

## **TERMS OF REFERENCE**

### **SUPPLY AND DELIVERY OF MOBILE INTERNET CONNECTIVITY AND INCLUSION OF NECESSARY DEVICE FREE OF CHARGE FOR THE FACULTY AND STUDENTS OF THE QUEZON CITY UNIVERSITY FOR THE YEAR 2023**

#### **I. RATIONALE AND BRIEF BACKGROUND**

The Commission on Higher Education made a recommendation to all higher education institutions to adopt a flexible learning modality as a precaution against COVID -19 since education of the student needs to continue despite the pandemic.

In response to this, the Board of Regents of Quezon City University approved a learning continuity plan where the university will adopt a blended learning approach. A blended approach is a mix of online delivery and face-to-face learning. An online learning delivery requires a learning management system that can be accessed by all faculty and students anywhere and anytime. The university already provided laptop, and pocket Wi-Fi for the students and faculty. These equipment and system, however, will not be maximized if they are not provided with internet connectivity. Thus, this project seeks to provide monthly internet load for the student and faculty member for the duration of three (3) months so that they can access the online platform and achieve the desired learning outcomes for this Academic Year.

#### **II. PROJECT DESCRIPTION**

This project aims to provide all the student and faculty members with monthly internet load data they can use to access the online platform.

The contract for this project shall be granted to an internet service provider that can provide an easily accessible, user-friendly, web-based prepaid loading portal that will allow QCU to efficiently load and manage budgeted airtime benefits for about 10,876 students and 225 faculty members.

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

The project shall have the following scope of services:

- A. Managed service for batch loading- the service provider shall provide portal where QCU can distribute prepaid internet load to about 11,101 users through a batch loading scheme. The crediting of load value shall be automated by simply uploading a file and setting frequency.
- B. The loading service shall have the following status:
  - 1) Can be accessed anywhere from a laptop or PC with internet connection
  - 2) Safe and secured log-in system for authorized personnel via one- time PIN
  - 3) Allow a scheduled loading
  - 4) Provides downloadable report for monitoring of transaction.
  - 5) Allow faculty and students to add more to their load in addition to the provision of the QCU.
- C. Monthly load to be provided
  - 1) For Faculty/Administrator
    - 3 GB/per day for 30days for the Learning Management System/study apps
    - 8 GB Open access for 30 days
  - 2) For Student
    - 1 GB/per day for 30days for the Learning Management System/study apps
    - 4 GB Open access for 30 days

D. Consulting

A dedicated technical support team that will answer any query regarding the loading arrangements.

E. Inclusion of necessary device, free of charge that will support the project operation.

**IV. AREA OF COVERAGE/ACCESSIBILITY**

Monthly internet services will be automatically loaded to the different accounts of students and faculty every first week of the month.

The batch loading by authorized personnel shall be web-based using any computer device.

**V. PROJECT STANDARDS AND REQUIREMENTS**

A. SUPPLIER WILL PROVIDE THE FOLLOWING:

- 1) Student, Faculty, and Administrator Account (user ID and password).
- 2) Training for two (2) QCU ICT staff assigned to do the batch loading, generation of reports, and monitoring/technical support.
- 3) After – sale Services (Technical Support).
- 4) On- site and online response depending on the urgency/severity of the technical issue.
- 5) The supplier must deliver a one-time load equivalent to the contracted amount and the corresponding devices 30 calendar days upon issuance of the Notice to Proceed.
- 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 of contracts.

B. END – USER IS EXPECTED TO:

- 1) Orient the service provider on the school profile, vision, mission, policies and guidelines.
- 2) Delegate at least one (1) school administrator that will work closely with the service provider to ensure that the monthly batch loading arrangement is done properly.

**VI. PROJECT DURATION**

The project duration shall be until December 31, 2023 upon the issuance of the Notice to Proceed.

**VII. APPROVED BUDGET FOR THE CONTRACT**

The approved budget for the contract is Ten Million One Hundred Ninety Three Thousand Four Hundred Pesos only (**Php 10,193,400.00**).

**VIII. BASIS FOR PAYMENT**

- A. The Procuring entity shall pay the provider 100% of the total contract amount upon delivery of the loads and items.
- B. This is subject to full compliance with the Procurement Law (RA 9184) and auditing rules and regulations.

**IX. PENALTIES FOR BREACH OF CONTRACT**

Failure to deliver the monthly load according to the standards and requirements set by this Terms of Reference and City Government shall constitute an offense and shall subject the Contractor/Service provider to penalties and/or Liquidated damage pursuant to RA 9184 and its revised implementing rules and Regulation.


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

The guidelines contained in RA 9184 and its revised implementation of the rule and regulation shall be followed in the termination of any services contract. In the event the City Government terminates the contract due to default, insolvency, or for any cause, it may enter into negotiated procurements pursuant to Section 53 (d) of RA 9184 and its IRR.

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