



Office of the President of the Philippines
OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS

REQUEST FOR QUOTATION

4 February 2021

The Office of the Presidential Adviser on the Peace Process (OPAPP), through the General Appropriations Act of FY2020, intends to apply the sum of Two Hundred Thirty Thousand Pesos (PhP230,000.00), being the Approved Budget for the Contract (ABC) for the Small Value Procurement, as defined under section 53.9 of the IRR of RA 9184, for the consultancy services for the establishment and setting-up of Integrated Library System for Ambassador Manuel T. Yan Peace Resource Center. Details of which are as follows:

Lot	Goods	Specific Technical Requirements
1	Consultancy services for the establishment and setting-up of Integrated Library System for Ambassador Manuel T. Yan Peace Resource Center	➤ See attached Terms of Reference

The OPAPP now invites contractors/suppliers to submit price quotations for the above items.

The contract will be awarded to the **lowest quotation** and **responsive** to the specifications and requirements.

For further inquiries, please coordinate with the BAC Secretariat at telephone number (02) 8636 0706 local 871or at opapp.bacsec@gmail.com.

Sincerely,


Clarissa D. Lagoras
PDO IV

Noted by:


Dir. Mae E. Ballena
Knowledge Management & Peace Institute Department

TERMS & CONDITIONS

- a) The ABC is inclusive of applicable taxes, fees, and/or levies payable.
- b) The contract shall be awarded to the lowest and responsive bid. Bid amount exceeding the ABC shall be automatically disqualified.
- c) The price quotation must be valid for sixty (60) calendar days from the date of submission of bids.
- d) Bidder shall submit its quotation and the following documents with all its pages on or before FEB 19 2021, 109M on the place specified below:

- 1. Mayor's/Business Permit
- 2. PhilGEPS Registration Number
- 3. Omnibus Sworn Statement: *Original Copy*

None submission of any or all of the document will be declared ineligible to bid and hence, the bid shall be disqualified.

The above documents shall be submitted in a sealed envelope with the name of the sender, complete mailing address, email address, and telephone or mobile number. Without such details, the bid shall not be accepted.

Submit your bidding documents at:

*BAC Secretariat's Office
3rd Floor, Agustin I Bldg.
F. Ortigas Jr. Road
Ortigas Center
Pasig City*

- e) Late bids shall not be accepted. If you intend to send your bids through a courier, please ensure that we shall receive it before the deadline for submission of bids.
- f) Subcontracting is not allowed.
- g) Commencement of the contract shall be completed within fifteen (15) calendar days from receipt of Job/Purchase Order.
- h) Place of Delivery
*6th Floor, Agustin I Bldg.
F. Ortigas Jr. Road
Ortigas Center
Pasig City*
- i) OPAPP reserves the right to reject any and all quotations or bids, declare a failure of bidding or not award the contract in accordance with Section 41 of the IRR of R.A. 9184.

QUOTATION FORM

OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS
Agustin I Bldg.
F.Ortigas Jr. Road
Ortigas Center, Pasig City

Dear **Sir/Ma'am**:

After having carefully read and accepted your terms and conditions, we are pleased to quote you for the following items:

Lot	Technical Requirements	Statement of Compliance	Unit Cost	Total Cost
1	Consultancy services for the establishment and setting-up of Integrated Library System for Ambassador Manuel T. Yan Peace Resource Center			

Prices in the above offer are certified true and correct.

Sincerely,

(Signature over Printed Name of the Authorized Representative)

Company Name: _____

Contact No.: _____

Email Add: _____



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TERMS OF REFERENCE

OUTSOURCING CONSULTANCY SERVICE FOR THE ESTABLISHMENT AND SETTING-UP OF INTEGRATED LIBRARY SYSTEM FOR AMBASSADOR MANUEL T. YAN PEACE RESOURCE CENTER

The Ambassador Manuel T. Yan Peace Resource Center (AMTYPRC), otherwise known as the OPAPP Library under the Knowledge Management and Peace Institute Department (KMPID). It holds a collection of more than 3,000 books, journals and electronic resources related to peace and conflict resolution acquired from various local and international sources.

The OPAPP Peace Resource Center started in 2004 to serve as library and archive of documents, data, and other resource materials on the implementation of the government's comprehensive peace process. It was re-launched in 2009 as the Ambassador Manuel T. Yan Peace Resource Center (AMTYPRC). Since then the AMTYPRC has been visited by both internal and external clients (professors, students, peace advocates and partner institutions) for research and reading purposes.

It is envisioned that the AMTYPRC will become the primary hub of documents and other relevant materials to the Philippine peace process. To realize this vision, the AMTYPRC has to undergo some improvements to ensure continued and efficient access to the peace resource materials available. KMPID recommends the use of KOHA Integrated Library System, a fully featured, scalable open source library management system used worldwide.

In this regard, the KMPID proposes to outsource consultancy service to facilitate the complete establishment and set-up of the integrated library system.

I. Objectives

Outsourcing consultancy service for the establishment and setting-up of integrated library system aims to facilitate the complete system set-up, installation and configuration of KOHA ILS, and training of personnel on the different KOHA Modules.

II. Timeline and Deliverables

The period of engagement shall be within April 1 until December 31, 2021. The table below shows the prescribed timeline and the expected deliverables from the professional services provider.

PHASES	TIMELINE	DELIVERABLES
Phase 1	Day 1-2	Preliminary Meetings Project Assessment Identification of Roles and Responsibilities
Phase 2	Day 2-5	Authorization of Access to the Servers Databases and other Related Technological Needs Exportation of Catalog Records Data Verification of Catalog Import Exportation of Library Patron
Phase 3	Day 6-10	Declaration of Authoritative Values in Preparation of Records Importation Import Catalog in Koha ILS Import Patron in KOHA ILS Import Circulation Records
Phase 4	Day 11-30	OPAC Customization Library Policy Synchronization Training and Live Testing Data Verification of Imported Data
Phase 5	Day 31- 275	Unlimited email and support upon establishment of KOHA Database

III. Source of Funds and ABC

The proposed project has a budgetary requirement of Two Hundred Thirty Thousand Pesos (Php230,000.00) to be charged against the current available Knowledge Management and Peace Institute 2020 Continuing Fund.

IV. Institutional Set-up/Responsibilities of OPAPP and Consultant

The following are the identified responsibilities of OPAPP and the consultant:

A. Responsibilities of OPAPP

- Appoint appropriate representatives to assist the provider in the entire process.
- Facilitate participation by sharing resource/data necessary for the migration process.

B. Responsibilities of Consultant

- Complete system set up, installation and configuration of KOHA
- Export the Catalog Records, Library Patron Records and Circulation Record
- Import the Catalog Records, Library Patron Records and Circulation Records to KOHA
- OPAC Customization
- Provide comprehensive hands-on user and technical 2-day training on KOHA Modules

- Library Policy Synchronization
- Live Testing
- Data Verification of imported Catalog Records, Library Patron Records and Circulation Records
- Provide after sales service through provision of E-mail and technical support until 31 December 2021

V. Mode of Engagement or procurement

Mode of engagement is Negotiated Small Value Procurement.

VI. Payment Scheme/Schedule

PHASES	Payment Scheme/Schedule	Amount
Phase 1	50% Upon completion of Phase 1	Php115,000.00
Phase 2	20% Upon completion of Phase 2	Php46,000.00
Phase 3	20% Upon completion of Phase 3	Php46,000.00
Phase 4	10% Upon completion of Phase 4	Php23,000.00
TOTAL		Php230,000.00

VII. Liquidated Damages

Subject to GCC Clauses 18 and 22, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract.

VIII. Confidentiality of Data

The Service Provider shall not disclose or make any information available, by publication or otherwise, to any third party, and that the use and disclosure of information is governed by The Bill of Rights (Article III of the 1987 Constitution), Republic Act 10175 or the Cybercrime Prevention Act of 2012, Republic Act 10173 or the Data Privacy Act of 2012 and other applicable laws.