



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

Technical Working Group for  
Information and Communications Technology

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## TERMS OF REFERENCE

### Supply and Delivery of Online International 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 international law online. As the volume of international legal matters grows, the OSG requires access to comprehensive and up-to-date legal resources. International legal research is crucial to understanding comparative law, international treaties, jurisprudence, and legislative trends across different jurisdictions. Traditional means of legal research, such as physical libraries and localized databases, are no longer sufficient to meet the dynamic needs of a globally connected legal framework. Therefore, there is an increasing demand for reliable, accessible, and exhaustive legal databases that offer a wide range of international resources.

This project seeks to modernize the OSG's research capabilities by providing access to an online legal database covering international legal materials, including statutes, case law, treaties, and academic commentary. This tool will enable OSG legal professionals to efficiently conduct research on international legal issues, access critical legal information, and offer informed legal opinions. The initiative aligns with the OSG's commitment to leveraging technology to enhance operational efficiency and uphold the rule of law internationally.

#### Objective:

The project's primary objective is to provide the Office of the Solicitor General with access to a robust, up-to-date online international legal database that supports its legal research needs. This procurement initiative is to provide OSG lawyers with a legal research tool on the web containing a wide range of databases pertaining to US law-related materials (Laws, legal issuances, and jurisprudence). The project also aims to enhance the office's ability to effectively handle international legal matters and represent the state in foreign and multilateral legal forums.

#### Terms:

1. *Scope.* - Supply and delivery of Online International Legal Database Research Tool.

2. ABC. - The Approved Budget for the Contract (ABC) is **One Million Six Hundred Fifty Thousand Pesos (₱ 1,650,000.00)**, inclusive of all government taxes, charges, and other standard fees.

ICT SUBSCRIPTION		
ITEM	QTY	UOM
Five (5) Libraries - U.S. Cases, U.S. Codes, U.S. Journals, U.S. Law News, Arbitration Module)	10	Licenses
	<b>TOTAL</b>	<b>₱ 1,650,000.00</b>

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

4. *Delivery.* Delivery shall be within three (3) days of receipt of the Purchase Order with the list of users. Delay in delivery shall be subject to a 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 satisfactorily completed, within the last three years from the date of submission and receipt of at least one (1) single contract of a similar nature amounting to at least twenty-five percent (25%) of the ABC.

For this purpose, a similar contract shall refer to the procurement contract of an International Law Related Database Research Tool.

- b. The bidder must be the developer or an authorized reseller/dealer or an agent of the reseller/dealer. As part of the technical component of the bid proposal, a current Authorization or reseller certificate or a certificate/agreement/contract of dealership/distributorship, as applicable, from the Manufacturer or Vendor is required.
- c. The Bidder must issue a Warranty Certificate stating that the service will be available for 99% of the contract duration.
- d. The bidder must have a main office or satellite office in or around Metro Manila and/or nearby provinces.

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- e. The bidder shall submit documents relevant to the project, such as but not limited to the following:
    - 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 satisfactorily completed which are similar in nature to the contract to be bid.
  - f. Net Financial Contracting Capacity (NFCC) Computation
  - g. The financial proposal shall include all costs necessary for the supplier to fulfill its obligation to deliver and deploy the online international legal database research tool (software, hardware, etc.).
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
<b>Specific Requirements for Online Legal Database Research Tool</b>		
Warranty and After-Sales Requirements	<ul style="list-style-type: none"> <li>- 1 Year Subscription</li> <li>- The Bidder shall submit any of whichever is applicable:                             <ul style="list-style-type: none"> <li>A) If the bidder is the developer, certify that the bidder developed the products/items or</li> <li>B) If the bidder is an Exclusive/ Authorized Distributor or Dealer of the products/items, a 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</li> <li>C) If the bidder is an agent of the exclusive distributor or dealer, the following must be provided:                                     <ul style="list-style-type: none"> <li>i) Certificate or Distributorship/ Dealership Agreement by the Developer with the distributor or dealer; and</li> <li>ii) Certificate or Contract/ Dealership Agreement between the distributor/ dealer and the bidder.</li> </ul> </li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>- Certification that the supplier shall issue a Warranty Certificate stating that the service is available 99% for the whole contract duration</li> </ul>	
	<b>Support and Training</b>	
Training	<ul style="list-style-type: none"> <li>- At least 2 hours of training sessions through face-to-face meetings, online meetings, or training videos.</li> </ul>	
Support	<ul style="list-style-type: none"> <li>- Provide support through email or telephone, Monday to Friday 9:00 am to 5:00 pm</li> </ul>	
<b>General Features of the Research Tool</b>		
Search Box	<ul style="list-style-type: none"> <li>- All in one Search box</li> </ul>	

Search Engine	- provide advanced search functionalities to streamline legal research.	
Citation Service	- List out the direct comprehensive prior history and subsequent history about the case under research, showing good law versus what has been overruled.	
Case Summaries	- provides a concise summary of the key cases in each aspect of the law. It highlights the facts, issues, and decisions so that the principle can be easily understood.	
Core Terms / headnotes	- displays keywords and phrases at the beginning of case law documents. It provides a quick overview of the key concepts contained in certain documents	
Workspace	- access, organize, and manage legal research all in one place through a visual and intuitive carousel interface.	
Caselaw Access	- comprehensive collection of case law	
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: 10 users with access to International Law and Jurisprudence**

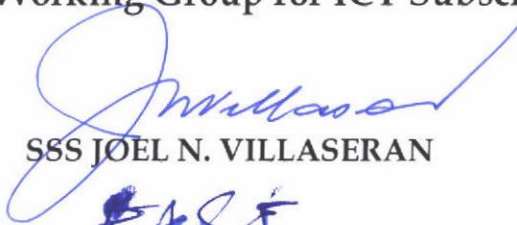
<b>User Access</b>		
Number of users	10 users	
Online Access	Accessible only in OSG network via IP Range	
Sessions	Simultaneous/concurrent access up to 10 users within OSG's IP range access	
<b>Database Content</b>		
	US (Federal & State) Cases	
	US (Federal & State) Statute & Legislation (Statutory codes & archived codes)	
	Administrative codes and Regulations	
	Administrative & Agency Materials	
	Arbitration Materials	
	American Law Report (ALR)	
	American Jurisprudence (AMJUR)	
	Treaties & Guide	
	US Law Review	

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	Journals	
	News & Legal News	

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**Technical Working Group for ICT Subscriptions**



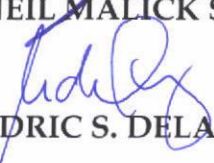
**SSS JOEL N. VILLASERAN**



**DIR IV EDUARDO ALEJANDRO O. SANTOS**



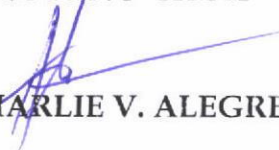
**ITO III JAYVIE NEIL MALICK S. MALICDEM**



**ITO II CEDRIC S. DELA CRUZ**

**SAO JOY Y. CHUA**

**CMT III JESUS NIÑO CHUA**



**AO IV RAY CHARLIE V. ALEGRE**

Approved/Disapproved:

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