

TERMS OF REFERENCE

SUBSCRIPTION TO E-BOOKS 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-Books 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 create eBook collection by choosing 100 titles from the full eBooks catalogue.

III. Project Scope of Work

1. Provide Quezon City University, with 24/7 unlimited and simultaneous access.
2. Access will be 12 months subscription.
3. Mode of Access:
 - Institutional IP –The provider shall provide Quezon City University with institutional access via IP address, including each institution's respective departments when separate IP addresses exist.
 - Access should be unlimited to search, browse and download within the institution premises, and can be accessed simultaneously.
 - Username and Password- Supplier will provide username and password for remote access log in.
4. Conduct User Training
Training for the use of databases will be provided for free and can be attended by library personnel.
5. Technical Support
 - This is a guaranteed one (1) year subscription with 24/7 online access to the multidisciplinary database.
 - Troubleshooting for the said database will be entertained via email, call and text.
 - Any concern from Quezon City University regarding the product will be properly attended by the contact person
6. Coverage

The multidisciplinary database provides access to 100 titles and benefits from:

- Muti-Device Options. Publisher. Portable e-textbook available on any device (Mac, Windows, iOS, Android) online or offline
- Multi Publisher. Select your preferred titles from well known publishers.
- Searchable Content. Search, highlights, annotate within your E-text
- Wide Array of Titles. Various titles to select from discipline under Accounting, Business, Economics, Finance, Engineering, IT and Computer, and Allied

Health among others.

- Notes and Highlights. Automatically stay in sync no matter where you make them.
- Offline and Online Access
- Generation of Usage

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.
3. The bidder must have prior government or private contracts involving the supply and delivery of Online Library Resources. 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-month period and can be accessed within 30 days upon issuance of the Notice to Proceed (NTP).

VI. Approved Budget for the Contract

The approved budget for the contract is **FOUR HUNDRED TWO THOUSAND, SIX HUNDRED PESOS ONLY (PHP 402,600.00)**

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 procurement pursuant to Section 53 (d) of RA 9184 and its IRR.

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