



Republic of the Philippines

Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)

Project Title : **Contract of Service for the Subscription of Electronic Journals (E-Journals) for 2023 to be used at the City College of San Fernando, Pampanga**
Location of the Project : **City College of San Fernando, Pampanga**

Company Name

Date : **Jul 19, 2023**

PR No. : **2023-07-01539**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, July 26, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Rachelle M. Pangilinan

Engr. Michael N. Quizon, Jr.
BAC Chairperson

- NOTE:**
1. ALL ENTRIES MUST BE READABLE
 2. DELIVERY PERIOD WITHIN _____ CALENDAR DAYS
 3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
1	1	issue(s)	Accounting Department Management & Administration Report			
2	1	issue(s)	Accounting Forum			
3	1	issue(s)	Accounting Technology			
4	1	issue(s)	Accounting Today			
5	1	issue(s)	Advances in Accounting			
6	1	issue(s)	Advances in Competitiveness Research			
7	1	issue(s)	Bank Accounting & Finance			
8	1	issue(s)	Business Ethics Quarterly			
9	1	issue(s)	Business Finance			
10	1	issue(s)	Financial Accountability & Management			
11	1	issue(s)	Financial Analysts Journal			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
12	1	issue(s)	Financial Management			
13	1	issue(s)	Financial Market Trends			
14	1	issue(s)	Harvard Business Review			
15	1	issue(s)	Journal of Accounting, Auditing & Finance			
16	1	issue(s)	Journal of Asset Management			
17	1	issue(s)	Journal of Business Administration and Policy Analysis			
18	1	issue(s)	Journal of Business and Psychology			
19	1	issue(s)	Journal of Business Communication			
20	1	issue(s)	Journal of Business Strategy			
21	1	issue(s)	Journal of Case Studies			
22	1	issue(s)	Journal of Corporate Accounting & Finance			
23	1	issue(s)	Journal of Corporate Citizenship			
24	1	issue(s)	Journal of Corporate Finance			
25	1	issue(s)	Taxation			
26	1	issue(s)	Academy of Information and Management Sciences Journal			
27	1	issue(s)	Computer Animation & Virtual Worlds			
28	1	issue(s)	Computer Fraud & Security			
29	1	issue(s)	Advances in Software Engineering			
30	1	issue(s)	Asia-Pacific Journal of Operational Research			
31	1	issue(s)	Computer Graphics for Landscape Architects, An Introduction			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
32	1	issue(s)	Computer Industry Report			
33	1	issue(s)	Computer Law & Security Report			
34	1	issue(s)	Enterprise Systems Journal			
35	1	issue(s)	Entertainment E-commerce: market assessment and forecast			
36	1	issue(s)	Information Technology and Management			
37	1	issue(s)	Infosecurity Today			
38	1	issue(s)	Infosecurity: Strategy, Insight, Technique			
39	1	issue(s)	International Journal of Security and Networks			
40	1	issue(s)	Journal of Advances in Information Technology			
41	1	issue(s)	Journal of Circuits, Systems and Computers			
42	1	issue(s)	Journal of Computer Science & Technology			
43	1	issue(s)	Journal of Computer Systems, Networks, and Communications			
44	1	issue(s)	Journal of Computers			
45	1	issue(s)	Journal of Cybersecurity			
46	1	issue(s)	Journal of Database Management			
47	1	issue(s)	Journal of Digital Information Management			
48	1	issue(s)	Journal of Electronic Commerce in Organizations			
49	1	issue(s)	Journal of Emerging Technologies in Web Intelligence			
50	1	issue(s)	PC World			
51	1	issue(s)	American Journal of Play			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
52	1	issue(s)	Assessing and Evaluating Honors Programs and Honors Colleges			
53	1	issue(s)	Curriculum and Teaching Dialogue			
54	1	issue(s)	Education and Information Technologies			
55	1	issue(s)	Education Digest			
56	1	issue(s)	Education Innovator			
57	1	issue(s)	Educational Leadership			
58	1	issue(s)	Educational Leadership and Administration			
59	1	issue(s)	Educational Research Review			
60	1	issue(s)	Educational Studies in Mathematics			
61	1	issue(s)	Educational Theory			
62	1	issue(s)	English in Education			
63	1	issue(s)	English Journal			
64	1	issue(s)	Journal of Academic Ethics			
65	1	issue(s)	Journal of Education			
66	1	issue(s)	Journal of Educational Research			
67	1	issue(s)	Reading Research Quarterly			
68	1	issue(s)	Research and Teaching in Developmental Education			
69	1	issue(s)	Research in Education			
70	1	issue(s)	Research in Higher Education			
71	1	issue(s)	Teacher Magazine			
72	1	issue(s)	Teacher Professional Development Sourcebook			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
73	1	issue(s)	Teaching and Learning			
74	1	issue(s)	Teaching and Teacher Education			
75	1	issue(s)	Teaching Children Mathematics			
76	1	issue(s)	Teaching Science			
77	1	issue(s)	Academy of Management Journal			
78	1	issue(s)	Academy of Management Perspectives			
79	1	issue(s)	Academy of Marketing Science Review			
80	1	issue(s)	Academy of Marketing Studies Journal			
81	1	issue(s)	Academy of Strategic Management Journal			
82	1	issue(s)	Business & Economic Review			
83	1	issue(s)	Business and the Environment			
84	1	issue(s)	Business Finance			
85	1	issue(s)	Financial Management			
86	1	issue(s)	Enterprise			
87	1	issue(s)	Entrepreneur			
88	1	issue(s)	Entrepreneur Column (Entrepreneur.com)			
89	1	issue(s)	Entrepreneurial Executive			
90	1	issue(s)	Entrepreneurship & Family Enterprise			
91	1	issue(s)	Entrepreneurship: Theory and Practice			
92	1	issue(s)	Financial Review			
93	1	issue(s)	Harvard Business Review			
94	1	issue(s)	Journal of Business Administration			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
95	1	issue(s)	Journal of Business Economics and Management			
96	1	issue(s)	Journal of Consumer Research			
97	1	issue(s)	Journal of Marketing			
98	1	issue(s)	Marketing Management			
99	1	issue(s)	Web Marketing Today			
100	1	issue(s)	Web Marketing Today Free Weekly			
Total Amount:						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.

Printed Name/ Signature

Tel No./ Cellphone No.

Date

TERMS OF REFERENCE

CONTRACT OF SERVICE FOR THE SUBSCRIPTION OF ELECTRIC JOURNALS (E-JOURNALS) FOR 2023 TO BE USED AT THE CITY COLLEGE OF SAN FERNANDO PAMPANGA

I. BACKGROUND

Electronic journals can be a great help in the academic needs of students specifically in their research needs. By subscribing to E-journals, students can have access to credible information sources around the world.

In addition to the collection of printed journals available in the library, subscription of electronic journals is being proposed. The Commission on Higher Education (CHED) and the Association of Local Colleges and Universities (ALCU) requiring the Higher Education Institution (HEI) specifically the library to have a combination of print and electronic formats composed of local and foreign titles. The minimum number of periodical titles per library shall be at least 50 and copies shall be based on needs or total user population. For every major field of specialization, there shall be at least three (3) titles of professional journals, local and foreign publications, in a combination of print and electronic formats for each undergraduate program.

II. BUDGETARY REQUIREMENTS

The budgetary requirement for the Contract of Service for the Subscription of Electronic Journals (E-Journals) for 2023 to be used at the City College of San Fernando, Pampanga in the City of San Fernando, Pampanga is included in the **PPMP with Ref. No. 2023-392** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **One Hundred Eighty Thousand Pesos Only (PHP 180,000.00)**.

III. OBJECTIVES

The objectives of the Contract of Service for the Subscription of Electronic Journals (E-Journals) for 2023 to be used at the City College of San Fernando, Pampanga in the City of San Fernando, Pampanga subject to are as follows:

1. Acquire the latest electronic references and other electronic resources in various formats to address the information research as well as the recreational needs of the City College Library clientele;
2. Organize all library electronic resources according to acceptable/standardized bibliographic tools for CHED compliance and other accreditation related matters; and
3. Evaluate and update all library electronic references and other electronic information sources for extensive research, teaching and study.

IV. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end- user and the supplier/ contractor shall:

a. Specifications/ Schedule of Requirements

Quantity	Unit	Item Description	Delivery Date
1	issue	Accounting Department Management & Administration Report	July – August 2023
1	issue	Accounting Forum	July – August 2023
1	issue	Accounting Technology	July – August 2023
1	issue	Accounting Today	July – August 2023
1	issue	Advances in Accounting	July – August 2023
1	issue	Advances in Competitiveness Research	July – August 2023
1	issue	Bank Accounting & Finance	July – August 2023
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1	issue	Journal of Accounting, Auditing & Finance	July – August 2023
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1	issue	Journal of Corporate Accounting & Finance	July – August 2023
1	issue	Journal of Corporate Citizenship	July – August 2023
1	issue	Journal of Corporate Finance	July – August 2023
1	issue	Taxation	July – August 2023
1	issue	Academy of Information and Management Sciences Journal	July – August 2023

1	issue	Computer Animation & Virtual Worlds	July – August 2023
1	issue	Computer Fraud & Security	July – August 2023
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1	issue	Financial Review	July – August 2023
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1	issue	Journal of Marketing	July – August 2023
1	issue	Marketing Management	July – August 2023
1	issue	Web Marketing Today	July – August 2023
1	issue	Web Marketing Today Free Weekly	July – August 2023

b. Procurement Process

1. For the End- user, ensure the completion of the documents in order to proceed with the procurement process.
2. For the supplier/ provider, ensure the completeness of the documents being required by the Bids and Awards Committee (BAC) for the procurement process on- time based on the procurement schedule including this TOR duly signed by the end- user and conformed by the supplier/ contractor.
3. If the procurement process reaches the ensuing year, observe that the allowed transaction is only up to what is stipulated in the contract.
4. For the End- user, present clearly this TOR during the Pre- Bid Conference for the information of the prospective bidder/s (for Competitive/ Public Bidding), and present by the Buyer with the assistance of the End- user (for Alternative Methods of Procurement).
5. Ensure to supply the requirements upon issuance of DOC.
6. Comply with the provisions of the Procurement Law regardless of the mode of procurement, whether Competitive/ Public Bidding or the use of Alternative Methods of Procurement.

c. Delivery/ Implementation period

1. Strictly observe the "No Purchase Order (PO)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be from July 2023 – August 2023, and the contract shall end by the end of December 2023. By the end of the contract, the end- user can no longer prepare Order List and no DOC will be issued for the purpose.
3. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
4. In case there is a change in the Delivery Schedule and specifications, the End- user through the Procurement Officer shall coordinate with the CGSO- Procurement Management Division (PMD) for the latter to advise the supplier/ contractor regarding the concern.
5. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.

d. Inspection and Acceptance

1. The End- user shall inform the CGSO- PSMD of the delivery for the latter to conduct inspection prior to the acceptance of the former.
2. The supplier/ contractor through the end- user, shall provide the CGSO- PSMD with the proof of publication and issue delivery receipt or Sales Invoice.

Such documents will be used in notifying the concerned offices on the delivery such as the City Accountant's Office (CAccO) and Commission on Audit (COA) to include the same in the Payables.

V.DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of the E-Journals with the stated specifications being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- d. Provide necessary and readily- available documents such as during the conduct of post- audit.

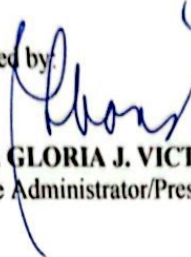
Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared by:


MICAH BLESSIE C. CALICDAN
Librarian

CONFORME:
_____ Signature over Printed Name
_____ Date

Approved by:


ATTY. GLORIA J. VICTORIA – BAÑAS, DPA, CESO V
College Administrator/President

Note: The TOR shall form part of the Contract and should be strictly followed by both parties otherwise, the implementation of the project/ program might be affected as well as the performance of the supplier/ contractor.