



Republic of the Philippines
Office of the Solicitor General
134 Amorsolo St. Legaspi Village, Makati City

Technical Working Group for
Information and Communications Technology

TERMS OF REFERENCE

Supply and Delivery of Online Philippine Legal Database Research Tool

Background:

To successfully defend the Philippine government, its agencies, and its officials in court, lawyers of OSG need quick access to up-to-date and accurate legal information about Philippine law online.

Objective:

The primary aim of this procurement initiative is to provide the lawyers of OSG with a legal research tool on the web containing a wide range of databases pertaining to Philippine law-related materials (Laws, legal issuances, and jurisprudence).

Terms:

1. *Scope.* - Supply and delivery of Online Philippine Legal Database Research Tool.
2. *ABC.* - The Approved Budget for the Contract (ABC) is **One million three hundred thousand pesos (₱ 1,300,000.00)**, inclusive of all government taxes, charges, and other standard fees.

ICT SUBSCRIPTION		
ITEM	QTY	UOM
Two (2) Libraries - Law and Jurisprudence (IP Range access only)	100	Licenses
Six (6) Libraries - Law, Jurisprudence, Taxation, DOJ, Election, and SEC	32	Licenses
Eleven (11) Libraries - Laws, Jurisprudence, Taxation, DOJ, Elections, SEC, Banking, Civil Service, Data Privacy, Tariff & Customs Law, and Insurance.	5	Licenses
TOTAL		₱ 1,300,000.00

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3. *Payment.* - The supplier shall be paid in full, subject to deduction of applicable taxes, upon the issuance by the OSG of the corresponding Certificate of Acceptance. All bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation.

4. *Delivery.* - Delivery shall be within three (3) days upon receipt of the Purchase Order with the list of users. Delay in delivery shall be subject to penalty equivalent to 1/10 of 1% of the cost of undelivered item/s for every day of delay.

5. *Qualifications of the Supplier:*

a. The Bidder must have a similar Single Largest Completed Contract (SLCC) that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's Consumer Price Index, must be equivalent to at least fifty percent (50%) of the ABC, completed within 5 years prior to the deadline for the submission and receipt of bids.

For this purpose, a similar contract shall refer to procurement contract of Online Philippine Law Related Database Research Tool.

b. The bidder must present a Client Satisfactory Rating from at least five procurement contracts with government agencies and/or private companies with whom the contractor has a past or ongoing contract similar to this project.

c. The bidder must be the developer or an authorized reseller/dealer or an agent if the reseller/dealer. A current Authorization or reseller certificate or a certificate/agreement/contract of dealership/distributorship, as applicable, from the Manufacturer or Vendor is required as part of the technical component of the bid proposal.

d. The Bidder must be an Authorized Service Partner (ASP) of the brand being offered. A current valid manufacturer certificate is required as part of the technical component of the bid proposal.

e. The Bidder must issue a Warranty Certificate that the service shall be available 99% of the contract duration.

f. The bidder must have a main office or satellite office in or around Metro Manila and/or nearby provinces.

g. The bidder shall submit documents relevant to the project, such as but not limited to the following:

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- Valid DTI or SEC Registration;
- Valid and Current Mayor's Permit/Municipal License;
- Valid and Current Business Permit;
- Tax Clearance Certificate as finally reviewed and approved by BIR;
- Statement of contracts completed which are similar in nature to the contract to be bid.

h. Net Financial Contracting Capacity (NFCC) Computation

6. Applicable provisions of the Government Procurement Reform Act (RA No. 9184) and its Revised Implementing Rules and Regulations (RIRR) shall form part of the Terms of Reference.

Technical Specifications:

ITEM	SPECIFICATIONS	COMPLIANCE
Specific Requirements for Online Legal Database Research Tool		
Warranty and After-Sales Requirements	- 1 Year Subscription	
	- The Bidder shall submit any of whichever is applicable: A) If the bidder is the developer, certify that the bidder developed the products/items or B) If the bidder is an Exclusive/ Authorized Distributor or Dealer of the products/items, Certificate or Contract from the developer must be provided as proof that the bidder is an Exclusive/ Authorized Distributor or Dealer of the products/items; or C) If the bidder is an agent of the exclusive distributor or dealer the following must be provided: i) Certificate or Distributorship/ Dealership Agreement by the Developer with the distributor or dealer; and ii) Certificate or Contract/ Dealership Agreement between the	

	distributor/dealer and the bidder.	
	- Certification that the supplier shall issue a Warranty Certificate stating that the service is available 99% for the whole contract duration	
Support and Training		
Training	- At least 2 hours of training sessions through face-to-face meetings, online meetings, or training videos.	
Support	- Provide support through email or telephone, Monday to Friday 9:00 am to 5:00 pm	
General Features of the Research Tool		
Advance search engine	- Must have its own specially designed search engine.	
Full-text Searching	- Must contain the complete text of issuances to ensure that research material is always thorough, accurate, and in context.	
Customized Query Template	- Each library must have a query template specially designed to help you find the issuances with pinpoint precision.	
Advanced Search Techniques	- Must use advanced Boolean and proximity searching techniques to narrow or expand the search results.	
Organized Search Results	- Search results must be presented from the latest issuance to the earliest and may be sorted according to relevance.	
Saved Searches	- Can save search results and retrieve them without having to retype advanced or complicated search parameters.	
Full Document View	- Must be able to read the complete text of any issuance, including the separate opinions and selected synopses and syllabi of Supreme Court decisions.	
Search Matches	- Search parameters must be highlighted in the text of the document. Locate them in the document viewed by simply clicking on the forward and back arrows.	
Print, Email, Download or Bookmark	- Relevant issuances in libraries can easily be copied, shared, or remembered.	

Automatic Citation	- Must automatically add a citation of the issuance when copying and pasting into another document.	
Cross-reference	- Capable of generating a list of references cited in the issuance that is being viewed, locating it in the issuance, and, accessing the complete text to another appropriate subscribed library,	
Cited-in	- Capable of surveying issuance from subscribed libraries all the cited issuance from the search results if still valid, amended, or repealed/overruled.	
Hovering Footnote	- Can display the text of the footnote when the cursor is placed on the footnote number.	
Personalize capabilities	- Capable of adding notes and annotations on issuance, bookmarking relevant documents, and saving search results.	
Updating of Libraries	- All libraries must be updated shortly after materials become available from official sources.	
Case Finder	- Can locate a case in the Jurisprudence library using only the Philippine Reports or SCRA citation.	
Browser Compatibility	- IE 11 or later version - Chrome 30 or later version - Mozilla Firefox 25 or later version - Safari 5.1 or later version	

Item 1: 100 users with access to Philippine Law and Jurisprudence		
User Access		
Number of users	100 users	
Online Access	Accessible only in OSG network via IP Range	
Sessions	Simultaneous/concurrent access up to 100 users within OSG's IP range access	
Libraries Content		
Laws	Philippine Constitutions	
	Statutes	
	Presidential Issuances	

	Supreme Court Issuances	
	Treaties, Conventions, and International Agreements	
	Implementing Rules and Regulations	
	Other Rules and Procedures	
Jurisprudence	Supreme Court Decision from 1901 to present	
Item 2: 32 users ID with access to 6 Libraries (Law, Jurisprudence, Taxation, DOJ, Election, and SEC libraries)		
User Access		
Number of users	32 users ID	
Online Access	Accessible anywhere, NO IP restrictions	
Sessions	User ID can be used by one (1) user at a time as each ID is designed to be used by a single user. Logging in to another device, using the same user ID name will automatically sign out your account from previous device.	
Libraries Content		
Laws	Philippine Constitutions	
	Statutes	
	Presidential Issuances	
	Supreme Court Issuances	
	Treaties, Conventions, and International Agreements	
	Implementing Rules and Regulations	
	Other Rules and Procedures	
Jurisprudence	Supreme Court Decision from 1901 to present	
Taxation	BIR issuances	
	Tax related laws	
	Tax related decisions of the Supreme Court	
	Tax related decisions of the Court of Appeals	
	Court of Tax Appeals	
	Local tax ordinance	
	Tax treaties	
	Other tax related issuances	
Department of Justice	Opinions of the Secretary of Justice	
	Department Circulars	
Elections	COMELEC issuances	
	Electoral tribunal decisions	
	Election related laws	
	Election related decisions of the Supreme Court	
	Election related DOJ Opinions	
	SEC Issuances	

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Securities & Exchange Commission (SEC)	SEC related laws	
	SEC related decisions of the Supreme Court	
	SEC related DOJ Opinions	
	Other SEC related issuances	
	Select Anti-Money Laundering Council	

Item 3: 5 users ID with access to 11 Libraries (Laws, Jurisprudence, Taxation, DOJ, Elections, SEC, Banking, Civil Service, Data Privacy, Tariff & Customs Law, and Insurance.)

User Access		
Number of users	5 users ID	
Online Access	Accessible anywhere, NO IP restrictions	
Sessions	User ID can be used by one (1) user at a time as each ID is designed to be used by a single user. Logging in to another device, using the same user ID name will automatically sign out your account from previous device.	
Libraries Content		
Laws	Philippine Constitutions	
	Statutes	
	Presidential Issuances	
	Supreme Court Issuances	
	Treaties, Conventions, and International Agreements	
	Implementing Rules and Regulations	
	Other Rules and Procedures	
Jurisprudence	Supreme Court Decision from 1901 to present	
Taxation	BIR issuances	
	Tax related laws	
	Tax related decisions of the Supreme Court	
	Tax related decisions of the Court of Appeals	
	Court of Tax Appeals	
	Local tax ordinance	
	Tax treaties	
Department of Justice (DOJ)	Opinions of the Secretary of Justice	
	Department Circulars	
Elections	COMELEC issuances	
	Electoral tribunal decisions	
	Election related laws	
	Election related decisions of the Supreme Court	
	Election related DOJ Opinions	

Securities & Exchange Commission (SEC)	SEC Issuances	
	SEC related laws	
	SEC related decisions of the Supreme Court	
	SEC related DOJ Opinions	
	Other SEC related issuances	
	Select Anti-Money Laundering Council	
Banking	BSP issuance	
	Banking related laws	
	Banking related Supreme Court issuances	
	Banking related DOJ Opinions	
	Other Banking related issuances	
	Select issuance from AMLC, PDIC & Credit Information Corp.	
Civil Service	CSC issuance	
	Civil service related laws	
	Civil service related Supreme Court issuances	
	Civil service related IRR's and other issuances	
Data Privacy	NPC issuances	
	Data privacy related laws	
	Other data privacy related issuances	
Tariff & Customs Law	Issuances of the Bureau of Customs	
	Issuances of the Tariff Commission	
	Tariff and customs related laws	
	Tariff and customs related Supreme Court issuances	
Insurance	IC issuances	
	Insurance related laws	
	Insurance related Supreme Court issuances	
	Other insurance related issuances	

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Technical Working Group for ICT Subscriptions

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