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TERMS OF REFERENCE

SUPPLY, DELIVERY, AND COMMISSIONING OF A COMPREHENSIVE COMPUTER AIDED DESIGN SOLUTION SOFTWARE FOR INDUSTRIAL ENGINEERING AND ELECTRONICS AND COMMUNICATIONS ENGINEERING STUDENTS OF QUEZON CITY UNIVERSITY

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I. RATIONALE AND BRIEF BACKGROUND

One of the basic skills an engineering student should possess is the ability to draw using Computer Aided Design commonly called CAD. This software will introduce to the students how to draw using computer aided design in 3D format which will be called 3DCAD. Using of this software, the students will be able to draw anything solid based on his/her profession.

3DCAD is very popular in the manufacturing industry for a lot of reason, it is easy to use and easy to learn yet very powerful drawing tool that is being applied in almost all manufacturing industries, from Aerospace, transportation, medical, technology and many others. With the rapid pace of technology, students should always be updated with the current technology.

With this software's education package, students will have the opportunity to obtain the education packaged installed in their personal computers and what would be better as it comes with 2 levels of academic certifications.

Learning of this software will give the students a career advantage with its multi products included in the package. Engineering students will have the experience to design products, validate and visualize.

II. PROJECT DESCRIPTION

This project aims to provide the engineering students of QCU with this software's education package, up to 500 seats.

The package includes:

1. 500-seat network license – for computer laboratory of the school. <u>This license is Perpetual.</u>
2. 500-seat Student Premium Software – Stand-Alone license for the intent to be given to the students and faculty members where the license is installed in their personal computer for the purpose of continuing their projects assigned to them by their professors or learning how to use the software outside of school premise.
3. 500 slots for academic certifications for Associate level - An examination for faculty members and students to prove that they already know the basics of using this software-3D CAD.
4. 500 slots for academic certifications for Professional level - An examination for faculty members and students to prove they already know complexity of using this software-3D CAD.

Products Included in the Education Package:

A. 3D CAD
B. Simulation FEA
C. Flow Simulation
D. Motion Simulation
E. Plastic Flow Simulation
F. Sustainability Simulation
G. Electrical Professional – Includes 2D Schematic and 3D
H. Computer Aided Manufacturing (CAM)
I. Visualize
J. Model Based Definition

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 3DCAD basic training for four (4) trainees/faculty members from engineering department assigned by their dean.
2. Training will take 4 days, from 9:00 AM to 3:00 PM.
3. Venue of the training will be done online or training room of service provider only. No on-sight QCU training will be permitted.

B. TECHNICAL SUPPORT

1. On site and remote/offsite support for technical concerns and course consultation.
2. Installation assistance only shall be provided upon request from the end user/IT department of QCU for smooth installation to their computer laboratory and installation to the computers of QCU students/faculties. Full installation to the computers is the responsibility of end user/QCU Engineering Department. CSTI technical support will not be responsible for the installation of ALL the computer hardware of QCU and the students.
3. Technical support team shall be assigned during office hours to answer all queries and service concerns from the students, faculty and administrators/management.

IV. PROJECT STANDARDS AND REQUIREMENTS

A. SUPPLIER WILL PROVIDE THE FOLLOWING:

1. Issuance of software license account to authorized QCU officer (Dean, IT head, or to whoever the school official will assign).
2. 1 media kit containing the software education package.
3. 1-time provision of 3DCAD manual.
4. Issuance of training Certificates of Completion for the faculty members who were assigned to attend the training.
5. On – site and/or online response depending on the urgency/severity of the technical issue.
6. Technical support is applied during the subscription period. Technical support would mean/include any technical glitches of the software, installation assistance, and other technical problems the user(s) may encounter.

B. END-USER IS EXPECTED TO:

1. Provide CSTI the appropriate schedule of training after the media kit and sales invoice had been signed and accepted.
2. Provide workstations or devices and internet connectivity to the students and faculty members that will be used for the courseware.
3. Provide the installation to all the computer hardware at school computer laboratory and students with computer hardware that would meet the specification to run the software.
4. Provide hardware to run the software: Intel core i5; 8 GB RAM; and GeForce video card with 2 GB Video Ram. This is the minimum specification to run the software.

V. APPROVED BUDGET FOR THE CONTRACT

The budget for this contract is Six Hundred Five Thousand Two Hundred Eighty Six Pesos and Fifty Three Centavos (**Php 605,286.53**).

VI. BASIS FOR PAYMENT

A. Billing and Payment shall be one time only based on the number of student licenses issued/installed but for a guaranteed number of 500 students and faculty members.
B. This is subject to full compliance to the Procurement Law (RA 9184) and auditing rules and regulations.

VII. 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.

VIII. 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.

IX. DELIVERY PERIOD

The delivery period is 15 calendar days upon issuance of the Notice to Proceed (NTP).

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