



TERMS OF REFERENCE (TOR)

CONSOLIDATED ICT OFFICE PRODUCTIVITY SOFTWARE SUBSCRIPTIONS FOR CY 2023 ABC: PhP2,024,100.00

A. RATIONALE

As the bureau continuously embraces technological innovation to improve the delivery of services, Bureau of Agricultural Research (BAR) maximizes the use of cloud-based office productivity tools for editing, video-conferencing, webinar, webhosting, and mail.

Cloud-based tools allow users to easily access, through the internet, all of the features and files of the system without having to keep the bulk of that system in their own computers. Thus, giving flexibility to the office and office staff given the implementation of flexible work arrangement.

The Knowledge Management and Information Systems Division-Information Management Section of BAR is in charge of providing continuing assistance on information and communication technology (ICT) and its application to R4D management among BAR and NaRDSAF institutions.

Hence, consolidating the procurement of office productivity software subscriptions ensures that staff can continually produce outputs necessary for the continuous delivery of the services of the bureau.

B. SCOPE OF WORK

1. Supply and delivery of cloud-based productivity tools;
2. To include software support-service and warranty **equivalent to the number of months of subscription;**
3. To include **one (1) day** online training/technical updates on cloud-based tools for **at least two (2) persons;**
4. The proposed item shall be delivered/deployed or installed at the **Bureau of Agricultural Research, RDMIC Building, Elliptical corner Visayas Avenue, Diliman, Quezon City;**
5. Delivery Period: **Seven (7) Calendar Days;**
6. Payment: **Full-payment** after project acceptance;
7. Awarding shall be done by **LOT**

C. TECHNICAL DESCRIPTION

ITEM	DESCRIPTION	QTY	UNIT COST	TOTAL
1	Google Workspace (Business Standard)	100	8,027.00	802,700.00
LOT	Subscription duration: May 9, 2023-January 8, 2024			
1	Custom and secure business email			

	<ul style="list-style-type: none"> ○ Phishing and spam protection that blocks more than 99.9% of attacks ○ Ad-free ● 150 participant video meetings + recording <ul style="list-style-type: none"> ○ Meeting length (maximum): 24 hours ○ Digital whiteboarding ○ Noise cancellation ○ Meeting recordings saved to Google Drive ○ Polling and Q&A ○ Hand raising ○ Breakout rooms ● 2 TB storage per user <ul style="list-style-type: none"> ○ Drive for desktop ○ Support for over 100 file types ○ Shared drives for your team ○ Target audience sharing ● Chat Team messaging with advanced chat rooms, including threaded rooms and guest access ● Shared calendars ● Docs, Sheets, Slides collaborative content creation <ul style="list-style-type: none"> ○ Interoperability with Office files ● Security and management controls ● Standard support <ul style="list-style-type: none"> ○ Eight (8) months email-based support ○ Eight (8) months phone-based support 			
2	Google Workspace (Business Starter)	100	4,014.00	401,400.00
LOT	Subscription duration: May 9, 2023-January 8, 2024			
1	<ul style="list-style-type: none"> ● Custom and secure business email <ul style="list-style-type: none"> ○ Phishing and spam protection that blocks more than 99.9% of attacks ○ Ad-free ● 100 participant video meetings <ul style="list-style-type: none"> ○ Meeting length (maximum) : 24 hours ○ Digital whiteboarding ● 30 GB storage per user <ul style="list-style-type: none"> ○ Drive for desktop ○ Support for over 100 file types ● Shared calendars ● Docs, Sheets, Slides collaborative content creation <ul style="list-style-type: none"> ○ Interoperability with Office files ● Security and management controls ● Standard Support <ul style="list-style-type: none"> ○ Eight (8) months email-based support ○ Eight (8) months phone-based support 			
3	Cloud Storage and Web Hosting (AWS)	1	700,000.00	700,000.00
	Subscription duration: May 5, 2023 - January 5, 2024			

LOT 2	<ul style="list-style-type: none"> • Installation of Wordpress to Web Host and Testing of Public IP Access of Wordpress in the browser • VM: 2VMs (8vCPUs, 16GB RAM) x 730Hrs <ul style="list-style-type: none"> ◦ (One (1) VM for DNS/LDAP, 1VM for Web Host) • Linux-CentOS • 100GB data transfer Virtual Network • 0 Dynamic IP Addresses, 2 Static IP Addresses • File Storage, Transaction Optimized Performance Tier, 5TB of Data at-rest • Implementation/Configuration of On-Prem (DNS and Web server) to Cloud • Warranty and Support <ul style="list-style-type: none"> ◦ Includes 8x5 Local technical support for AWS infrastructure support and/or issues thru phone and email support (Business Days, Monday to Friday) 			
4	DNS Cloud Hosting (AWS)	1	120,000.00	120,000.00
LOT 2	Subscription duration: May 5, 2023-January 5, 2024			
	<ul style="list-style-type: none"> • Infrastructure Details: <ul style="list-style-type: none"> ◦ Route53 <ul style="list-style-type: none"> ▪ Three (3) Hosted Zones • AWS Elastic Load Balancing <ul style="list-style-type: none"> ◦ Three (3) Application Load Balancers • Coverage: <ul style="list-style-type: none"> ◦ Includes Migration of DNS Server ◦ Includes 99.99% availability ◦ Includes 8x5 Local technical support for AWS infrastructure support and/or issues thru phone and email support (Business Days, Monday to Friday) 			

D. ADDITIONAL TECHNICAL DOCUMENTS

1. Certification that they will provide 8x5 Next Business Day Online support **with four (4) hours** of response time technical support.
2. Certificate of Satisfactory/Completion Service from **at least one (1)** client that the bidder has successfully implemented the following required solution listed.
3. Valid National Privacy Commission Certificate or Official Receipt as proof of renewal for CY 2023
4. The bidder must have the ff:
 - i. Two (2) Certified Deployment Specialist
 - ii. Two (2) Certified Cloud Architect
 - iii. One (1) Cloud Security Engineer
5. For Google Workspace, the bidder must be an authorized **Premier Google Cloud Partner** reseller.

Prepared by:

(ORIGINAL SIGNED)

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