TERMS OF REFERENCE

CLOUD-BASED ACCOUNTING INFORMATION SYSTEM (AIS) AND AUDITING IN CIS ENVIRONMENT SOFTWARES FOR BACHELOR OF SCIENCE IN ACCOUNTANCY STUDENTS OF THE QUEZON CITY UNIVERSITY

I. RATIONALE AND BRIEF BACKGROUND

Two of the major subjects of the Bachelor of Science in Accountancy Program of the Quezon City University are the **ACCOUNTING INFORMATION SYSTEM (AIS) and AUDITING IN CIS ENVIRONMENT**. The AIS and AUDITING IN CIS ENVIRONMENT introduce students to the systems that underlie bookkeeping, accounting, financial reporting, tax reporting, and auditing in all business firms. Such systems are increasingly complex and in a continual state of flux do to rapidly changing technologies and security risks.

This course requires the students to learning about the development standards and practices for accounting information systems and gain hand-on experience in, the use of electronic spreadsheet software for advance business analysis, and to gain hands-on experience on a commercial accounting and analytics software package.

It is in this light that this project is requested to ensure that students will have available software to use during the 1st Semester of SY 2024-2025.

II. PROJECT DESCRIPTION

This project aims to provide the 3rd and 4th Year BS Accountancy Students of QCU with a hands-on experience on a commercial-based accounting system with analytics tool as required in their course curriculum.

The following shall be present or be observed in the servicing of this requirement:

1. The Commercial Accounting Software with Analytics Tool shall have a complete course package for tertiary education students.
2. The software can be accessed online from different devices such as desktop computers, laptops, tablets, or mobile phones.
3. Courseware usage is 24/7 cloud access hours per semester within 1-3 consecutive months.
4. The Student Courseware License Fee per student shall be based on a pay-per use basis.
5. The faculty-in-charge/trainer shall have unlimited number of hours of free system access, anytime, per semester for practice and lesson preparation.

III. PROJECT SCOPE OF WORK/SERVICES

The Project shall cover the following scope of services:

A. TRAIN THE TRAINER PROGRAM
1. The Service Provider shall provide training for assigned lead trainers/faculty members from the BS Accountancy Faculty, as follows:
No. of hours at least 24 hours of training coverage full ACCOUNTING INFORMATION SYSTEM and AUDITING IN CIS ENVIRONMENT Modules with Analytics component.
No. of pax at least 3 lead trainers from QCU-BSA full-time faculty Venue – Virtual Classroom.

B. STUDENT COURSEWARE
1. Each officially enrolled student in the AIS and AUDITING IN CIS ENVIRONMENT courses shall be given access to the software of the Service Provider.
2. Student user licenses shall be created based on the official list provided by the QCU BSA, based on actual number of students enrolled but cannot be lower than the REQUIRED MINIMUM NUMBER OF STUDENTS (200) and provided that the subject/s in ANNEX A – ENTERPRISE RESOURCE PLANNING AND ANALYTICS IMPLEMENTATION TABLE are duly sustained.

C. TECHNICAL SUPPORT

1. The Service Provider shall provide an Account Manager to assist QCU for the duration of the semester during the Program Implementation:

   a. Technical and Installation Orientation (TIO) of the program to QCU MIS team shall be delivered for free once on the implementing term (applicable for on premise/laboratory implementation)
   b. On site (applicable for on-premise/laboratory implementation) and remote/offsite support for technical concerns and course consultation.
   c. Dedicated Technical support team shall be assigned 24/7 to answer all queries and service concerns from the students, faculty, and administrators/management.

IV. AREA OF COVERAGE/ACCESSIBILITY

The tools to be used for the subjects Accounting Information System (AIS) and Auditing in CIS Environment shall be cloud-based so that no physical server installation is required. It should be accessible using devices – desktop PC, laptop, tablet, and other mobile devices with web browsing function using any browser.

V. PROJECT STANDARDS AND REQUIREMENTS

A. SUPPLIER WILL PROVIDE THE FOLLOWING:
1. Lead trainer course consultation – provide support, insight and techniques for the effective delivery of the concepts and processes to the students.
2. Materials – complimentary soft copy of presentation slides, manuals, quick guides, for the use of lead trainer's/faculty members.
3. Issuance of software license account to lead trainers/faculty and students.
4. Issuance of Certificates of Completion to all students upon completion of the course and upon full payment to Supplier.
5. After – Sales Service (Technical Support). The Service Level Agreement on response time will be 1 hour.
6. On – site or online response depending on the urgency/severity of the technical issue.
7. The suppliers for the software shall be a credible academic software provider with the demonstrated experience of having serviced, preferably, no less than 150 universities or colleges in the Philippines.
8. As part of the requirements in RA 9184, the bidder must have completed a government or private contract that is similar in nature to this project within the last three (3) years equivalent to at least fifty (50%) of the approved budget of the contract.

B. END-USER IS EXPECTED TO:
1. Provide a Coordinator to liaise with the Service Provider and other stakeholders on issues concerning the program implementation.

2. Provide workstations or devices and internet connectivity to the students and faculty members that will be used for the courseware
3. Delegate at least one (1) school administrator that will work closely with service provider to ensure that the courseware will be carried out, monitored and evaluated.
4. In case of late suspension of classes, professors/school administrator must immediately inform the Technical Team from the supplier to reset the server, at least 30 minutes after the suspension declaration.
5. File a request to use the supplier's – ENTERPRISE RESOURCE PLANNING and ANALYTICS PROGRAM (Academic Program) for University's advertisements.

VI. PROJECT DURATION

The project duration will be for one semester of the School Year 2024-2025 (1st Semester) and will start thirty (30) days upon issuance of the Notice to Proceed.

VII. APPROVED BUDGET FOR THE CONTRACT

The budget for this contract is **THREE HUNDRED NINETY-SIX THOUSAND PESOS ONLY (Php 396,000.00)** computed at One Thousand Eight Hundred Pesos (PHP1,800.00), VAT-inclusive, per student for 220 students.

VIII. BASIS FOR PAYMENT

A. Only students accounts are billable.
B. Fees shall be based on actual number of enrolled students which will all be given Student User licenses.
C. Billing and Payment shall be one time only based on the number of student licenses created and issued to a guaranteed minimum number of 200 students.
D. This is subject to full compliance to the Procurement Law (RA 9184) and auditing rules and regulations.

IX. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the City Government shall constitute an offense and shall subject the Contractor/Service provider to penalties and/or liquidated damages pursuant to RA 9184 and its revised implementing rules and regulations.

X. CANCELLATION OR TERMINATION OF CONTRACT

The guidelines contained in RA 9184 and its revised implementing rules and regulations shall be followed in the termination of any service contract. In the event the City Government terminated 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.

XI. EFFECTIVITY
Upon approval of the contract by the Honorable Mayor or his duly authorized representative.

Prepared by:

Dr. GERARDO T. BAUTISTA
Dean, College of Business Admin. & Accountancy

Noted by:

Dr. BRADFORD ANTONIO C. MARTINEZ
VP for Academic Affairs

Approved by:

Dr. THERESITA V. ATIENZA
University President

COST DERIVATION

NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
1	CLOUD-BASED ACCOUNTING INFORMATION SYSTEM (AIS) AND AUDITING IN CIS ENVIRONMENT SOFTWARES FOR BACHELOR OF SCIENCE IN ACCOUNTANCY	students	220	Php 1,800.00	PHP 396,000.00
				TOTAL AMOUNT	**PHP 396,000.00**

Ms. PIA ANGELINA C. TAN, CPA
VP for Administration & Finance

ANNEX A

SUBJECT INTEGRATION/IMPLEMENTATION TABLE (SIT) FOR ERP AND ANALYTICS ACADEMIC PROGRAM

PROGRAM/COLLEGE	SY	YEAR LEVEL	SEM	SUBJECT CODE	SUBJECT DESCRIPTION	COURSEWARE/ CERT TITLE	LAB HOURS	PROJECTED NO. OF STUDENTS
BSA	2024-2025	3rd Yr	1st Sem	ACCAIS	ACCOUNTING INFORMATION SYSTEM	AIS + ANALYTICS	24 Hrs	130
BSA	2024-2025	4th Yr	1st Sem	ACPAUD 4	AUDITING IN CIS ENVIRONMENT	IT AUDIT + ANALYTICS	24 Hrs	90
						TOTAL PER SEM		**220**

# OF LT DURING TTP (PER MOA)	4
PROJECTED NO. OF STUDENTS	220
SRP INCLUSIVE OF VAT	1,800.00
MCV	396,000.00

Prepared by:

Ms. ROSALIE R. MAKIL
Program Chair, BS in Accountancy

Noted by:

Mr. GERARDO T. BAUTISTA, CPA
Dean, College of Business Administration & Accountancy