



**TERMS OF REFERENCE FOR THE RENEWAL OF ZOOM ACCOUNT
AS WEB-BASED VIDEO CONFERENCING PLATFORM
OF PSHS CALABARZON REGION CAMPUS**

I. BACKGROUND

The Philippine Science High School is mandated by the government to provide secondary education with emphasis on science and technology with the aim of preparing its students for STEM-related careers. The curriculum was designed to equip students with the knowledge, skills, and attitude that are deemed to be essential in preparing for a STEM-related career. This aim is realized when instruction is aided with appropriate web-based video conferencing platform to be used by the teachers for the distance learning of the students.

II. RATIONALE

The Information Technology Unit (ITU) of the campus continues its part in the holistic growth of our scholars. The school's mode of instructional delivery is expected to continue to adapt with the current health crisis that the nation is experiencing. As teachers and students shifted to distance and blended modes of instructional delivery through video conferencing, the use of Zoom Account licenses which started April 2021 is of great help in delivering learning experience without limit in terms of group meeting duration, participant capacity, and other features.

School Year (SY) 2021-2022 ends June, 2022, while in July, a bridging program for incoming Grade 7 scholars shall be implemented to leverage and prepare them to the PSHS curriculum for SY 2022-2023. As such, the limitations of face to face interactions still make it more imperative for the Campus to engage into a reliable and more updated video conference platform with adequate features that will provide sustainable, scalable and secure learning experience to ensure seamless conduct of online classes, as well as the frequent online collaboration of teachers, staff and other stakeholders to facilitate meetings, orientations, webinars, fora and other operational requirements in the absence of face to face interactions.

With the current situation of the country and the government's efforts to combat Covid-19, the PSHS System still prepares its resources for the opening of classes for SY 2022-2023. Nonetheless, the possibility of continuously administering online classes as may be directed by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases has to be considered. This being the case, the teachers will still be required to collaborate remotely with the students. As the campus Zoom for Education License which is currently being used by the teachers is about to expire on April 7, 2022, it is very essential to be renewed. In the research conducted by IT Unit based on the requirements of the Curriculum and Instruction Division and other units utilizing video conferencing facility, Zoom for Education Plan, albeit requiring one-time annual payment, is the most practical and most favorable and advantageous on the part of the government.



The campus has sixty-five (65) faculty members, all of whom conduct online instruction and meetings with scholars, who shall be the primary beneficiaries of the Zoom for Education License to be procured and renewed.

III. SCOPE OF WORK

The supplier should be able to provide Zoom account that meets the following requirements.

Qty.	Unit	Item Description	Unit Price	Total Price
20	License	Zoom for Education Participant Capacity : 300 Unlimited Group Meeting Recording Screen Sharing Breakout Rooms Polling LMS Integration Admin Portal Managed Domains	₱4,700.00	₱94,000.00

Qty.	Unit	Item Description	Estimated Monthly Cost	Estimated Cost for 10 Months
10	License	Large Meeting for 1000 Participants	₱4,700.00	₱47,000.00
Total				₱141,000.00

IV. APPROVED BUDGET OF THE CONTRACT

The approved budget for the procurement of software is Php 141,000.00 (One Hundred Forty-One Thousand Pesos), chargeable against Campus funds under the FY 2022 General Appropriations Act.

V. MODE OF PROCUREMENT

The mode of procurement shall be direct contracting pursuant to Revised Implementing Rules and Regulations of RA 9184.

VI. PAYMENT SCHEDULE

Per coordination with Zoom representative, online payment shall be accepted. Zoom Education Plan is available only for annual subscription, while Zoom license for large meeting may be paid monthly.



Prepared by:

Recommending Approval:


BEVERLY ANN R. INDICIO
Information Systems Analyst I


JONI M. ALBARICO
Chief, Curriculum and Instruction Division

Certified funds available:


ARNEL E. AGULA/CRISPINA ROWENA M. MAQUIMOT
Budget Officer II/Accountant II

Recommending Approval:


MA. THERESA P. PAGULAYAN
Chief, Finance and Administration Division

Approved:


JOSE M. ANDAYA, D.T.
Director III



Beverly Ann Indicio <brindicio@cbzrc.pshs.edu.ph>

Fwd: Zoom Renewal Notification

7 messages

Jose Andaya <jmandaya@pshs.edu.ph>
To: Beverly Ann Indicio <brindicio@cbzrc.pshs.edu.ph>

Fri, Apr 1, 2022 at 12:28 PM

Ma'am, please process the renewal of the Zoom subscription for another year.

Thank you.

Jose M. Andaya, D. T.
Campus Director
Philippine Science High School - Calabarzon Region Campus
Barangay Sampaga, Batangas City, Philippines
Telefax: (+043) 7246199
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----- Forwarded message -----

From: <billing@zoom.us>
Date: Fri, Apr 1, 2022 at 12:54 AM
Subject: Zoom Renewal Notification
To: <jmandaya@pshs.edu.ph>

[Sign In](#)

Hi there-

We wanted to take a moment to thank you for being a loyal Zoom customer! Continuing to deliver your organization happiness through a best-in-class video collaboration experience is what drives us everyday.

As a courtesy, we wanted to let you know your subscription for **Account Number 7006960352** is scheduled to **automatically renew on 2022-04-07**. To view your subscription details please visit zoom.us/billing. Please note that you have the ability to cancel your subscription at anytime by visiting zoom.us/cancel.

Should you have any questions regarding your upcoming renewal, please contact our team at subscriptions@zoom.us. We value your business and want to thank you for choosing Zoom!

Thank you and Happy Zooming!
Zoom Billing Team



Beverly Ann Indicio <brindicio@cbzrc.pshs.edu.ph>

Fwd: Your payment was declined - 3rd Attempt

2 messages

Sat, Apr 9, 2022 at 8:45 AM

Jose Andaya <jmandaya@pshs.edu.ph>
To: Beverly Ann Indicio <brindicio@cbzrc.pshs.edu.ph>

Now ko lang napansin, nag bounce back pala ang answer ko.
Tell them na next week na lang sila ulit mag try ng credit card charging.
Thank you.

----- Forwarded message -----
From: Jose Andaya <jmandaya@pshs.edu.ph>
Date: Fri, Apr 8, 2022, 8:28 AM
Subject: Re: Your payment was declined - 3rd Attempt
To: billing Mail Account <billing@zoom.us>

Dear Sir/Ma'am,
Good morning!
I am presently out of town now. I will coordinate this with my credit card provider on Monday. Please try it again next week.
Thank you very much for the information.

On Fri, Apr 8, 2022, 5:15 AM Zoom Video Communications, Inc., <billing@zoom.us> wrote:



Sign In

Jose M. Andaya, D. T.,

As a courtesy, we would like to notify you that your recent payment, \$1,800.00 USD on 04/07/2022 for Zoom Account Number 7006960352, **was unable to process successfully** (Error: Transaction declined.203 - REJECT).

For your convenience, here are more details regarding your Credit Card information on file:

JOSE M. ANDAYA
*****2108
08/2024
Visa

To avoid service interruption please update your payment information including your current billing address as soon as possible [here](#). If you would like to make a one time credit card or PayPal payment for this invoice you can do so at anytime [here](#).

Pay Invoice

Thank you for your business!
Team Zoom



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Beverly Ann Indicio <brindicio@cbzrc.pshs.edu.ph>
To: Jose Andaya <jmandaya@pshs.edu.ph>

Mon, Apr 11, 2022 at 8:02 AM

Sir,

Good day!

Okay po Sir.
I will coordinate this to zoom.
Thank you po.

Best Regards,

Beverly Ann R. Indicio
Information System Analyst I
Philippine Science High School - CALABARZON Region Campus
Sitio Sampaga West, Barangay Sampaga, Batangas City

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