

TERMS OF REFERENCE

SUBSCRIPTION TO E-JOURNALS OF ACCOUNTING, FINANCE AND ECONOMICS 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 ALCUCOA 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 contains a full-text access to 41 Journal titles, full text complimentary access to available back file issues coverage for each journal title, and double-blind peer reviewed specifically to Accounting, Finance and Economics collections.

III. Project Scope of Work

1. Provide Quezon City University, with 24/7 unlimited and simultaneous access.
2. Platform Features:
 - Predictable navigating and simple interface
 - Browse by e-Journal titles, by subjects, and by publication type.
 - Search for relevant content using keywords via basic search and advantaged search
 - Sort results and apply content filters such as access type
 - View structured abstract via summary and details to assess the relevance of content
 - Display list of related articles
 - View HTML, PDF, and EPUB format and download citations directly from the platform
 - Download citation in RIS file/format
 - Unique user profile allows users to tailor fit research by saving favorite searches and subscribing to TOC alerts
 - Discoverable. Content is indexed in all major discovery services including Primo, Summon, and EBSCO discovery service.
 - Concurrent multi-user access
 - Can provide usage reports
 - Subscription Access only with no perpetuity
 - No DRM (Digital Rights Management) - unlimited downloads, unlimited multi-user access
3. Users:
 - Unlimited users for Quezon City University all campuses through QCU Integrated Library System (ILS).
4. Access:
 - Accessed via IP based computers or remote password

5. 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 or Technical Support 24/7 and /or will be attended within the day.
6. 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 days upon issuance of the Notice to Proceed (NTP).

VI. Approved Budget for the Contract

The approved budget for the contract is **THREE HUNDRED EIGHTY NINE THOUSAND EIGHT HUNDRED TWELVE PESOS and 50/100 ONLY (PHP 389,812.50)**

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.

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