

# TERMS OF REFERENCE

## SUBSCRIPTION TO CLOUD HOSTING FOR THE INTEGRATED LIBRARY SYSTEM (ILS) OF QUEZON CITY UNIVERSITY

### I. Rationale and Brief Background

The University Library plays a critical role in supporting the academic and research needs of students, faculty, and staff. To efficiently manage the integrated library system (ILS) and provide seamless services, Quezon City University intends to acquire cloud hosting to avoid the cost of server maintenance, efficiently utilize the library system, and meet user demands effectively.

### II. Project Description

This project involves the implementation of cloud hosting for the Integrated Library System (ILS). The University Library recognizes the need to outsource cloud hosting services to maximize the use of the Integrated Library System (ILS). It is cost-effective and does not require maintenance as far as the end-user is concerned. This cloud hosting has been selected as the preferred solution due to its performance, cost efficiency, flexibility, and reliability.

### III. Project Scope of Work

The Project shall be comprised of a cloud hosting, which shall cover the following:

1. *Cloud hosting of ILS*: The primary objective of this project is to successfully implement the ILS in the University Library through cloud hosting. The implementation process will be carried out by the ILS provider.
2. Access:
  - Accessed via the domain name for all campuses.
  - Accessed can be unlimited to search, browse, and download files, and can be accessed simultaneously.
3. Technical Support:
  - If there's any interruption of access, QCU can email, call or text the provider 24/7, and/or will be attended within the day.

### IV. Project Standards and Requirements

1. The Quezon City University shall provide a domain name, which will be authenticated by the bidder. This domain name can access and use the database 24/7.
2. The provider should be a member of PhilGEPS
3. The bidder must have prior government or private contracts involving the implementation of cloud hosting.
4. The project entails a one (1) year after-sales support (technical support) of ILS' cloud server.
5. The cloud server should have the following specifications: 4 CPU cores, 4GB Ram, 80GB storage for bibliographic records, 3TB transfer, 40Gbps network in, and 250Mbps network out.
6. The bidder shall be able to implement, maintain and troubleshoot the system within one (1) year for technical support.

## **V. Approved Budget for the Contract**

The approved budget for the contract is **ONE HUNDRED THOUSAND PESOS ONLY (PHP 100,000.00)**.

## **VI. Project Duration & Delivery**

Project duration shall be for twelve-month period and can be accessed within 30 days upon issuance of the Notice to Proceed (NTP).

## **VII. Terms of Payment**

Procuring entity shall pay the provider 100% of the total amount upon activation of the access.

## **VIII. Penalties for Breach of Contract**

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

## **IX. 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 Government terminates the contract due to default, insolvency, or for any cause, it may enter negotiated procurements pursuant to Section 53 (d) of RA 9184 and its IRR.

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