

**SCOPE OF SERVICES**  
**PROCUREMENT OF**  
**SOFTWARE FOR ONLINE LAW LIBRARY SUBSCRIPTION**

**I. BACKGROUND**

In 2023, John Hay Management Corporation (JHMC) has procured software for an online law library to be more efficient and effective in conducting research and providing legal services.

Subscribing to a more comprehensive and updated compilation of the complete text of law-related references/materials in electronic format with easy access is more advantageous and economical.

**II. OBJECTIVE**

JHMC is in need of a digital library or an online collection of Philippine law-related references/materials accessible and intends to procure an annual subscription thereof.

**III. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) through the CY 2024 Corporate Operating Budget (COB) is One Hundred Thousand Pesos (Php100,000.00), inclusive of all applicable taxes and fees.

**IV. FEATURES**

The Supplier shall consider the following items and features in the delivery of this subscription:

1. Packages/ Libraries

- 1.1. Laws
- 1.2. Jurisprudence
- 1.3. Securities and Exchange Commission
- 1.4. Environment and Natural Resources
- 1.5. Local Government

2. Features

2.1. Internal search engine with comprehensive filtering options

2.1.1. Customized Query Template which allows the following types of searches:

- Full-text search
- Type of issuance
- Issuance number
- Title
- Year

2.1.2. Search Parameters

- A word or group of words
- Phrases
- A combination of words and phrases

#### 2.1.3. Phrase Searching

- Use quotation marks (“ ”) to capture two or more words as an exact phrase
- Examples: “qualified theft”, “consummated felony”, “national territory”, “breach of promise to marry”, “condonation doctrine”, “imported motor vehicle”

#### 2.1.4. Using Operators and Special Characters

- Operators
  - Used to establish logical relationships between words
  - Operators:
 

|     |                            |
|-----|----------------------------|
| AND | example: robbery and theft |
| OR  | example: robbery or theft  |
| NOT | example: robbery not theft |
- Special Characters
  - Used to replace one or more characters in a word
    - \* - Word extender
      - Need not be a proper word
      - Example: Consti\*, poli\*
    - ? - Character replacer
      - Any character after the first letter
      - Example: Wom?n, bank?, bank??

#### 2.1.5. Proximity Search

- Applied to find words that appear within a certain distance (i.e., number of words) from each other
- User can specify the number of words between terms
- Symbol: ~
- Example: “fruits poisonous trees”~15  
“imported vehicle tax”~20

### 2.2. Cross-reference, cited-in and copy-and-paste with automatic citation

## 3. Administrator Console

### 3.1. Security and control

### 3.2. 24/7 support and reliability

## V. RESPONSIBILITIES OF THE SERVICE PROVIDER

1. 100% compliance with information security and data privacy requirements for user access;
2. 99.9 availability with zero (0) scheduled downtime and SLA guarantee;

3. Deployment and training workshop for end-users; and
4. 9x5 technical support.

**VI. MODE OF PROCUREMENT**

The mode of procurement is Alternative Method of Procurement– Small Value Procurement (SVP).

**VII. CONTRACT TERM**

The Contract shall be for a period of twelve (12) months upon issuance of the Purchase Order/Job Order.