

027

REQUEST FOR QUOTATION

Date : _____

RFQ No.: _____

Name of Company : _____

Address : _____

Name of Store/Shop : _____

Address : _____

TIN : _____

PhilGEPS Registration Number (required prior to award): _____

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Web-Based Legal Research Tool Subscription** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **May 05, 2025 at 10:00 AM**. A copy of your **latest Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement* and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734 or email address at bac@sbcorp.gov.ph ; jbperez@sbcorp.gov.ph


Rowena G. Betia
BAC Chairperson 

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

**Submit the following documents:*

1. *Certified-true-copy of Secretary's Certificate for corporation, partnership or cooperative; or*
2. *Special Power of Attorney:*
 - a. *Joint venture - executed by all members thereof giving full powers and authority to its officers to sign the OSS/Sworn Statements and do acts to represent the bidder; or*
 - b. *Single Proprietorship – if the person representing the company or acting on behalf of the company is not the registered owner.*

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After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement of (Name of Item/s to be procured)	
TECHNICAL SPECIFICATIONS (detailed)	REMARKS
<p style="text-align: center;">TERMS OF REFERENCE</p> <p style="text-align: center;">SUBSCRIPTION OF A WEB-BASED LEGAL RESEARCH TOOL FOR THE HEAD OFFICE AND REGIONAL OFFICES</p> <p>I. OBJECTIVE</p> <p>The project aims to increase the productivity of the Legal Services Group through subscription of a web-based legal research tool, which will enable the members of the Legal Services Group to have access to a complete compilation of laws, rules and regulations as well as Supreme Court decisions. Said subscription will cut the time allotted for research and will ensure that the laws, rules and regulations as well as Supreme Court decisions cited in their legal opinions and pleadings are updated.</p> <p>II. SCOPE OF WORK</p> <p>The project calls for the subscription of a web-based research tool which will be available to the head office as well as the regional offices of SB Corp. This subscription is web-based and the corresponding username and password will be given to at least 5 users in order to access said research tool for a period of twelve (12) months.</p> <p>III. TECHNICAL SPECIFICATIONS</p> <ul style="list-style-type: none"> • WEB-BASED LEGAL RESEARCH TOOL <ul style="list-style-type: none"> ⇒ 1 year subscription ⇒ for at least five (5) users ⇒ web-based ⇒ Complete Compilation of the following: <ol style="list-style-type: none"> 1. Laws: <ul style="list-style-type: none"> • Philippine Constitutions • Statutes 	

- Presidential Issuances
- Supreme Court Issuances
- Treaties, Conventions and International Agreements
- Implementing Rules and Regulations
- Journal and Record of the 1986 Constitutional Commission
- Other Rules and Procedures
- IATF Issuances
- 2. Jurisprudence: Supreme Court decisions from 1901 to present**
- 3. Taxation Laws**
- 4. Department of Justice issuances**
- 5. Elections Laws**
- 6. Securities & Exchange Commission**
 - 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
- 7. Labor & Social Legislation**
 - DOLE issuances
 - Issuances from various attached agencies/bureaus
 - Labor related laws
 - Labor related decisions of the Supreme Court
 - Labor related DOJ Opinions
 - Other labor related issuances
- 8. Banking**
 - BSP issuances
 - Banking related laws
 - Banking related Supreme Court issuances
 - Banking related DOJ Opinions
 - Other banking related issuances
 - Select issuances from AMLC, PDIC & Credit Information Corp.
- 9. Environment & Natural Resources**
 - DENR issuances
 - Issuances from various attached agencies/bureaus
 - Environment related laws
 - Environment related local ordinances
 - Environment related DOJ Opinions

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- Other environment related issuances
- 10. **Intellectual Property Laws**
- 11. **Civil Service**
 - CSC issuances
 - Civil service related laws
 - Civil service related Supreme Court issuances
 - Civil service related IRRs and other issuances
- 12. **Data Privacy**
 - NPC issuances
 - Data privacy related laws
 - Other data privacy related issuances
- 13. **Insurance Laws**
- 14. **Trade and Industry**
 - DTI issuances
 - Issuances of DTI attached agencies
 - Trade related laws and IRRs
 - Trade related treaties, conventions and international agreements
- 15. **Local Government**
 - DILG issuances
 - Issuances of DILG attached agencies
 - Local government-related laws and IRRs

IV. PROJECT COST

The approved budget for the contract (ABC) is One Hundred Seventy Eight Thousand Pesos (PHP178,000), inclusive of applicable taxes. The budget will be taken from LSG's approved 2025 budget.

V. IMPLEMENTATION

The project must be implemented by the activation of subscription within fifteen (15) calendar days upon receipt of the Notice to Proceed (NTP).

VI. CRITERIA OF EVALUATION

The qualified and responsive bidder/s must comply with the technical specifications stated in Item No. III and the bid price must not exceed the approved budget for the contract (ABC).

VII. ELIGIBILITY REQUIREMENTS	
<p>Supplier-Bidder must be an authorized Platinum-Level Partner or Red Registration, and authorized Reseller/Value-Added Reseller of the brand it is offering. Supplier-Bidder must submit supporting documents such as, but not limited to, Certification from the original manufacturer/distributor.</p> <p>Supplier-Bidder must have a physical office or offices in the Philippines. Supplier-Bidder must submit supporting documents such as a valid business permit from the Local Government Unit (LGU) where its office is located.</p>	
DELIVERY REQUIREMENT	
a) 1 lot	
b) 17 th Flr 139 Corporate Center, 139 Valero St., Salcedo Village, Makati City	
c) Fifteen (15) calendar days upon receipt of Notice to Proceed (NTP)	
Terms of Payment: 20 Days upon receipt of billing	

FINANCIAL OFFER:

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

PROCUREMENT OF (name of item/s to be procured)			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
ABC (Php178,000.00) Tax Inclusive			In words _____ _____ In figures: _____

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.

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3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor’s identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor’s account.
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBCorp shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Office Telephone No. _____

Signature over Printed Name

Mobile No. _____

Position/Designation

Email address: _____