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 Seventy Thousand Four Hundred Pesos (₱ 2,270,400.00)**, 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
Ten (10) Libraries - Laws, Jurisprudence, Taxation, DOJ, Elections, SEC, Banking, Civil Service, Data Privacy, Tariff & Customs Law, and Insurance.	**10**	Licenses
	TOTAL	**₱ 2,270,400.00**

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 a penalty equivalent to 1/10 of 1% of the cost of the 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 fifty percent (50%) 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

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 12009) and its Implementing Rules and Regulations (IRR) 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 which 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, 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 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		
Advanced 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 in 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 continuously 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: 180 users with access to Philippine Law and Jurisprudence		
User Access		
Number of users	180 users	
Online Access	Accessible only in the OSG network via IP Range	
Sessions	Simultaneous/concurrent access up to 180 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 the present.	
Item 2: 62 user IDs with access to 6 Libraries (Law, Jurisprudence, Taxation, DOJ, Election, and SEC libraries)		
User Access		
Number of users	62 users ID	
Online Access	Accessible anywhere, NO IP restrictions	
Sessions	One (1) user can use a user ID at a time, as each ID is designed for use by a single user. Logging in to another device using the same user ID name will automatically	

	sign out your account from the 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 the 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	
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	

Item 3: 10 users' ID with access to 10 Libraries (Laws, Jurisprudence, Taxation, DOJ, Elections, SEC, Banking, Civil Service, Data Privacy, Tariff & Customs Law, and Insurance.)		
User Access		
Number of users	10 users ID	
Online Access	Accessible anywhere, NO IP restrictions	
	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 the 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 (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 IRRs 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	
	Tariffs 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	

Technical Working Group for ICT Subscriptions

SSS JOEL N. VILLASERAN

DIR IV EDUARDO ALEJANDRO O. SANTOS

SSII OMAR T. GABRIELES

ITO III JAYVIE NEIL MALICK S. MALICDEM

ITO II CEDRIC S. DELA CRUZ

CMT III JESUS-NIÑO Y. CHUA

(ON OFFICIAL TRAVEL)
AO IV RAY CHARLIE V. ALEGRE

Approved/Disapproved:

DARLENE MARIE B. BERBERABE
Solicitor General

Certified Funds Available:

ASG SAMANTHA P. CAMITAN
OIC - FMS