



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION (RFQ)

Office/End User: CHARLTON M. RAGA, MLIS

RFQ No: 869-20

PR No. & Date: 2020-869-20/11-18-2020

Company Name: _____

Address: _____

Tel. No _____

Sir/Madam: _____

TIN: _____

Please quote your price for the items specified below, taking into consideration the following:

PROCUREMENT TERMS & CONDITIONS FOR NOT AVAILABLE IN PSDBM

- 1) All entries must be typewritten or legibly written.
- 2) Bidders may quote for any or all item(s).
- 3) Delivery period within 7 days, upon receipt of the approved Purchase Order (PO).
- 4) Price validity shall be for a period of 30 calendar days.
- 5) Price quotation(s), to be denominated in Philippine peso inclusive of all taxes, duties and/or levies payable.
- 6) **PhilGEPS Registration Number:** _____
- 7) **Business Permit/Mayor's Permit, PCAB License(INFRA) ,Income/ Business Tax Return & Omnibus Sworn Statement shall be attached upon submission of the quotation.**
- 8) The Approved Budget for the Contract is
 P **500,000.00**
- 9) Quotations exceeding the Approved Budget for the Contract shall be disqualified.

Canvasser


MERIVIC G. CATADA, Ph.D.
BAC Chairperson

Stock No.	Qty	Unit	Particulars	ABC (Approved Budget for the Contract)	BID PRICE	
					UNIT PRICE	TOTAL AMOUNT
1	1	unit	Library Management System	500,000.00		
			Please see attached specification			
			TOTAL	500,000.00		

Please fill-out this portion legibly and completely:

Signature over Printed Name
of Authorized Representative: _____

Position in Firm: _____

Business Address: _____

Telephone No.: _____

LIBRARY AUTOMATION SPECIFICATIONS (Terms of Reference):

- Must be a commercial LICENSED software and NOT an open-source Integrated Library System (ILS)
- Web based library system with the following MODULES: Cataloging, Online Public Access Catalog (OPAC), Web OPAC, Circulation, Reports & Inventory and Back Office Management
- Resource Description and Access (RDA) standard ready and fully compliant
- Machine Readable Catalog (MARC 21) standard compliant and compatible
- Supports Z39.50 search standard for both client and server
- Must have a database that is integrated to the library software that has instant access to over 10 million MARC records for cataloging
- Includes scholarly websites / e-content
- Capable of attaching files or digital contents like PDF and JPG
- Capable of scheduled email notifications for overdue books
- Capable of creating and printing standard spine and pocket labels
- Can integrate with other sources (copylogging) both locally and abroad
- Capable of searching with book cover images and other title details included in the search result
- Accessible using a ready mobile application for OPAC that is ready both for Android & IOS and can be downloaded for free thru Google Play and App Store
- Must have a circulation application specially designed for library staff or circulation librarian aside from OPAC application in mobile devices that can be downloaded also for free both in Android and Apple devices
- Radio Frequency Identification (RFID) security ready
- Capable of creating valuable information about the library (such as number of titles, copies and patrons)
- Includes a powerful report builder for reports and inventory
- Includes an automated scheduled back-up with restore features
- Utilizes different access levels for users to secure the system
- Capable of creating and printing barcodes one at a time and by specific ranges
- Must integrate with third party subscriptions like databases and e-journals
- Vendor must have served and installed the same library software to at least 60 libraries including 30 government institutions
- Training for all library staff on user client access and server maintenance without additional charge
- Technical support and version upgrades is free of charge within the warranty period of one (1) year
- Must include a user manual