



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 **Two Million Two Hundred Thousand Pesos (₱ 2,200,000.00)**, including all government taxes, charges, and other standard fees.

ICT SUBSCRIPTION		
ITEM	QTY	UOM
Two (2) Libraries - Law and Jurisprudence (IP Range access only)	180	Licenses
Six (6) Libraries - Law, Jurisprudence, Taxation, DOJ, Election, and SEC	62	Licenses
Eleven (11) Libraries - Laws, Jurisprudence, Taxation, DOJ, Elections, SEC, Banking, Civil Service, Data Privacy, Tariff & Customs Law, and Insurance.	5	Licenses
<b>TOTAL</b>		<b>₱ 2,200,000.00</b>

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 satisfactorily completed, within the last three years from the submission date 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 the Online Philippine 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 99% of the contract duration.
- d. The bidder must have a main or satellite office in or around Metro Manila and/or nearby provinces.
- 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

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- g. The financial proposal shall include all costs necessary for the supplier to fulfill its obligation to deliver and deploy the online Philippine legal database 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.