



REQUEST FOR QUOTATION

The Philippine Ports Authority Bids and Awards Committee for the Procurement of Goods and Consultancy Services (BAC – PGCS) will undertake the Procurement of PPA's e- Library System, in order to establish a systematic management of information, accessibility, and easy retrieval of all library collections.

APPROVED BUDGET FOR THE CONTRACT (ABC): P 700,000.00

DEADLINE FOR SUBMISSION OF QUOTATION: August 10, 2018

All quotations must be duly-signed and shall be submitted to BAC Office, 5th Floor, PPA Bldg., Bonifacio Drive, South Harbor, Port Area, Manila or email at the following addresses:

ppati@ppa.com.ph


rfmarcelo@ppa.com.ph

The required documents such as PhilGEPS Registration, DTI or SEC Registration, Mayor's/ Business Permit and Income Tax Return must be submitted after determination by the BAC of the Lowest Calculated and Responsive Quotation.

For further information, please refer to:

BAC Secretariat, Philippine Ports Authority
5th floor, PPA Bldg. A. Bonifacio Drive,
South Harbor, Port Area, Manila
Telephone/ Fax No. 527-4735
527-8357 to 83 loc. 539

PPA Website: www.ppa.com.ph


MARK JON S. PALOMAR
Chairperson, HO-BAC-EP/PGCS



TERMS OF REFERENCE FOR THE PURCHASE OF INTEGRATED LIBRARY SYSTEM (ILS) SOFTWARE

I. INTRODUCTION

One of the PPA Training Institute's commitments for CY 2018 is the Procurement of an Integrated Library System (ILS) Software for PPA's e-Library, in order to establish a systematic management of information, accessibility, and easy retrieval of all library collections.

It is envisioned to offer more access to the PPA's general collection of books and by the PPA employees, in particular, and the public, in general.

II. SCOPE OF SERVICES AND REQUIREMENTS

The Service Provider contracted should provide a complete and extensive ILS (Integrated Library System) Software which includes all the modules that may be required by PPATI library and give technical support of an expert for the installation up to implementation of the program. The Service Provider shall follow the following requirements during and after the purchase of the said Library System (software).

1. The use of MARC 21 Cataloguing Standard.
2. A fully-featured ILS software that has a method for cataloguing books and other library resources, handles acquisition and serials, and monitors circulation (including notifications for overdue library materials).
3. The ILS software must have two (2) parts or modules: one for Online Public Access Cataloguing (OPAC) and one for the PPA Staff or system administrators.
4. The software system should have an interface provision.
5. The system must be able to support basic and advanced searches in the catalog.
6. The system should be scalable and can provide multiple levels of user access.

7. The software system must be expandable to accommodate other enhancements such as, but not limited to support for barcode or QR (Quick Response) code systems.
8. The Service Provider must provide at least an acceptable level of support and guarantee for the system **during and after implementation**.
9. The system should be based on open-source software that is proven, widely-used, and well-understood, and can be easily customized according to the existing and future business processes of the PPATI Library.
10. Quotations should not exceed the approved budget in the total amount of Php700, 000.00 inclusive of applicable government taxes.
11. PPA, as government office, can settle its obligation via send-bill arrangement only, to be processed within 15-30 working days.
12. The Service Provider must be able to give at least an adequate level of training to PPA personnel on the use and maintenance of the system.
13. The system should have the capacity of an interface with the National Library's own open source Integrated Library System (ILS).

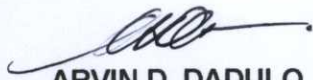
III. PPA RESPONSIBILITIES

1. Procure and manage an Integrated Library System (ILS) Software as practicable as possible and mindful pertinent rules and regulations governing the procurement of a service provider.
2. Prepare the necessary documents for the payment of the service/system, follow-up the payment and pay the Service Provider the package rate based on its quotation.

IV. BUDGET

The budget estimates for the procurement of Service Provider for the Library System (software) is chargeable against the fund released for the CY 2018 Annual Procurement Program under the Furnitures, Fixtures and Equipment of the PPA Training Institute.

Prepared By:



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Noted By:

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PPA Training Institute