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 : **Supply, Delivery and Installation of Plagiarism Checker to be used at the City College of San Fernando, Pampanga**

Location of the Project : **City College of San Fernando, Pampanga**
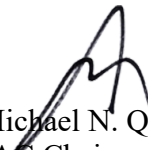
Company Name	Date :	**Oct 25, 2023**
Address	PR No. :	**2023-09-02248**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, October 31, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by: Approved by:

Lorraine Kate M. Escoto   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	software	PLAGIARISM CHECKER Features: 1. Security (Read the Fine Print) The data or file supplied for verification should not be able to be shared unless otherwise it was authorized, and it should offer complete data encryption to protect the data. 2. Check by URL The user must have the option to upload a file or the hyperlink of the material in addition to copying and pasting the text to check for plagiarism 3. Multiple File Formats The vast majority of document format sought should be supported 4. Smart Plagiarism Checker This feature comprises such options as: Citations and References Detection – to evaluate the citation as independent markers of language when detecting plagiarism Profound Analysis per your settings and preferences – it allows users to customize the checker's setting in accordance with their preferences (for instance, changing the amount of search engines) 5. Comprehensive Plagiarism Report It should supply the total percentage of similarities found in a plagiarism report and individual percentage of similarity for every source match It is optional highlight the text fragments that match in a different color for the report' color coding This serves to notify the user of several issues, such as improper paraphrasing and appropriate or inappropriate quotes. 6. Deep Search Is should be able to search and provide related result from web, public and private repository. 7. Custom Library This feature is very useful for people shows work			

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			is related to writing articles, review, etc This feature will allow the user to check the uniqueness of one text against the other one. User can create your own library of files and check new documents against it.			
			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

SUPPLY, DELIVERY AND INSTALLATION OF PLAGIARISM CHECKER TO BE USED AT THE CITY COLLEGE OF SAN FERNANDO PAMPANGA

I.BACKGROUND

Research is one of the trifocal functions of a higher educational institution (HEI), instruction and extension being the other two. All HEI personnel and students are therefore expected to conduct research. It is the role of the HEI to ascertain the technical soundness and integrity of all submitted studies. A software which can perform these functions will contribute to the efficiency in the evaluation process of submitted papers.

Such software is likewise very useful in ensuring the quality of written documents (e.g., position papers, agreements, letters, etc.)of diverse and flexible teaching and learning modalities

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply, Delivery and Installation of Plagiarism Checker 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. 2023-2153 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED SIXTY THOUSAND PESOS (PHP 160,000.00).**

III.OBJECTIVES

The objectives of the Supply, Delivery and Installation of Plagiarism Checker to be used at the City College of San Fernando, Pampanga are as follows:

1. To help faculty members and lessen their time in checking the authenticity of student's work.
2. To facilitate the evaluation process of submitted research papers in terms of technical soundness and integrity.
3. To further enhance the standard of written documents being done in the institution.

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

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	software	PLAGIARISM CHECKER Features: 1. Security (Read the Fine Print) The data or file supplied for verification should not be able to be shared unless otherwise it was authorized, and it should offer complete data encryption to protect the data. 2. Check by URL The user must have the option to upload a file	September – November 2023	CGSO – Central Storage, CSFP

		or the hyperlink of the material in addition to copying and pasting the text to check for plagiarism 3. Multiple File Formats The vast majority of document format sought should be supported 4. Smart Plagiarism Checker This feature comprises such options as: Citations and References Detection – to evaluate the citation as independent markers of language when detecting plagiarism Profound Analysis per your settings and preferences – it allows users to customize the checker's setting in accordance with their preferences (for instance, changing the amount of search engines) 5. Comprehensive Plagiarism Report It should supply the total percentage of similarities found in a plagiarism report and individual percentage of similarity for every source match It is optional highlight the text fragments that match in a different color for the report' color coding This serves to notify the user of several issues, such as improper paraphrasing and appropriate or inappropriate quotes. 6. Deep Search Is should be able to search and provide related result from web, public and private repository. 7. Custom Library This feature is very useful for people shows work is related to writing articles, review, etc This feature will allow the user to check the uniqueness of one text against the other one. User can create your own library of files and check new documents against it.		

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 September – November 2023.
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 CGSO- PSMD shall inspect and accept the delivery.
2. The supplier/contractor shall present the PO and issue Sales Invoice.
3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

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.

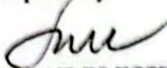## V. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

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

a. Provide the quantity of the plagiarism checker 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.
e. 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 III

Approved by:

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

CONFORME:
_____
Signature over Printed Name
_____
Date

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.*