TERMS OF REFERENCE

SUBSCRIPTION TO E-RESOURCES (E-Journals & E-Books) FOR QUEZON CITY UNIVERSITY LIBRARY

I. Rationale and Brief Background

Libraries must evolve to meet the changing information needs of our users. Investing in multidisciplinary e-books and e-journals is essential for QCU library to remain relevant and provide our users with tools they need to succeed and as requirements for CHED-RQAT and ALCUCOA accreditation to attain excellence in education.

The multidisciplinary database will enable university stakeholders to access research content 24/7.

II. Project Description

Research Complete enables users to access millions of pages of primary sources, e-references, and periodical content on superior platforms designed to streamline the student and researcher workflows. Every student and researcher will find a rich store of relevant information to enhance their learning and research. Empowering students and researchers to achieve superior learning and research outcomes.

III. Project Scope of Work

The Project shall be comprised of a Multidisciplinary Database, which shall cover the following:

1. Multidisciplinary Database
   - Over 29,000 periodicals including 4,300+ titles from the JCR Impact Factor Science list
   - Over 16 million pages of historical primary sources from the 13th to the 21st centuries
   - Over 2.5 million items of literature criticism and full-text literary works
   - Over 1,900 e-Book editions (4,000+ volumes) including award-winning encyclopedias and directories
   - Package of Seven (7) Databases in One (1) Platform:
     a. Academic OneFile – more than 20,000 publications and the lowest number of embargoed titles, including over 14,000 peer-reviewed journals and more than 10,000 full-text titles.
     b. General Onefile – over 14,000 periodicals, newspapers, reference books, and multimedia sources, along with more than 200,000 images, 3,300 audio files, and thousands of videos from NYTimes.com and the Associated Press.
     c. e-Books – more than 2,000+ e-book titles in 4,000+ volumes and hundreds of award-winning titles for general references.
     d. Literature – enabling users to cross-search2 million primary and secondary sources and close to 500 literary journals, including 8 of Gales internationally focused literary databases in a digital environment.
     e. Archives Unbound – 13 million pages of historical documents, with coverage from the medieval period to the new millennium. It has broad options include government documents, monographs, newspapers, and correspondence sources

from major research libraries including the British Library, U.S. and U.K. National Archives and the library of Congress

    f. OneFile News – with close to 1,200 national and regional newspaper titles (active and full-text), with regular updates to 2,300 global newspapers, radio and TV broadcasts and transcripts.

    g. Business Insights – more than 440,000 detailed company profiles with company financial data, in-depth country overviews, and comprehensive industry profiles to stay current with the ever-evolving business landscape.

2. Features
   - Cross Search across collections within the platform
   - Collaboration Tools : Integrated with G. Suite for Education and Microsoft Office 365 tools to enable users to share, save and download content (including highlights and notes)
   - Articles are downloadable in PDF, or MP3 formats
   - Citation Tools: EasyBib or Noodle Tools, MLA, APA and Chicago-style
   - Articles can be translated into 40 languages on demand; some include audio as well.
   - Generate usage statistics

3. Users:
   - Unlimited users for Quezon City University Campuses only

4. Access:
   - Accessed via IP based computers or remote password
   - This is a guaranteed one (1) year subscription with 24/7 online access to the multidisciplinary database.

5. Conduct User Training
   - Training for the use of databases will be provided for free and can be attended by library personnel upon request.

6. Technical Support:
   - Troubleshooting for the said database will be entertained 24/7 via email, call and text.
   - Any concern from Quezon City University regarding the product will be properly attended by the contact person.
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7. 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 platinum 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 of the Online Library Resources (OLRs) 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 reports.

V.   Project Duration and Delivery

Project duration shall be for one (1) year 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 **NINE HUNDRED THIRTEEN THOUSAND EIGHT HUNDRED TWENTY FIVE PESOS only (Php 913,825.00).**

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 into negotiated procurements pursuant to Section 53 (d) of RA 9184 and its IRR.

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