



Republic of the Philippines
Cebu Normal University
Osmeña Blvd. Cebu City, 6000 Philippines



Office of the Bids and Awards Committee
Telephone No.: (+63 32) 254 1452
Email: bac@cnu.edu.ph
Website: www.cnu.edu.ph

PROCUREMENT : **PROCUREMENT OF 1 LOT SUBSCRIPTION TO DIGITAL LIBRARY COLLECTIONS OF ACADEMIC AND RESEARCH E-BOOKS (PERPETUAL ACCESS) E-RESOURCES**

BID NO : **26-04-114**

SUBJECT : **Bid Bulletin No. 1, Amendment in the Bidding Documents**

DATE : **May 14, 2026**

Section 51.5 of the IRR of RA 12009 to clarify and/or amend provisions in the Bidding Documents for this project, considering the concerns and clarifications raised by the prospective Bidders during **Pre-Bid Conference** held on May 13, 2026.

All other related provisions in the Bidding Documents correspondingly affected by these amendments are likewise deemed to conform to this Bid Bulletin.

This Bid Bulletin is to amend Section VII - Technical Specifications of the Bidding Documents and its Terms of Reference.

SECTION VII - Technical Specifications

- **List of the Preselected E-Books Title hereto attached as Annex "A"**
- **Amended Terms of Reference hereto attached as Annex "B"**

Amendment/inclusion/clarifications made herein shall be considered an integral part of the Bidding Documents.

For guidance and information of all concerned.


DR. ANGELINE M. POGOY
BAC Chairperson



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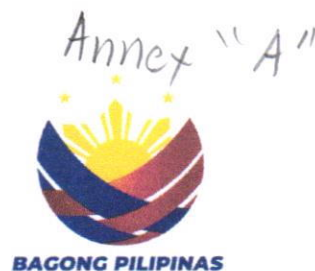


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**1 Lot Subscription to Digital Collection of Academic and Research E-Books
 (Perpetual Access)**

NO.	AUTHOR	TITLE DESCRIPTION	YEAR
1.	Santosh Kumar Singh	Data Science For Librarians 2026	2026
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3.	Santosh Kumar Singh	Discover Digital Libraries : Theory And Practice 2026	2026
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BAGONG PILIPINAS

75.	Dandre Prince	Measurement & Evaluation In Psychology & Education	2026
76.	Archie Moss	Curriculum Development In Elementary Education	2026
77.	J. King	Education, Globalization, And Social Change	2026
78.	Joseph Collins	Comparative Education Around The World	2026
79.	Mike H. Perkins	An Introduction To Western Music	2026
80.	Mike H. Perkins	History Of Music	2026
81.	Mike H. Perkins	Music Of The Nations: A Comparative Study	2026
82.	Mike H. Perkins	World Musical Instruments	2026
83.	Clarence D. Collins	Concepts Of Social And Cultural Anthropology	2026
84.	Nicholas Lawson	Digital Library Preservation Strategies	2026
85.	Ivan Wallace	Development Of Educational System	2026
86.	Aaron Dean	Characteristics Of American Literature	2026
87.	Tyler Miller	Mass Communication: Research And Analysis	2026
88.	Rebecca Guerrero	Themes And Writers in Postcolonial Literature	2026
89.	Nicole Hays	Survey Of British Literature	2026
90.	Edward Lance	Theories And Concepts Of Translational Studies 2026	2026


 MARJORIE B. HERMOSORA, RL, MLIS

5/13/20



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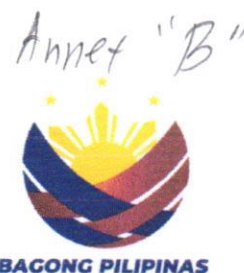


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AMMENDED TERMS OF REFERENCE

(With Addition in Section IV of Digital Library Collection and of Additional Clause in Software License and Subscription)

Subscription to Digital Library Collections of Academic and Research E-Books (perpetual access)

I. Overview

To support the instructional, research, and extension functions of Cebu Normal University, the Learning Resource Center requires a comprehensive subscription to digital library collections of academic and research e-books with perpetual access rights. This service will provide institutional access to a multidisciplinary collection of scholarly e-books from reputable publishers covering various academic disciplines.

The platform shall ensure continuous access to high-quality academic resources that support teaching, learning, research, and academic development of students, faculty, and researchers of the University. The subscription shall also provide a user-friendly, searchable, and integrated digital environment for efficient access to full-text e-books.

II. Objective

The objective is to acquire a subscription to a multidisciplinary digital library collection of academic and research e-books with perpetual access rights to all subscribed content. The service shall provide full-text, DRM-free academic e-books in a centralized and searchable platform. This initiative aims to enhance research productivity, academic quality, and long-term knowledge preservation through sustainable access to essential scholarly publications.

III. Scope of Work

The supplier is expected to:

1. Provide a subscription to a multidisciplinary digital library collection of academic and research e-books with perpetual access rights to subscribed content.
2. Ensure institutional access for all authorized users (students, faculty, researchers, and staff).
3. Provide unlimited simultaneous users without access restrictions.
4. Enable both on-campus and off-campus access via authenticated credentials (username/password or equivalent system).
5. Offer a DRM-free or flexible access model that allows downloading, reading, and offline access where applicable.
6. Provide a "pick and choose" model or curated selection mechanism for relevant academic titles aligned with institutional needs.
7. Ensure regular updates of available e-book collections during the subscription period.
8. Provide usage statistics, analytics, and administrative reporting tools for monitoring and evaluation.
9. Provide training for library personnel and end-users (virtual or on-site).
10. Provide technical support throughout the subscription period.



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The subscription shall be valid for twelve (12) months, with perpetual access rights granted to all subscribed content acquired during the subscription period.

IV. Items to be Delivered

Component	Minimum Technical Description
Digital Library Collections	<ul style="list-style-type: none"> • Institutional subscription to multidisciplinary academic and research e-book collections • Perpetual access rights to all subscribed titles acquired during the subscription period • Full-text access to scholarly e-books from reputable publishers • Coverage of disciplines including education, health sciences, nursing, medicine, social sciences, sciences, humanities, and related fields • Unlimited simultaneous users • Mobile-responsive and web-based platform • In-campus and Off-campus • PDF downloading enabled (DRM-free) • 2026 published e-books • One-time access fee structure for subscribed content • Collaboration or consortium-based access to expand available title coverage
Content Features	<ul style="list-style-type: none"> • Regular updates of e-book collections during the subscription period • Access to recent editions and authoritative academic publishers • Downloadable full-text e-books for offline reading • Searchable metadata, indexing, and browsing tools • Cross-platform compatibility (desktop, tablet, mobile devices) • Perpetual access to subscribed titles
Research and User Features	<ul style="list-style-type: none"> • Advanced search, browsing, and filtering tools • Full-text search capability within e-books • Citation export tools (APA, MLA, Chicago, etc.) • Bookmarking, note-taking, and highlighting features (if available) • Content sharing functionality (subject to licensing restrictions)
Administrative Tools	<ul style="list-style-type: none"> • Usage statistics and analytics • Institutional access management tools • Download and access tracking (if applicable)
Training, Documentation & Support	<ul style="list-style-type: none"> • The subscription shall be valid for twelve (12) months, with perpetual access rights granted to all subscribed content acquired during the subscription period. • The platform is renewable annually for recurring services subject to university approval. • At least two (2) full days of on-site or virtual training for library staff and users. • User manuals, guides, and documentation • Remote technical support with response time ≤ 4 hours. • On-site support ≤ 72 hours (if required). • Platform and content updates included during subscription period.





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Additional Clause

- 1. Performance-Based Specifications:** All requirements are minimum standards. Equivalent or superior solutions are acceptable if supported by technical documentation.
- 2. Perpetual Access Condition** – The Supplier shall provide perpetual access rights to all subscribed e-book content acquired during the subscription period. Such access shall remain available to the institution after expiration or non-renewal of the subscription, subject to publisher licensing agreements, archival provisions, and platform capability. The Supplier shall ensure continuity of access through hosting, archival delivery, or other acceptable mechanisms.
- 3. Regulatory Compliance:** Supplier shall submit certificates or proof of compliance with applicable IT security and data privacy regulations.
- 4. Demonstration:** A post-qualification demonstration is required, either on-site or remotely.
- 5. Training Deliverables:** Certification of at least two (2) library personnel as competent platform administrators.
- 6. Software License & Subscription:** The subscription license shall be valid for twelve (12) months, subject to annual renewal for recurring services, with updates and content integration included during each subscription period. Perpetual access rights shall be governed by Clause 2. No annual hosting fee or hidden recurring platform hosting charges shall be imposed by the Supplier beyond the approved subscription cost.
- 7. Payment & Terms:** Total subscription cost: PHP 800,000 shall be payable only upon its final acceptance. Proof of entitlement and user access rights shall be embodied in a certificate duly notarized as proof of service delivery including certificates of training to end user/faculty.
- 8. Delivery & Implementation:** Platform to be fully implemented and operational within sixty (60) calendar days from Notice to Proceed.
- 9. Technical Support:** Remote assistance ≤ 4 hours; on-site service ≤ 72 hours; technical support for subscription period.
- 10. Termination:** The university may terminate the contract for default, convenience, insolvency, or unlawful acts. Partial payments will be made only for deliverables accepted before termination.
- 11. Force Majeure:** Neither party liable for delays caused by events beyond reasonable control, with written notice within seven (7) calendar days.
- 12. Confidentiality:** All technical data, user information, and content shall be kept confidential and used solely for educational and operational purposes.
- 13. Dispute Resolution & Governing Law**
Dispute Resolution – If any dispute or difference of any kind whatsoever shall arise between the Parties in connection with the implementation of this Contract, the Parties shall make every effort to resolve amicably such dispute or difference by mutual consultation. Any and all disputes arising from the implementation of this Contract shall be submitted to arbitration in the Philippines according to the provisions of Republic Act No. 876 otherwise known as the "Arbitration Law" and Republic Act No. 9285 otherwise known as the "Alternative Dispute Resolution Act of 2004".

Venue of Actions – It is hereby agreed that any and all actions that shall arise from this Contract shall be instituted and tried before the proper court(s) of the City of Cebu only.



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14. Termination Clause

a. Termination for Default - Cebu Normal University (CNU) may terminate the Contract for cause when the Supplier fails to perform any of its obligations under this TOR and the Contract, including, but not limited to, the following:

- i. Failure to implement the platform, configure content, or complete training;
- ii. Repeated failure to meet technical performance or service level requirements;
- iii. Breach of warranty obligations;
- iv. Failure to comply with any lawful instruction, written directive, or condition imposed by CNU or the BAC;
- v. Violation of any provision of Republic Act No. 12009, their IRRs, or other relevant GPPB issuances; and
- vi. Insolvency, bankruptcy, or assignment for the benefit of creditors.

Upon such termination, CNU may call the Performance Security or Performance Securing Declaration and procure the same goods from another source, with the excess cost charged to the defaulting Supplier, without prejudice to other remedies available under the law.

b. Termination for Convenience

CNU may terminate the Contract, in whole or in part, for its convenience, without being liable for any damages, upon thirty (30) calendar days' written notice to the Supplier. Payment shall be made only for items or services satisfactorily delivered and accepted as of the effective date of termination.

c. Termination for Insolvency

CNU may terminate the Contract if the Supplier becomes bankrupt or insolvent, or enters into arrangements with creditors, provided such termination shall not prejudice the rights of CNU to recover losses or damages under the Contract.

d. Termination for Unlawful Acts

CNU shall terminate the Contract if it is determined, at any stage before or after contract signing, that the Supplier or its representatives engaged in corrupt, fraudulent, coercive, or collusive practices in securing or implementing the Contract, consistent with Section 71 of the 2022 Revised IRR of RA 12009. Such determination shall automatically disqualify the Supplier from future government procurements and may lead to blacklisting, forfeiture of performance security, and other applicable sanctions.

e. Effects of Termination

Upon termination, the following shall apply:

- The Supplier shall immediately return all University property, materials, and documents in its possession.
- Any unutilized funds or advance payments shall be refunded to CNU within fifteen (15) calendar days.
- Partial payments may be made only for deliverables duly accepted prior to termination.
- Both parties shall coordinate for orderly turnover, including data, records, and system credentials (if applicable).

15. Delivery Schedule

Delivery, installation, training, and final acceptance shall be completed within sixty (60) calendar days from Notice to Proceed, unless otherwise approved through a justified extension consistent with procurement regulations.





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16. Contract Renewal and Performance Evaluation

a. Applicability

This procurement shall be considered a Regular and Recurring Service, subject to renewal in accordance with applicable government procurement rules and regulations.

b. Conditions for Renewal

Renewal of the subscription shall comply with the following:

- i. The service remains essential to the operations of the Learning Resource Center;
- ii. The original contract was awarded in accordance with applicable procurement laws;
- iii. A Cost-Benefit Analysis (CBA) is conducted by the End-User;
- iv. The service provider has rendered Satisfactory performance;
- v. The service provider is not blacklisted; and
- vi. Funds are available for renewal.

c. Performance Criteria for Renewal

The End-User shall evaluate the service provider using the following criteria:

	Performance Criteria	Weight
I	Conformity to Technical Requirements	(25)
II	Timeliness in the Delivery of Services	(25)
III	Behavior of Personnel (Courteous, Professional, Knowledgeable)	(20)
IV	Response to Complaints	(20)
V	Compliance with set office policies for such services	(10)

- The service provider must obtain at least 80% (Satisfactory rating) to qualify for renewal.
- The End – User shall conduct a Performance Evaluation every semester to show the comparative advantage of renewal over the conduct of another procurement.

17.All actions in relation to this procurement shall adhere to the provisions of RA. 12009 and its IRR.

Prepared by:

MS. MARJORIE B. HERMOSORA, MLIS
 Supervisor, Learning Resource Center

Approved by:

DR. LAURENCE L. GARCIA
 SUC President III
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75.	Dandre Prince	Measurement & Evaluation In Psychology & Education	2026
76.	Archie Moss	Curriculum Development In Elementary Education	2026
77.	J. King	Education, Globalization, And Social Change	2026
78.	Joseph Collins	Comparative Education Around The World	2026
79.	Mike H. Perkins	An Introduction To Western Music	2026
80.	Mike H. Perkins	History Of Music	2026
81.	Mike H. Perkins	Music Of The Nations: A Comparative Study	2026
82.	Mike H. Perkins	World Musical Instruments	2026
83.	Clarence D. Collins	Concepts Of Social And Cultural Anthropology	2026
84.	Nicholas Lawson	Digital Library Preservation Strategies	2026
85.	Ivan Wallace	Development Of Educational System	2026
86.	Aaron Dean	Characteristics Of American Literature	2026
87.	Tyler Miller	Mass Communication: Research And Analysis	2026
88.	Rebecca Guerrero	Themes And Writers in Postcolonial Literature	2026
89.	Nicole Hays	Survey Of British Literature	2026
90.	Edward Lance	Theories And Concepts Of Translational Studies 2026	2026


 MARJORIE B. HERMOSORA, RL, MLIS

5/13/26



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BAGONG PILIPINAS

AMMENDED TERMS OF REFERENCE

(With Addition in Section IV of Digital Library Collection and of Additional Clause in Software License and Subscription)

Subscription to Digital Library Collections of Academic and Research E-Books (perpetual access)

I. Overview

To support the instructional, research, and extension functions of Cebu Normal University, the Learning Resource Center requires a comprehensive subscription to digital library collections of academic and research e-books with perpetual access rights. This service will provide institutional access to a multidisciplinary collection of scholarly e-books from reputable publishers covering various academic disciplines.

The platform shall ensure continuous access to high-quality academic resources that support teaching, learning, research, and academic development of students, faculty, and researchers of the University. The subscription shall also provide a user-friendly, searchable, and integrated digital environment for efficient access to full-text e-books.

II. Objective

The objective is to acquire a subscription to a multidisciplinary digital library collection of academic and research e-books with perpetual access rights to all subscribed content. The service shall provide full-text, DRM-free academic e-books in a centralized and searchable platform. This initiative aims to enhance research productivity, academic quality, and long-term knowledge preservation through sustainable access to essential scholarly publications.

III. Scope of Work

The supplier is expected to:

1. Provide a subscription to a multidisciplinary digital library collection of academic and research e-books with perpetual access rights to subscribed content.
2. Ensure institutional access for all authorized users (students, faculty, researchers, and staff).
3. Provide unlimited simultaneous users without access restrictions.
4. Enable both on-campus and off-campus access via authenticated credentials (username/password or equivalent system).
5. Offer a DRM-free or flexible access model that allows downloading, reading, and offline access where applicable.
6. Provide a "pick and choose" model or curated selection mechanism for relevant academic titles aligned with institutional needs.
7. Ensure regular updates of available e-book collections during the subscription period.
8. Provide usage statistics, analytics, and administrative reporting tools for monitoring and evaluation.
9. Provide training for library personnel and end-users (virtual or on-site).
10. Provide technical support throughout the subscription period.





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The subscription shall be valid for twelve (12) months, with perpetual access rights granted to all subscribed content acquired during the subscription period.

IV. Items to be Delivered

Component	Minimum Technical Description
Digital Library Collections	<ul style="list-style-type: none"> Institutional subscription to multidisciplinary academic and research e-book collections Perpetual access rights to all subscribed titles acquired during the subscription period Full-text access to scholarly e-books from reputable publishers Coverage of disciplines including education, health sciences, nursing, medicine, social sciences, sciences, humanities, and related fields Unlimited simultaneous users Mobile-responsive and web-based platform In-campus and Off-campus PDF downloading enabled (DRM-free) 2026 published e-books One-time access fee structure for subscribed content Collaboration or consortium-based access to expand available title coverage
Content Features	<ul style="list-style-type: none"> Regular updates of e-book collections during the subscription period Access to recent editions and authoritative academic publishers Downloadable full-text e-books for offline reading Searchable metadata, indexing, and browsing tools Cross-platform compatibility (desktop, tablet, mobile devices) Perpetual access to subscribed titles
Research and User Features	<ul style="list-style-type: none"> Advanced search, browsing, and filtering tools Full-text search capability within e-books Citation export tools (APA, MLA, Chicago, etc.) Bookmarking, note-taking, and highlighting features (if available) Content sharing functionality (subject to licensing restrictions)
Administrative Tools	<ul style="list-style-type: none"> Usage statistics and analytics Institutional access management tools Download and access tracking (if applicable)
Training, Documentation & Support	<ul style="list-style-type: none"> The subscription shall be valid for twelve (12) months, with perpetual access rights granted to all subscribed content acquired during the subscription period. The platform is renewable annually for recurring services subject to university approval. At least two (2) full days of on-site or virtual training for library staff and users. User manuals, guides, and documentation Remote technical support with response time ≤ 4 hours. On-site support ≤ 72 hours (if required). Platform and content updates included during subscription period.





Republic of the Philippines
Cebu Normal University
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Additional Clause

- 1. Performance-Based Specifications:** All requirements are minimum standards. Equivalent or superior solutions are acceptable if supported by technical documentation.
- 2. Perpetual Access Condition –** The Supplier shall provide perpetual access rights to all subscribed e-book content acquired during the subscription period. Such access shall remain available to the institution after expiration or non-renewal of the subscription, subject to publisher licensing agreements, archival provisions, and platform capability. The Supplier shall ensure continuity of access through hosting, archival delivery, or other acceptable mechanisms.
- 3. Regulatory Compliance:** Supplier shall submit certificates or proof of compliance with applicable IT security and data privacy regulations.
- 4. Demonstration:** A post-qualification demonstration is required, either on-site or remotely.
- 5. Training Deliverables:** Certification of at least two (2) library personnel as competent platform administrators.
- 6. Software License & Subscription:** The subscription license shall be valid for twelve (12) months, subject to annual renewal for recurring services, with updates and content integration included during each subscription period. Perpetual access rights shall be governed by Clause 2. No annual hosting fee or hidden recurring platform hosting charges shall be imposed by the Supplier beyond the approved subscription cost.
- 7. Payment & Terms:** Total subscription cost: PHP 800,000 shall be payable only upon its final acceptance. Proof of entitlement and user access rights shall be embodied in a certificate duly notarized as proof of service delivery including certificates of training to end user/faculty.
- 8. Delivery & Implementation:** Platform to be fully implemented and operational within sixty (60) calendar days from Notice to Proceed.
- 9. Technical Support:** Remote assistance ≤ 4 hours; on-site service ≤ 72 hours; technical support for subscription period.
- 10. Termination:** The university may terminate the contract for default, convenience, insolvency, or unlawful acts. Partial payments will be made only for deliverables accepted before termination.
- 11. Force Majeure:** Neither party liable for delays caused by events beyond reasonable control, with written notice within seven (7) calendar days.
- 12. Confidentiality:** All technical data, user information, and content shall be kept confidential and used solely for educational and operational purposes.
- 13. Dispute Resolution & Governing Law**
Dispute Resolution – If any dispute or difference of any kind whatsoever shall arise between the Parties in connection with the implementation of this Contract, the Parties shall make every effort to resolve amicably such dispute or difference by mutual consultation. Any and all disputes arising from the implementation of this Contract shall be submitted to arbitration in the Philippines according to the provisions of Republic Act No. 876 otherwise known as the "Arbitration Law" and Republic Act No. 9285 otherwise known as the "Alternative Dispute Resolution Act of 2004".

Venue of Actions – It is hereby agreed that any and all actions that shall arise from this Contract shall be instituted and tried before the proper court(s) of the City of Cebu only.



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14. Termination Clause

a. Termination for Default - Cebu Normal University (CNU) may terminate the Contract for cause when the Supplier fails to perform any of its obligations under this TOR and the Contract, including, but not limited to, the following:

- i. Failure to implement the platform, configure content, or complete training;
- ii. Repeated failure to meet technical performance or service level requirements;
- iii. Breach of warranty obligations;
- iv. Failure to comply with any lawful instruction, written directive, or condition imposed by CNU or the BAC;
- v. Violation of any provision of Republic Act No. 12009, their IRRs, or other relevant GPPB issuances; and
- vi. Insolvency, bankruptcy, or assignment for the benefit of creditors.

Upon such termination, CNU may call the Performance Security or Performance Securing Declaration and procure the same goods from another source, with the excess cost charged to the defaulting Supplier, without prejudice to other remedies available under the law.

b. Termination for Convenience

CNU may terminate the Contract, in whole or in part, for its convenience, without being liable for any damages, upon thirty (30) calendar days' written notice to the Supplier. Payment shall be made only for items or services satisfactorily delivered and accepted as of the effective date of termination.

c. Termination for Insolvency

CNU may terminate the Contract if the Supplier becomes bankrupt or insolvent, or enters into arrangements with creditors, provided such termination shall not prejudice the rights of CNU to recover losses or damages under the Contract.

d. Termination for Unlawful Acts

CNU shall terminate the Contract if it is determined, at any stage before or after contract signing, that the Supplier or its representatives engaged in corrupt, fraudulent, coercive, or collusive practices in securing or implementing the Contract, consistent with Section 71 of the 2022 Revised IRR of RA 12009. Such determination shall automatically disqualify the Supplier from future government procurements and may lead to blacklisting, forfeiture of performance security, and other applicable sanctions.

e. Effects of Termination

Upon termination, the following shall apply:

- The Supplier shall immediately return all University property, materials, and documents in its possession.
- Any unutilized funds or advance payments shall be refunded to CNU within fifteen (15) calendar days.
- Partial payments may be made only for deliverables duly accepted prior to termination.
- Both parties shall coordinate for orderly turnover, including data, records, and system credentials (if applicable).

15. Delivery Schedule

Delivery, installation, training, and final acceptance shall be completed within sixty (60) calendar days from Notice to Proceed, unless otherwise approved through a justified extension consistent with procurement regulations.





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16. Contract Renewal and Performance Evaluation

a. Applicability

This procurement shall be considered a Regular and Recurring Service, subject to renewal in accordance with applicable government procurement rules and regulations.

b. Conditions for Renewal

Renewal of the subscription shall comply with the following:

- i. The service remains essential to the operations of the Learning Resource Center;
- ii. The original contract was awarded in accordance with applicable procurement laws;
- iii. A Cost-Benefit Analysis (CBA) is conducted by the End-User;
- iv. The service provider has rendered Satisfactory performance;
- v. The service provider is not blacklisted; and
- vi. Funds are available for renewal.

c. Performance Criteria for Renewal

The End-User shall evaluate the service provider using the following criteria:

	Performance Criteria	Weight
I	Conformity to Technical Requirements	(25)
II	Timeliness in the Delivery of Services	(25)
III	Behavior of Personnel (Courteous, Professional, Knowledgeable)	(20)
IV	Response to Complaints	(20)
V	Compliance with set office policies for such services	(10)

- The service provider must obtain at least 80% (Satisfactory rating) to qualify for renewal.
- The End – User shall conduct a Performance Evaluation every semester to show the comparative advantage of renewal over the conduct of another procurement.

17. All actions in relation to this procurement shall adhere to the provisions of RA. 12009 and its IRR.

Prepared by:

MS. MARJORIE B. HERMOSORA, MLIS
 Supervisor, Learning Resource Center

Approved by:

DR. LAURENCE L. GARCIA
 SUC President III
 Cebu Normal University



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