

TERMS OF REFERENCE

SUBSCRIPTION TO PREMIUM STATISTICAL SOFTWARE PACKAGE FOR THE RESEARCH, EXTENSION, PLANNING, AND LINKAGES - RESEARCH MANAGEMENT OFFICE OF QUEZON CITY UNIVERSITY

I. RATIONALE AND BRIEF BACKGROUND

The Research, Extension, Planning, and Linkages - Research Management Office (REPL-RMO) at Quezon City University is dedicated to strengthening research capabilities and promoting data-driven decision-making throughout the university's academic and administrative functions. As the university's primary research branch, REPL-RMO requires access to powerful statistical software tool to facilitate efficient and complex quantitative data analysis. This will ultimately improve the quality of research analysis and enhance statistical assistance provided to faculty members and university researchers. By subscribing to a powerful statistical tool and providing comprehensive training and support, researchers and faculty members will be empowered to utilize the software's potential fully.

II. PROJECT DESCRIPTION AND OBJECTIVE

This project aims to equip the Research, Extension, Planning, and Linkages - Research Management Office (REPL-RMO) with the essential tools required for conducting comprehensive and rigorous statistical analysis. By providing access to a legitimate and licensed statistical software the REPL-RMO will be able to enhance the quality and precision of its research outputs across various domains.

The subscription will include the complete premium package of the statistical software, which offers a wide array of advanced features tailored for complex data analysis. These features include but not limited to:

- **Statistics Base:** The foundation for data management, providing a full suite of descriptive statistics, cross-tabulations, and predictive analysis.
- **Advanced Statistics:** Tools for conducting high-level statistical modeling, such as generalized linear models, multivariate analysis, and mixed model analysis.
- **Regression:** A variety of regression techniques, including linear and nonlinear regression, which allow for deep insight into relationships between variables.
- **Forecasting:** Time series analysis and forecasting tools, enabling accurate prediction of trends and future outcomes based on historical data.
- **Decision Trees:** A powerful technique for classification, segmentation, and prediction that supports decision-making processes in complex scenarios.
- **Exact Tests:** Critical for working with small sample sizes or non-parametric data, providing precise results when traditional statistical tests are not appropriate.
- **Structural Equation Modeling (SEM):** A sophisticated method for modeling complex relationships between variables, SEM enables the analysis of both direct and indirect effects in research models.

III. PROJECT SCOPE OF WORK/SERVICES

The Project Scope of Work includes the following services:

1. Training
 - a. The service provider shall conduct four (4) training sessions for forty (40) participants. Each session will accommodate ten (10) participants and

cover 24 hours of full statistical software training. The objective is to ensure that participants are proficient in using the software for research and data analysis.

2. Installation

- b. The service provider shall install the statistical software on designated desktops or laptops of REPL-RMO and activate the premium authorized user subscription license for four session with 10 devices per session.

3. Technical Support

- c. Ongoing technical support shall be provided by the service provider to ensure the continuous and smooth operation of the software. This includes troubleshooting, updates, and user assistance throughout the subscription period. Dedicated technical support team shall be assigned 24/7 to answer all queries and service concerns from the users.

4. Accessibility

- d. Cloud-Based Subscription: Accessible from university-approved devices to ensure flexibility for users.

IV. PROJECT STANDARDS AND REQUIREMENTS

A. SUPPLIER WILL PROVIDE THE FOLLOWING:

1. The supplier shall deliver and install the authorized user license of the statistical package software premium edition for use by the Research, Extension, Planning, and Linkages - Research Management Office (REPL-RMO). This edition will include all premium features such as statistics base, advanced statistics, regression analysis, forecasting, decision trees, exact tests, and structural equation modeling. The software shall be fully licensed, ensuring legality, security, and comprehensive functionality for the research needs of the university.
2. The supplier will organize and conduct four (4) detailed training sessions, with each session accommodating up to ten (10) participants, for a total of forty (40) trainees. The training shall cover 24 hours of hands-on guidance in utilizing the statistical software, ensuring that researchers, faculty, and staff are proficient in using the software for advanced statistical analysis. These sessions should focus on practical applications and offer comprehensive coverage of key functionalities.
3. The supplier will be responsible for the seamless installation of the statistical software on designated desktops and laptops within the REPL-RMO and ensure that the software is readily available for immediate use and accessible across approved devices.
4. The supplier shall provide ongoing technical support for the duration of the subscription to address any software-related issues, including troubleshooting, system updates, and user assistance. The support must be readily accessible to minimize any disruption to research activities, ensuring smooth and uninterrupted use of the software.
5. The supplier shall provide complimentary soft copies of all presentation slides, training manuals, and quick guides used during the training sessions. These materials will be handed over to the REPL-RMO for future reference, ensuring that

participants and other members of the office have access to the necessary resources to continue learning and refining their skills with the statistical software.

6. As part of the after-sales service agreement, the supplier must ensure that technical support is available with a guaranteed response time of no more than one hour upon receiving an inquiry. This service-level agreement will help ensure prompt resolution of technical issues and efficient assistance for users.
7. Depending on the urgency and severity of the technical issue encountered, the supplier will provide support either on-site or online. For critical issues requiring immediate attention, an on-site response may be necessary, while less critical concerns may be handled effectively through online channels.
8. The supplier must be a credible and experienced provider of statistical software packages, having demonstrated a track record of successfully servicing reputable universities, colleges, or academic organizations in the Philippines. The supplier's experience in the academic sector is crucial to ensuring that they understand the specific needs and challenges faced by educational institutions.
9. As stipulated in RA 9184, the supplier must have completed at least one government or private contract of a similar nature within the last three (3) years. This contract must be equivalent to at least fifty percent (50%) of the approved budget for this project, ensuring that the supplier has the capacity and experience to deliver on the contract requirements.

B. END-USER EXPECTATIONS:

1. The end-user will assign a dedicated representative to serve as the primary liaison between the service provider and other stakeholders. This person will handle all communications regarding the software, including installation, support, and any other issues that may arise.
2. The end-user will be responsible for ensuring that all necessary hardware and network systems are properly set up and fully operational prior to the software installation. This includes providing workstations or devices equipped with sufficient processing power, as well as ensuring stable and reliable internet connectivity to support the seamless operation of the statistical software.
3. The end-user shall appoint at least one school administrator to work closely with the service provider. This administrator will oversee the deployment, usage, and performance of the software, ensuring that it is properly monitored and evaluated throughout the subscription period to maximize its effectiveness.
4. The end-user will identify and assign participants for the scheduled training sessions. It is the end-user's responsibility to ensure the participants' availability and readiness for the training, allowing them to fully engage with the software and develop the necessary skills for its use.
5. The end-user will collaborate with the supplier to arrange suitable schedules for installation, training, and any necessary maintenance. This coordination will ensure that all activities are smoothly conducted without disrupting regular operations.

V. PROJECT DURATION

The project duration will cover 12 months and will commence within 30 days upon issuance of the Notice to Proceed.

VI. APPROVED BUDGET FOR CONTRACT

The budget for this contract is **NINE HUNDRED FORTY EIGHT THOUSAND TWO HUNDRED SEVENTY SIX PESOS ONLY (Php 948,276.00).**

VII. BASIS FOR PAYMENT

Procuring entity shall pay the provider 100% of the total amount upon completion of license activation, installation and training.

VIII. PENALTIES FOR BREACH OF CONTRACT

In case of non-compliance or breach of contract, penalties will be imposed based on the guidelines stipulated under RA 9184 and the terms outlined in the contract.

IX. EFFECTIVITY

This contract shall take effect upon approval by the Mayor of Quezon City or her duly authorized representative.

Prepared by:


ANGELITO P. BAUTISTA JR., LPT, MAComm
Director, Research Management Office

Approved by:


THERESITA V. ATIENZA, DEM
University President