

# TERMS OF REFERENCE

## SUBSCRIPTION TO 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.

### II. Project Description

The multidisciplinary database offers a vast selection of e-Book titles from various subjects ranging from Art, Humanities & Social Science, Medical & Health Science, Business & Management, Computing, Engineering, Law to Technology & Science.

### III. Project Scope of Work

1. Provide Quezon City University, 24/7 unlimited and simultaneous access
2. Access will be for 12- month subscription.
3. At the end of the twelve-month period, the library will receive perpetual access to selected content published during its subscription period.
4. 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.
  - This is a guaranteed one (1) year subscription with 24/7 online access to the multidisciplinary database
5. Conduct User Trainings
  - Training for the use of databases will be provided for free and can be attended by library personnel as requested by the end-user.
6. Technical Support
  - If there's any interruption of access QCU can email, call or text the contact person 24/7 and will be attended within the day.
7. Coverage

The Multidisciplinary database provides access to more than **60,000 titles** and benefit from:

- a) Option to pick and choose title to keep as perpetual access (150 titles) based on usage data of the top used titles
- b) There are e-Book title to cover all discipline from Art, Humanities & Social Science, Medical & Health Science, Business & Management, Computing, Engineering, Law to Technology & Science.
- c) Unlimited access to front & archive titles worth USD 8million as complimentary
- d) e-Book platform is simple, user friendly and intuitive
- e) Single page and chapter download in PDF format
- f) Offline Reading via IGP Reader mobile app
- g) Any new titles published during the 12-month period will be made available for access to all members

#### **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. Furthermore, the bidder must be a certified partner or authorized distributor of the Online Library Resources (OLRs) to be procured.
4. The project entails the supply, delivery, activation and after-sales service of access to e-Books collection for Quezon City University.
5. The provider shall submit a quarterly utilization report to the University.

#### **V. Project Duration & Delivery**

Project duration shall be for twelve-month period and can be accessed/activated 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 EIGHTY-THREE THOUSAND PESOS only (Php 983,000.00)**.

#### **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**

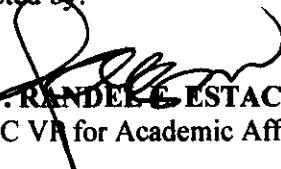
The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City Government terminates the contract due to default, insolvency, or for any cause, it may enter into negotiated

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

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