

**TERMS OF REFERENCE**  
**SUPPLY, DELIVERY, AND COMMISSIONING OF A CLOUD-BASED ACCOUNTING INFORMATION SYSTEM**  
**AND AUDITING IN CIS ENVIRONMENT SOFTWARES FOR ACADEMIC PURPOSES FOR THE BACHELOR OF**  
**SCIENCE IN ACCOUNTANCY STUDENTS OF THE QUEZON CITY UNIVERSITY**

**I. RATIONALE AND BRIEF BACKGROUND**

Two of the major subjects of the Bachelor of Science Accountancy Program of the Quezon City University are the **Accounting Information Systems (AIS) and AUDITING IN CIS ENVIRONMENT**. The AIS and AUDITING IN CIS ENVIRONMENT introduce students to the systems that underlie bookkeeping, accounting, financial reporting, tax reporting, and auditing in all business firms. Such systems are increasingly complex and in a continual state of flux do to rapidly changing technologies and security risks.

This course requires the students to learning about the development standards and practices for accounting information systems and gain hand-on experience in, the use of electronic spreadsheet software for advance business analysis, and to gain hands-on experience a commercial accounting software package.

It is in this light that this project is requested to ensure that students will have available software to use during the 1st and 2nd semesters of SY 2022-2023. In view of the pandemic, since the students will all be having online courses, it is required that the AIS and IT Audit that will be purchased will be cloud- based so that the students can just access it online without going to school.

**II. PROJECT DESCRIPTION**

This project aims to provide the 3<sup>rd</sup> and 4<sup>th</sup> Year BS Accountancy Students of QCU with a hands-on experience of a commercial-based accounting system as required in their course curriculum.

The following shall be present or be observed in the servicing of this requirement:

1. The Commercial Accounting Software shall have a complete course package for tertiary education students.
2. The software can be accessed online from different devices such as desktop computers, laptops, tablets, or mobile phones.
3. Courseware usage shall not be higher than 30 hours per class for the entire semester.
4. The Student Courseware License Fee per student shall be based on a pay-per use basis.
5. The faculty-in-charge/trainer shall have unlimited number of hours of free system access, anytime, per semester for practice and lesson preparation.

**III. PROJECT SCOPE OF WORK/SERVICES**

The Project shall cover the following scope of services:

**A. TRAIN THE TRAINER PROGRAM**

1. The Service Provider shall provide training for assigned lead trainers/faculty members from the BS Accountancy Faculty, as follows:  
No. of hours at least 24 hours of training coverage full Accounting Information System and AUDITING IN CIS ENVIRONMENT Modules.  
No. of pax at least 3 lead trainers from QCU-BSA full-time faculty Venue – Virtual Classroom.

**B. STUDENT COURSEWARE**

1. Each officially enrolled student in the AIS and AUDITING IN CIS ENVIRONMENT courses shall be given access to the software of the Service Provider.
2. Student user licenses shall be installed based on the official list provided by the QCU BSA, based on actual number of students enrolled but cannot be lower than the REQUIRED MINIMUM NUMBER OF STUDENTS (340) and provided that the subject/s in ANNEX A – SAP IMPLEMENTATION TABLE are duly sustained.

**C. TECHNICAL SUPPORT**

1. The Service Provider shall provide an Account Manager to assist QCU for the duration of the semester during the Program Implementation:
  - a. Deliver the technical installation and orientation to QCU MIS team
  - b. On site and remote/offsite support for technical concerns and course consultation.
  - c. Dedicated Technical support team shall be assigned 24/7 to answer all queries and service concerns from the students, faculty, and administrators/management.

#### IV. AREA OF COVERAGE/ACCESSIBILITY

The Accounting Information Software and Auditing in CIS Environment shall be cloud-based so that no physical server installation is required. It should be accessible using devices – desktop PC, laptop, tablet, and other mobile devices with web browsing function using any browser.

#### V. PROJECT STANDARDS AND REQUIREMENTS

- A. SUPPLIER WILL PROVIDE THE FOLLOWING:
  - 1. Lead trainer course consultation – provide support, insight and techniques for the effective delivery of the concepts and processes to the students.
  - 2. Materials – complimentary soft copy of presentation slides, manuals, quick guides, for the use of lead trainers/faculty members.
  - 3. Issuance of software license account to lead trainers/faculty and students.
  - 4. Issuance of Certificates of Completion to all students upon completion of the course.
  - 5. After – sales Service (Technical Support). The Service Level Agreement on response time will be 1 hour.
  - 6. On – site or online response depending on the urgency/severity of the technical issue.
  - 7. The suppliers for the software shall be a credible academic software provider with the demonstrated experience of having serviced, preferably, no less than 100 universities or colleges in the Philippines.
  - 8. 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 of the contract.
- B. END-USER IS EXPECTED TO:
  - 1. Provide a Coordinator to liaise with the Service Provider and other stakeholders on issues concerning the program implementation.
  - 2. Provide workstations or devices and internet connectivity to the students and faculty members that will be used for the courseware
  - 3. Delegate at least one (1) school administrator that will work closely with service provider to ensure that the courseware will be carried out, monitored and evaluated.
  - 4. In case of late suspension of classes, professors/school administrator must immediately inform the Technical Team from the supplier to reset the server, at least 30 minutes after the suspension declaration.
  - 5. File a request to use the supplier's – SAP Academic Program for University's advertisements.

#### VI. PROJECT DURATION

The project duration will be for two (2) semesters of the School Year 2022-2023 and will start within fifteen (15) calendar days upon the issuance of the Notice to Proceed.

#### VII. APPROVED BUDGET FOR THE CONTRACT

The budget for this contract is **FIVE HUNDRED THOUSAND PESOS AND SIXTY CENTAVOS (Php 500,000.60)** computed at ONE THOUSAND FOUR HUNDRED SEVENTY PESOS AND FIFTY-NINE CENTAVOS (Php 1,470.59) per student for up to 340 students.

#### VII. BASIS FOR PAYMENT

- A. Only students accounts are billable.
- B. Fees shall be based on actual number of enrolled students which will all be given Student User licenses.
- C. Billing and Payment shall be one time only based on the number of student licenses issued/installed but for a guaranteed minimum number of 340 students.
- D. This is subject to full compliance to the Procurement Law (RA 9184) and auditing rules and regulations.

#### IX. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the City Government shall constitute an offense and shall subject the Contractor/Service provider to penalties and/or liquidated damages pursuant to RA 9184 and its revised implementing rules and regulations.

#### **X. CANCELLATION OR TERMINATION OF CONTRACT**

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

#### **XI. EFFECTIVITY**

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

  
**THERESITA V. ATIENZA, DEM.**  
University President

  2/15/22

