

TERMS OF REFERENCE

For Teaching Aid Subscription for Public Secondary School Teachers of the DCS-QC

1. INTRODUCTION

The Division of Quezon City, in its desire to provide better education tools to its teachers and better learning experience to its students, deems it necessary to Provide Teaching Aid Subscriptions for ALL Public-School Teachers in the Division of City Schools-Quezon City. The Teaching Aid Subscription is a Communication and Internet Connectivity package to support and equip the school teachers under the Division of Quezon City to maximize the benefit of the new K-12 curriculum based MELC and continuously deliver Quality 21st century learningskills.

I. BENEFITS of the Teaching Aid Subscription

A. For Schools/Divisionoffice:

1. Assist the Schools Division Office and the school administrators to check and evaluate the teachers' performance and students' progress more efficiently through the use of a communication network to be able to dispense their monitoring function.

B. For Teachers:

1. Minimize the workload of the teachers in distributing learning materials for the students with the use of emails, Google classrooms and other messaging platforms.
2. Allow them to access video lessons, downloadable study guides (eBooks), assessment questions, downloadable presentations, downloadable worksheets and additional resources anytime, anywhere.
3. Understand the academic weakness and strength of the students through constant communications (Calls and SMS).

C. For Parents

1. Access to communication channels with Teachers and Administrators where they can coordinate and collaborate on their children's academic performance and progress.

II. SCOPE OF SERVICES (Technical Specifications)

1. Internet connectivity subscription coverage shall be 12 months.

2. **Internet Connectivity Subscription** shall cover Mobile Plan 1000/ month

a) Content access:

- 16 GB open access data
- with 3GB/day Access on Learning Apps and websites

* Content: Moodle, LMS365, Blackboard, Edmodo, Outlook, Excel, Word, Microsoft Teams, WebEx, Wikipedia, Hangouts, Google Search, Google Meet, YouTube

3. Inclusions: 4G Pocket Wifi Device and Sim Card
4. Scheduled Loading Frequency via Batch File
5. Cyber Security Compliant; HTTPS Protocols; One Time PIN Authentication
6. Aftersales Support Technical Service
 1. Hotline Support
 2. Signal Issue
 3. SIM Replacement
 4. Offline Support - Service Centers within Metro Manila
 7. Technical Support
 - a) A dedicated team of local technical specialists in Metro Manila, Philippines, who will be available to maintain the service integrity and address any technical issue
 - b) Teachers and DepEd Officers can call or text the hotline number or send message to designated Social Networking Service accounts to communicate with local customer service team within the working hours from 8:00AM-5:00PM (Monday-Friday)

III. ACCESSIBILITY

- A. Network-based accessibility across Quezon City
- B. No physical server installation required

IV. ROLES AND RESPONSIBILITIES OF SUPPLIER AND END-USER

- A. Supplier will provide:
 1. Equipment and peripherals
 2. On-site/Online training/orientation for the assigned DepEd officers, school administrators and teachers
 3. After-sales service (technical support)
 - a) Hotline support
 - b) Signal issue
 - c) On-site and/or online response depending on the urgency/severity of the technical issue
 - d) SIM Replacement
- B. End-user is expected to:
 1. Orient the Teachers on the school policies and guidelines
 2. Delegate at least one (1) School Program coordinator per beneficiary school to ensure the school's Teaching Aid Subscription will be carried out, monitored, and evaluated

V. TERMS OF PAYMENT

- A. The price
 - a. The fixed cost (will not be affected by the duration of the usage)
 - i. Initial setup, training and orientation for the administrators, teachers and students (10% of the total price)
 - ii. Content including the video lessons, downloadable study guide/e-books and assessment questions (75% of the total price)

- b. The variable cost (will change based on the duration of the usage)
 - i. Platform usage (15% of the total price)
- B. This is subject to full compliance to the Procurement Law (RA 9184) and auditing rules and regulations.

VI. DURATION OF THE CONTRACT

One year or twelve (12) months.

VII. EFFECTIVITY

- A. Upon approval of the contract by the Honorable Mayor or his duly authorized representative


JENILYN ROSE B. CORPUZ, CESO VI
Schools Division Superintendent