



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6824260
 Procuring Entity OFFICE OF THE PRESIDENT
 Title RFQ / PR 19-12-1350 / PROCUREMENT OF INTEGRATED LIBRARY SYSTEM
 Area of Delivery Metro Manila

Solicitation Number: 19-12-1350	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	1
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Information Technology	Date Published	30/01/2020
Approved Budget for the Contract: PHP 360,000.00	Last Updated / Time	29/01/2020 11:49 AM
Delivery Period: 90 Day/s	Closing Date / Time	06/02/2020 17:00 PM
Client Agency:		
Contact Person: Patricia Kaye Lorio Amate Presidential Staff Officer I Procurement Unit, Rm 123 Mabini Hall Bldg., J.P. L Malacañang Complex, San Miguel Manila Metro Manila Philippines 1005 63-2-7844286 Ext.4601 63-2-7844286 procurement_unit@malacanang.gov.ph		

Description

A) REQUEST FOR QUOTATION

1.) 1 lot INTEGRATED LIBRARY SYSTEM

GENERAL SPECIFICATIONS

- All-in-one library system
- Full text searching
- Compliant to library standards (Marc 21, UNIMARC, Z39.50 SRU/SW, and SIP/NCIP)
- Web-based interface system
- Capable to incorporate the latest cataloging techniques
- Capable to integrate barcoding and RFID solutions
- System platform is capable for customization
- Comprehensive functionality with basic and advanced options
- Full-scale process automation of library's operational procedures

TECHNICAL SPECIFICATIONS

- #### OPAC/PUBLIC CATALOG
- Fully responsive theme that adjust properly on all devices
 - Keyword and advanced searching capabilities
 - Search filtering by location, item, type, subject, etc.
 - Cover images for searched item
 - Capability of users to tagging, commenting and star rating searched item
 - Availability and online resource links shown on search results
 - Virtual shelf browser
 - Social network share buttons
 - Permanent URLs throughout
 - New collection list
 - Personalized patron experience
1. Ability to place, suspend and cancel holds
 2. List of current and past checkouts
 3. Account history
 4. Private lists
 6. Access to account information

CIRCULATION

- Check in and out with barcode scanner or manually via accession number of materials
- Enter calendar of closings for due dates with ability to forgive/extend due dates
- Holds pull list generated on your schedule
- Set circulation, due dates and hold rules for the library
- Perform collection inventory
- Communication with collection management companies
- Capability for web-based self-checkout module
- Checkout by barcode or RFID

CATALOGUING

- Add bibliographic and authority records by batch uploading
- Add bibliographic and authority records using original cataloguing
- Add and modify items individually or in a batch
- Add and link to authority records
- Duplicate bibliographic records for sudo-original cataloguing
- Catalog following AACR2 or RDA rules
- Create custom cataloguing templates with pre-set values for efficient cataloguing
- Separate cataloguing records for each library

TERMS AND CONDITIONS

FUNCTIONAL SPECIFICATION

INTEGRATED LIBRARY SYSTEM

USER DEFINED FUNCTIONAL REQUIREMENTS

1 GENERAL SOLUTION REQUIREMENTS

- 1.1 Must be an all-in-one Library system
- 1.2 System must be able to provide the following modules on the major library functions: Public Catalog/OPAC, Circulations, Patron Management, Cataloging, Report Generation, Acquisitions, Serials, Administrations, System
- 1.3 Must be able to print labels
- 1.4 Must be a Web-based System
- Capability to incorporate the latest Cataloging Techniques: Resource Description and Access; Machine Readable Cataloging (MARC) ready
- 1.5 and Z39.50 enabled
- 1.6 Must be Barcoding or RFID-ready
- Open source systems with continuous customer and technical
- 1.7 from the library community
- 1.8 With pre-existing platform but capable for customization

2 OPAC/PUBLIC CATALOG

- Must be capable of the following:
- 2.1 Fully responsive theme that adjust properly on all devices
- 2.2 Keyword and advanced searching capabilities
- 2.3 Search filtering by location, item, type, subjects and more
- 2.4 Cover images for searched item
- Capability of users to tagging, commenting and star rating
- 2.5 Searched item
- 2.6 Availability and online resource links shown on search results
- 2.7 Virtual shelf browser
- 2.8 Social network share buttons
- 2.9 Permanent URLs throughout
- 2.10 New collection list
- 2.11 Overdrive API integration
- 2.12 Personalized patron experience:
 - ...Ability to place, suspend and cancel holds
 - ...List of current and past checkouts
 - ...Account history
 - ...Private Lists
 - ...Ability to register for a library card online
 - ...Access to account information
 - ...Subscribe/unsubscribe to/from library notices via email, SMS and/or phone
 - ...make purchase suggestions

3 CIRCULATION

- Must be capable of the following:
- 3.1 Check in and out with a barcode scanner or manually via accession number of materials
- 3.2 Enter calendar of closings for due dates
 - ...Ability to forgive/extend due dates
- 3.3 Holds pull list generated on your schedule
- 3.4 Offline Circulation
- 3.5 Place, suspend and cancel holds for patrons
- 3.6 Set circulation, due dates and hold rules for the library
- 3.7 Perform collection inventory
- 3.8 Communication with collection management companies
- 3.9 capability for Web-based self-checkout module
- 3.10 Checkout by keyword, title, call number, etc.

4 PATRON

- Must be capable of the following:
- 4.1 Upload patrons in bulk
- 4.5 Upload patrons images individually or in bulk
- 4.6 Create a patron cards
- 4.4 Batch modify patrons
- 4.5 Run reports on circulation custom to your library rules
- Search patrons by phone, email address, name, employee number or more...
- 4.7 Browse patron by name
- 4.8 Add custom searchable fields to patrons cards

5 CATALOGING

- Must be capable of the following:
- 5.1 Add bibliographic and authority records by batch uploading
- 5.2 Add bibliographic and authority records by cataloguing with a built in Z39.50 search engine
- 5.3 Add bibliographic and authority records using the OCI.C Connection client
- 5.4 Add bibliographic and authority records by using cataloging
- 5.5 Add and modify items individually or in a batch
- 5.6 Add and link to authority records
- 5.7 Duplicate bibliographic records for sudo-original cataloging
- 5.8 Catalog following AACR2 or RDA rules
- 5.9 Create custom cataloguing templates with pre-set values for efficient cataloging
- 5.10 Built in links to Library of Congress cataloging help
- 5.11 Create spine and barcode labels
- 5.12 Batch modify and delete item records
- 5.13 Create public lists of records at the library

6 FLEXIBLE REPORTING

- Must be capable of the following:
- 6.1 Complete access to all data stored in system; write any report you want
- 6.2 Customizable reports
- 6.3 Easily run any saved report at any time
- 6.4 Group reports by branch, category or any custom criteria
- 6.5 Enter filters on reports to run them on for specific items types, branches, patron categories, time frames and others branches, patron categories, time frames and others
- 6.6 Search reports for easy access

7 ITEM ACQUISITIONS MANAGEMENT

- Must be capable of the following:
- 7.1 Enter budgets and funds
- 7.2 Duplicate budgets and funds for the following year
- 7.3 Keep track of all vendor information
- 7.4 Ability to order from vendor files
- 7.5 Order multiple copies
- 7.6 Order copies of existing records
- 7.7 Order by searching Z39.50 targets
- 7.8 Generate late reports and claim letter
- 7.9 Track budget encumbrances and expenditures
- 7.10 Create on order items to allow patrons to place holds
- 7.11 Accept purchase suggestions and keep patrons notified as the item moves through the acquisition process
- 7.12 Importing and overlaying of pre-processing records

8 SERIAL MANAGEMENT

Must be capable of the following:

- 8.1 Create subscriptions with full prediction patterns
- 8.2 Receive issues one at a time or in bulk
- 8.3 Barcode serials on receipt if desired
- 8.4 Generate late issue reports and claim emails
- 8.5 See full serial history
- 8.5 Print routing lists for each subscription
- 8.6 Library defined numbering frequencies and patterns

9 ADMINISTRATION

- 9.1 Full access to administrative functions of the system's module
- 9.2 Full circulation rules matrix
- 9.3 Define your own libraries, item types, shelving locations and more
- 9.4 Create custom pull down menus for use in cataloging, patron, management and invoicing
- 9.5 Enter/Change Z39.50 targets
- 9.6 Separate account for administrator and client
- 9.7 Limit module access per user

10 SYSTEM

Must be capable of the following:

- 10.1 Unlimited SIP2 connections
- 10.2 LDAP functionality
- 10.3 MySQL database
- 10.4 Works with RFID and self check out products
- 10.5 Capability to be available in-house or on-line
- 10.6 Ability to be integrated to other system such as HRIS (Human Resource Information Systems) and others
- 10.7 Customizable Library System

11 INVENTORY

Must be capable of the following:

- 11.1 Upload a text file of barcodes gathered by a portable scanner
- 11.2 RFID or Barcode ready
- 11.3 Print shelf list

12 TIME TO OPERATIONALIZATION (TTO)

- 12.1 Must be operational 3 months after signing of notice to proceed and receipt of P.O

13 OTHER REQUIREMENTS

- 13.1 Implementation should include the following
 - ... Installation and set-up
 - ... Data Migration
 - ... OPAC customization
 - ... Hands on training
 - ... Maintenance and technical support is free for 1 year

14 ELIGIBILITY OF PROVIDER

- 14.1 Provider must have implemented the same library system to at least 20 clients

15 WARRANTY

- 15.1 One (1) year warranty

16 DELIVERY LEAD-TIME

Ninety days upon receipt of P.O.

B) USE COMPANY LETTERHEAD FOR YOUR QUOTATION & ADDRESS TO:

DIR. JAMES JUPER B. AGUILAR
 Head, Procurement Unit
 Office of the President
 M-123 Mabini Hall, J.P. Laurel St.,
 Malacañang Complex,
 San Miguel, Manila

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 Fax Number: (02) 784-4286 local 4709
 Email Address:
 procurement_unit@malacanang.gov.ph

C) ELIGIBILITY DOCUMENTS MUST BE ATTACHED TO THE QUOTATION

1. Latest/updated/valid PhilGEPS Registration Certificate
2. Latest/valid Mayor's Permit (CY 2020)
3. Income / Business Tax
4. Omnibus Sworn Statement (Original Copy- Upon Award)

Note:

- Kindly Attach the Complete Eligibility Documents to Avoid DISQUALIFICATION.
- Include the BACK PAGE OF THE MAYOR'S/BUSINESS PERMIT if Available
- Scan the Documents in a manner that the entries are legible/readable.

D) INDICATE IN YOUR QUOTATION THE FOLLOWING

1. Terms of Payment:
2. Warranty:
3. Place of Delivery:
4. Delivery Period:
5. Price Validity Period:
6. Stock Availability:
7. Certificate of Exclusive Distributorship, if any
8. Brand
9. TIN

Created by Patricia Kaye Lorio Amate

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