"> 2. Report on the installation of prerequisite programs 3. Mockup design for database and website 4. Report on the installation and proposed customization design of CMS for the library system and website development 	
<p>Upon acceptance of OGCC of the following:</p> <ul style="list-style-type: none"> 1. Final report on the customized CMS of the Library system and website 2. Reports on testing and certification of the functionality and quality of the databases and website 3. Report on the quality assurance of the scanned materials 4. Report on the migration of data from Concourse 	40%
<p>Upon acceptance of OGCC of the following:</p> <ul style="list-style-type: none"> 1. Submission of user and training manuals 2. Conduct of user training 3. Report on the evaluated and competed project output deliverables, subjected to a 2-year warranty period 	30%
<p>Upon acceptance of OGCC of the following:</p> <ul style="list-style-type: none"> 1. Final report on the deliverables and full system documentation 2. OGCC acceptance of project output after the warranty period 	10%
	100%

- b. Upon compliance of each of the milestones after inspection and acceptance, and after submission of the required documents as may be required by the OGCC-Accounting Section, OGCC shall pay the winning bidder within **30 working days** upon receipt of the original signed Statement of Account, or billing statement, supported by an Inspection and Acceptance Report (IAR), Certificate of Completion and/or Certificate of Satisfactory Service Rendered to be issued by the end-user, and upon completion of all the deliverables/ documentary requirements.
- c. Advance payment is not allowed.