

# **TERMS OF REFERENCE**

## **SUBSCRIPTION TO PHILIPPINE E-JOURNALS FOR QUEZON CITY UNIVERSITY LIBRARY**

### **I. Rationale and Brief Background**

As libraries are in the transition of moving from print to electronic resources, Quezon City University intends to acquire and invest in multidisciplinary e-Journals to meet the required standards for CHED-RQAT and ALCUOCA Accreditation, as well as to attain excellence in the educational sector.

The multidisciplinary database will enable the University Stakeholders to access research content 24/7.

### **II. Project Description**

This multidisciplinary database is a collection of academic publications of different higher educational institutions and professional organizations in the Philippines. This E-Resources provide access to 200+ Journal Titles, 16,000+ Articles, 22,000 Authors, 100+ Publishers, 160,000+ Citations. Its sophisticated database allows users to easily access locally abstract, full journal articles, and links to related research materials.

### **III. Project Scope of Work**

1. Provide Quezon City University, with 24/7 unlimited and simultaneous access.
2. Access will be for 12-month subscription.
3. Platform Features:
  - Users can download articles in PDF format.
  - Access via Remote Access.
  - Access via IP Authentication
  - Generate Citations
  - Usage Statistics
  - Users can curate personal collections via Bookshelf
  - System Requirements: Complete functionality with every internet browser
4. Topics Coverage
  - Business, Electronic & Telecommunications, Agriculture, Biology & Environmental Sciences, Arts & Humanities, Clinical Medicine, Engineering, Computing & Technology, Life Sciences, Physical, Chemical & Earth Sciences, Social & Behavioral Sciences, Science, Social Science
5. Users:
  - Unlimited users for Quezon City University Campuses only
6. Access:
  - Accessed via IP based computers or remote password
7. Technical Support
  - Training will be provided for free as requested by the end user

- If there's any interruption on access, QCU can email, call or text the salespersons/technical support 24/7 and /or will be attended within the day.

8. Security:

- License Subscription for journals and other publications.

#### **IV. Project Standards and Requirements**

1. The Quezon City University shall provide an IP Address and it will be authenticated by the provider. This IP Addresses can access and use the database 24/7, username and password will be provided upon request of the University.
2. The provider should be a member of PhilGEPS with Platinum Registration.
3. The bidder must have prior government or private contracts involving the supply and delivery of Online Library Resources for the last three (3) years. Further, bidder must be a certified partner or authorized distributor of the Online Library Resources (OLR) to be procured.
4. The project entails the supply, delivery, activation, and after sales service of multidisciplinary database for Quezon City University.
5. The provider shall submit a quarterly utilization report to Quezon City University.

#### **V. Project Duration & Delivery:**

Project duration shall be for twelve (12) months and can be accessed/activated within 30 calendar days upon issuance of the Notice to Proceed (NTP).

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

The approved budget for the contract is **TWO HUNDRED SEVENTY-SIX THOUSAND PESOS ONLY (PHP 276,000.00)**

#### **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 offence 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.

Prepared by:

  
**EDLYN O. AQUINO, RL.**  
Director, Library Resources and Services

Noted by:

  
**BRADFORD ANTONIO C. MARTINEZ, DBA**  
Vice President for Academic Affairs

Approved by:

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