

# **TERMS OF REFERENCE**

## **SUBSCRIPTION TO ENGINEERING E-RESOURCES (E-Journals and E-Books) FOR QUEZON CITY UNIVERSITY LIBRARY**

### **I. RATIONAL AND BRIEF BACKGROUND**

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

This project aims to assist students, teachers, and graduate students in providing materials for academic research and studies.

### **II. PROJECT DESCRIPTION**

This Multidisciplinary database provides access to 1800+ collection of appropriate, authoritative digital content for students for a wide variety of subjects under Engineering, from Automotive Industry, Computer-Aided Design, Electrical and Electronics to Industrial Engineering, Mobile and Wireless Communications and thirty (30) eBooks for General Education Locally aligned curriculum based content.

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

1. Provide Quezon City University, with 24/7 unlimited and simultaneous access.
2. Features:
  - Cross-searchable: cross-search Virtual Reference Library and context suite.
  - Citation Tools: APA and MLA citations and export into EasyBib, EndNote, Procite, Reference Manager and RefWorks.
  - Highlights and Notes
  - Guided Research
  - Text-to-Speech Technology: ReadSpeaker creates audio versions of content.
  - Language Translation: can be translated on-demand into 34 languages and content into 23 Audio translation in 20 languages.
  - Mobile Access: My Library App or Chrome Web Store app.
  - Disability Access: For those with low vision.
  - Multi-Device Options: Portable e-textbook available on any device (Mac, Windows, IOS, Android) online or offline
  - CHED Aligned Curriculum Based Content
  - Searchable Content: Search, highlight and annotate within your E-text
  - Offline and Online Access: students can be read content anytime, anywhere.
  - Generation of Usage Report.
3. Users:
  - Unlimited access for Quezon City University campuses only
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
  - If there's any interruption on access, QCU can email, call or text the Salesperson 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 which will be authenticated by the provider. This IP address 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 platinum member of PhilGEPS.
3. The bidder must have prior government or private contracts involving the supply and delivery of Online Library Resources. Furthermore, the bidder must be a certified partner of the Online Library Resources (OLR) to be procured.
4. The project entails the activation of the subscription and after-sales service for multidisciplinary databases for Quezon City University.
5. The provider shall submit a generated usage statistics and report.

#### **V. PROJECT DURATION AND DELIVERY:**

Project duration shall be for a twelve-month period and can be accessed 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 **FIVE HUNDRED SIXTY-THREE THOUSAND, THIRTY-EIGHT PESOS (Php 563,038.00).**

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

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