TERMS OF REFERENCE

CLOUD-BASED AUDITING IN COMPUTER INFORMATION SYSTEM (CIS) ENVIRONMENT SOFTWARE FOR BACHELOR OF SCIENCE IN ACCOUNTANCY STUDENTS OF THE QUEZON CITY UNIVERSITY

I. RATIONALE AND BRIEF BACKGROUND

One of the major subjects of the Bachelor of Science in Accountancy Program of the Quezon City University is the **AUDITING IN (CIS) ENVIRONMENT,** a subject that introduces students to the complex systems and tools used for auditing in business organizations today. As technology continues to evolve, businesses increasingly rely on cloud-based platforms and digital tools for their financial reporting and auditing needs.

This course emphasizes hands-on learning, enabling students to become proficient in using cloud-based auditing software. The course not only covers the foundational principles of auditing but also provides practical exposure to modern auditing tools, especially in the context of cloud based and commercial accounting systems.

To ensure that the students of QCU have the necessary resources and tools for practical learning, this project is requested to be available for use during the 1st Semester of SY 2025-2026.

II. PROJECT DESCRIPTION

This project aims to provide the 4th Year BS Accountancy Students of QCU with hands-on experience in using a commercial-based auditing system equipped with an analytics tool as required in their curriculum.

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

1. The cloud-based Commercial Auditing Software with Analytics Tool shall have a complete course package for tertiary education students.
2. The software can be accessed online from various devices including desktop computers, laptops, tablets, and mobile phones offering flexibility and convenience for students.
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 Auditing in CIS Environment Module 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 Auditing in CIS Environment course 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 (110) 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 subject 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 12009, 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, professor/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 1st Semester of the School Year 2025-2026 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 **TWO HUNDRED FORTY THOUSAND FIVE HUNDRED PESOS ONLY (Php 240,500.00)** computed at One Thousand Eight Hundred Fifty Pesos (PHP1,850.00), VAT-inclusive, per student for 130 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 110 students.
D. This is subject to full compliance to the Procurement Law (RA 12009) 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 12009 and its implementing rules and regulations.

X. CANCELLATION OR TERMINATION OF CONTRACT

The guidelines contained in RA 12009 and its 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 RA 12009 and its IRR.

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

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Noted by:

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