

TERMS OF REFERENCE

SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF ONLINE LEARNING MANAGEMENT SYSTEM FOR SENIOR HIGH SCHOOL STUDENTS

I. RATIONALE AND BRIEF BACKGROUND

Online learning is considered a new norm in today's education world. In fact, the use of technology in teaching is being used as an important indicator of the quality education in many institutions in the world. Also, in this era of new normal, education institutions are in great need of online materials for the continuity learning process. The Schools 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 employ an online learning system with learning management and analytics features including supplementary learning materials. The learning system is a complete package of learning tools and resources to support and equip the schools, teachers, and students under the Division of Quezon City to maximize the benefit of the new K-12 curriculum and 21st century learning skills.

II. PROJECT DESCRIPTION

A. For Schools/Division office:

1. Support the schools in providing access to pre-developed and teacher made materials aligned with the current curriculum.
2. Provide the best tool to continue education and improve academic performance of the students
3. Assist the Schools Division Office and school administrators to check and evaluate the teachers' performance and students' progress more efficiently through a secure online platform with easy monitoring functions.

B. For Teachers:

1. Minimize the workload of the teachers in preparing learning materials for the students
2. Centralize access to video lessons, downloadable study guides (ebooks), assessment questions, downloadable lesson plans, downloadable presentations and worksheets and other learning resources anytime, anywhere.
3. Automate class management tasks such as distribution and collection of homework, computation of grades, and recording of student activities.
4. Generate the academic weakness and strength of the students through analytics.

C. For Students

1. Centralize access to ready-made video lessons, downloadable study guides and answer assessments anytime, anywhere.
2. Help the students to improve their overall academic performance and cultivate better learning habits with an online learning platform which enable self-paced learning.

D. For Parents

1. Access to a secure online platform where they can monitor the children's academic performance and progress anytime, anywhere.

III. PROJECT SCOPE OF WORK/SERVICES

a. Creation and activation of administrator/teacher and student accounts

- i. The administrator/teacher account includes anytime and anywhere access to the following features/functions:
 1. Checking of assessments automatically and real-time access to scores
 2. Gathering data on student performance
 3. Analyzing of performance and progress of each class and each student including:
 - a. Scores
 - b. Submission rate
 - c. Mastered topics
 4. Managing of classes and students
 5. Sending of teacher-made lessons and assessments (assignment, examination and quiz-review format) with explanation why the answer is correct/incorrect
 6. Allowing students to self-study all the lessons in a specific subject (teachers can turn-off this feature for full control/depending on the preference and syllabus for sending of lessons and assessments)
 - a. Topics and questions that students do well in / have difficulty with (average success rate per question)
 - b. Topics with videos watched
 - c. Time spent on watching video lessons
 7. Downloading the data including the student progress, submission rate, and scores as excel file
 8. Determination of the academic weakness and strength per topic of the assignments/assessments accomplished through the learning management system
 9. Messaging feature that allows a teacher to send
 - a. announcements to multiple classes and/or messages to individual students
 10. Creating, uploading, and sharing of teacher-made content for
 - a. their students and other teachers from the same school/Division
 11. Integration, Incorporation and Inclusions of Learning Resources aligned with K-12 curriculum for **Senior High School Core Subjects** (*Oral Communication in Context, Reading and Writing Skills; 21st Century Literature from the Philippines and the World; Statistics and Probability; General Mathematics; Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino; Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik; Earth Science; Earth and Life Science; and Physical Science; Personal Development; Media and Information Literacy; Introduction to the Philosophy of the Human Person; Disaster Readiness and Risk Reduction;*
 - a. *Understanding Culture, Society and Politics; Physical Education and Health; Contemporary Philippine Arts from the Regions*) which includes the following:
 - b. Locally made Video lessons/Tutorial Videos covering DepEd required competencies and can be downloaded for offline viewing using an Android App from Google Play Store

- c. Locally written study guides (electronic books) that can be downloaded in PDF format to most modern connected PCs, tablets, and smartphones with clickable table of contents for easy navigation
- d. Locally made assessment with 10-item assignment/examination/quiz and review per topic (except Mathematics subjects with 5-item assignment/examination only in some topics)
- e. Locally made downloadable teaching guides (Lesson Plan), downloadable worksheets (depending on the lesson and subject) and downloadable/editable PowerPoint presentations (Google Slides format) for *Senior High School subjects (Oral Communication in Context, Reading and Writing Skills; 21st Century Literature from the Philippines and the World; Statistics and Probability; General Mathematics; Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino; Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik; Earth Science; Earth and Life Science; and Physical Science)*

12. Integration, Incorporation and Inclusions of Learning Resources aligned with K-12 curriculum for **Senior High School Science, Technology, Engineering and Mathematics (STEM) Specialized Subjects** (*General Chemistry 1, General Chemistry 2, General Biology 1, General Biology 2, General Physics 1, General Physics 2,*

- a. *Pre-Calculus, Basic Calculus and Research/ Capstone*) which includes the following:
- b. Locally written study guides (electronic books) that can be downloaded in PDF format to most modern connected PCs, tablets, and smartphones with clickable table of contents for easy navigation
- c. Locally made assessment with 10-item assignment/examination/quiz and review per topic (except Research/ Capstone with only 5-item)
- d. Locally made downloadable/editable PowerPoint presentations (Google Slides format), downloadable laboratory worksheets (only for science subjects) and downloadable performance task worksheets (except Capstone)

13. Integration, Incorporation and Inclusions of Learning Resources aligned with K-12 curriculum for **Senior High School Applied Subjects for Academic Track** (*English for Academic and Professional Purposes, Practical Research 1, Practical Research 2, Filipino sa Piling Larang, Empowerment Technologies and Entrepreneurship*) which includes the following:

- a. Locally written study guides (electronic books) that can be downloaded in PDF format to most modern connected PCs, tablets, and smartphones with clickable table of contents for easy navigation
- b. Locally made assessment with 10-item assignment/examination/quiz and review per topic (except Practical Research 1 & Practical Research 2 with 5-item assessment)
- c. Locally made downloadable/editable PowerPoint presentations (Google Slides format), downloadable Unit Performance Tasks, downloadable Activity Worksheets

and downloadable Culminating Task

14. Integration, Incorporation and Inclusions of Learning Resources aligned with K-12 curriculum for **Senior High School Applied Subjects for Academic Track** specifically for Inquiries, Investigations and Immersion which includes the following:
 - a. Locally written activity/worksheets and teacher tools that can be downloaded in PDF format to most modern connected PCs, tablets, and smartphones
15. Integration, Incorporation and Inclusions of Basic Education Exit Assessment with Sample Handbook/Manual, Pre-Test, Post-Test and Mock Exams for the following subjects:
 - a. Math (General Math, Statistics and Probability)
 - b. English (Media & Information Literacy, Oral Communication, Reading & Writing)
 - c. Science (Earth & Life Sciences, Physical Sciences)
 - d. Filipino (Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino, Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik)
 - e. Social Sciences (Understanding Culture, Society, and Politics Personal Development, Introduction to the Philosophy of the Human Person, Humanities)
16. Integration, Incorporation and Inclusions of College Entrance Test with Sample Handbook/Manual, Pre-Test, Post-Test and Mock Exams for the following subjects:
 - a. Math (Arithmetic, Algebra, Trigonometry, Geometry, Statistics)
 - b. English (Language Proficiency, Reading Comprehension)
 - c. Science (Earth Science, Biology, Chemistry, Physics)
 - d. Filipino (Kasanayan sa Wika, Kasanayan sa Pagbasa)
 - e. Logic (Logical Reasoning, Abstract Reasoning)
17. Seamless Integration, Incorporation and Inclusions of multiple file formats into the LMS.
18. The student account includes anytime and anywhere access to the following features/functions:
 - a. A Learning Management System allowing each student to join an unlimited number of classes
 - b. A Learning Management System allowing each student to receive lessons and answer assessments (assignments, examinations, quizzes and review) with explanation why the answer is correct/incorrect (for assignments, quizzes and review)
 - c. Messaging feature allowing a student to ~~connect~~ communicate with subject teachers
 - d. Integration, Incorporation and Inclusions of Learning resource aligned with K-12 curriculum for Senior High School (*Oral Communication in Context, Reading and Writing Skills; 21st Century Literature from the Philippines and the World; Statistics and Probability; General Mathematics; Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino; Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik; Earth Science; Earth and Life Science; and Physical Science; Personal Development; Media and Information Literacy; Introduction to the Philosophy of the Human Person; Disaster Readiness and Risk Reduction; Understanding Culture, Society and Politics; Physical Education and Health Contemporary Philippine Arts from the Regions*) which includes the following:

1. Locally made Video lessons/Tutorial Videos covering all DepEd required competencies and can be downloaded for offline viewing using an Android App from Google Play Store
 2. Locally written study guides (electronic books) that can be downloaded in PDF format to most modern connected PCs, tablets, and smartphones with clickable table of contents for easy navigation
 3. Locally made assessment with 10-item assignment/examination per topic (except Mathematics subjects with 5-item assignment/examination/quiz & review only in some topics)
19. Integration, Incorporation and Inclusions of Learning Resources aligned with K-12 curriculum for **Senior High School Science, Technology, Engineering and Mathematics (STEM) Specialized Subjects** (*General Chemistry 1, General Chemistry 2, General Biology 1, General Biology 2, General Physics 1, General Physics 2, Pre-Calculus, Basic Calculus and Research/ Capstone*) which includes the following:
- a. Locally written study guides (electronic books) that can be downloaded in PDF format to most modern connected PCs, tablets, and smartphones with clickable table of contents for easy navigation
 - b. Locally made assessment with 10-item assignment/examination/quiz and review format per topic (except Research/ Capstone with 5-item)
20. Integration, Incorporation and Inclusions of Learning Resources aligned with K-12 curriculum for **Senior High School Applied Subjects for Academic Track** (*English for Academic and Professional Purposes, Practical Research 1, Practical Research 2, Filipino sa Piling Larang, Empowerment Technologies and Entrepreneurship*) which includes the following:
- a. Locally written study guides (electronic books) that can be downloaded in PDF format to most modern connected PCs, tablets, and smartphones with clickable table of contents for easy navigation
 - b. Locally made assessment with 10-item assignment/examination/quiz and review per topic (except Practical Research 1 & Practical Research 2 with 5-item and Inquiries)
21. Integration, Incorporation and Inclusions of Learning Resources aligned with K-12 curriculum for Senior High School Applied Subjects for Academic Track specifically for Inquiries, Investigations and Immersion which includes the following:
- a. Locally written activity/worksheets that can be downloaded in PDF format to most modern connected PCs, tablets, and smartphones
22. Integration, Incorporation and Inclusions of Basic Education Exit Assessment Practice questions with Review Notes for the following subjects:
- a. Math (General Math, Statistics and Probability)
 - b. English (Media & Information Literacy, Oral Communication, Reading & Writing)
 - c. Science (Earth & Life Sciences, Physical Sciences)
 - d. Filipino (Komunikasyon at Pananaliksik sa Wika at

Kulturang Pilipino, Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik)

- e. Social Sciences (Understanding Culture, Society, and Politics Personal Development, Introduction to the Philosophy of the Human Person, Humanities)

23. Integration, Incorporation and Inclusions of College Entrance Test Practice questions with Review Notes for the following subjects:

- a. Math (Arithmetic, Algebra, Trigonometry, Geometry, Statistics)
- b. English (Language Proficiency, Reading
 - b. Comprehension)
- a. Science (Earth Science, Biology, Chemistry, Physics)
- b. Filipino (Kasanayan sa Wika, Kasanayan sa Pagbasa)
- c. Logic (Logical Reasoning, Abstract Reasoning)

24. Seamless Integration, Incorporation and Inclusions of multiple file formats into the LMS.

- ii. The parents account includes anytime and anywhere access to the following features/functions (Optional)
 - 1. Adding multiple student accounts under one parent account
 - 2. Monitoring of student activities and academic performance using parents account
- iii. Training/Orientation of DepEd officers, school administrators, teachers, students, and parents
 - 1. Assigned DepEd officers and school administrators ~~will~~ shall be trained in how to utilize the analytics function to monitor the teachers' and the students' usage
 - 2. The teachers will be trained in how to utilize the learning management system and the learning resources to maximize the learning outcomes of the students
 - 3. The students will be oriented on how to utilize the learning platform and maximize their academic potential
 - 4. The parents will be oriented in the benefit of the new eLearning system and how they can use the system to monitor their children's activities. (Optional)
- iv. Reporting
 - 1. A dedicated local specialist shall make regular scheduled communication with the DepEd officers and schools to deliver the monthly report relevant in supporting the teachers and students to improve platform usage
 - 2. When needed, interim reports shall be made available upon request
- v. Consulting
 - 1. A dedicated local specialist shall make regular scheduled communication with the Division Office and schools to consult for any eLearning related concerns
 - 2. Feedback from students and teachers shall be gathered and reflected on the product development process to continuously improve and better serve the users
 - 3. New programs and campaigns will be suggested and discussed to improve the eLearning status of the Division in general
- vi. Technical Support
 - 1. A dedicated local IT engineer team stationed within the National Capital Region, Philippines originally involved in coding the online

learning platform shall be assigned to continuously monitor, maintain, and update the platform and the service

2. A dedicated team of local technical specialists within the National Capital Region, Philippines, shall be made available to maintain the system's integrity and address any technical issues
3. Students, parents, teachers and DepEd Officers should be able to call or text a dedicated hotline number or send message to designated Social Networking Service accounts to communicate with the local customer service team within the National Capital Region, Philippines during the working hours from 8:00AM-5:00PM (Monday-Friday)

IV. AREA OF COVERAGE/ ACCESSIBILITY

- a. Cloud-based learning management system
- b. No physical server installation required
- c. Accessible using ANY desktop PC, laptop, tablets, and other mobile devices with web browsing function using ANY browser such as Safari, Google Chrome, Internet Explorer and Mozilla Firefox.
- d. Video downloading function for offline viewing thru an android application that can be downloaded from Google Play store

V. PROJECT STANDARDS AND REQUIREMENTS

SUPPLIER will provide:

1. Student and Teacher accounts (user ID and password)
2. On-site/Online training/orientation for the assigned DepEd officers, school administrators, teachers and students (optional for parents)
3. Assign a dedicated learning integration specialist (LIS)
 - a. The specialist will provide monthly reports to school heads about the utilization of the teachers and students
 - b. The specialist will also provide consulting services on how to maximize the benefit of the eLearning system by planning such activities/programs as inter/intra school competitions
4. After-sales service (technical support)
5. On-site and/or online response depending on the urgency/severity of the technical issue.
6. As part of the requirements in RA 9184, the Bidder must have completed a government or private contract that is SIMILAR in nature to this project within the last three (3) years equivalent to at least fifty (50%) of the approved budget for the contract (ABC).

END-USER is expected to:

1. Orient the LIS on the school profile, mission and vision, policies and guidelines
2. Delegate at least one (1) School Program coordinator per beneficiary school that will work closely with the LIS to ensure the school's eLearning service will be carried out, monitored, and evaluated

VI. PROJECT DURATION

The project duration will be for One (1) year period.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) amounting to Php 35,700,000.00.

VIII. BASIS OF PAYMENT

1. Only Student accounts are billable.
2. Transferees and dropout students are nonrefundable and shall not affect the number of activated student accounts.
3. 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)*
 - ii. *Platform usage (15% of the total price)*
4. After service has been rendered, payment shall be made. The payment is the total number of delivered student accounts multiplied by the unit price.
5. This is subject to full compliance to the Procurement Law (RA 9184) and auditing rules and regulations.

XI. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the City shall constitute an offence and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.

XII. CANCELLATION OR TERMINATION OF CONTRACT

The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter into negotiated procurement pursuant to section 53 (d) of RA 9184 and its IRR.

EFFECTIVITY

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

(Sgd.) JENILYN ROSE B. CORPUZ, CESO VI
Schools Division Superintendent