

PRIVATIZATION AND MANAGEMENT OFFICE

104 Gamboa St., Legaspi Village, Makati City
www.pmo.gov.ph

REQUEST FOR QUOTATION (RFQ)

DATE : December 10, 2022

Gentlemen/Ladies:

Please quote your lowest price(s) on the item(s) for the **Procurement of Azure Services** with an Approved Budget for the Contract (ABC) of **Five Hundred Thousand Pesos (Php500,000.00)**. Submit your quotation to the authorized canvasser of this office thru email at **acsanchez@pmo.gov.ph**, on or before December 13, 2022 @ 5:11 PM. Bids received beyond the deadline for submission will not be considered.

The contract/purchase order will be awarded to the qualified bidder/ supplier/service provider whose proposal is the lowest and most responsive to the requirements of the Privatization and Management Office (PMO) and has no pending report/deliverables to PMO. Bids in excess of the ABC and with non-compliant or incomplete documentary requirements submitted shall automatically be disqualified.

The PMO is in no way bound to accept the lowest price quotation or any proposal which is not advantageous to the government. Further, PMO reserves the right to accept or reject any or all price quotations/proposals at any time prior to contract award/purchase order without thereby incurring any liability to the affected bidder(s)/supplier(s)/service provider(s).

Please submit the following documentary requirements together with your quotation or proposal.

1. Certified photocopy of Mayor's/Business Permit
2. Certified photocopy of PhilGEPS Registration Number
(Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above.)
3. Notarized Omnibus Sworn Statement (SVP with ABCs above Php50K)
(original copy shall be submitted subject to the award of contract)

Thank you.

Very truly yours,


AARON C. SANCHEZ
ITD Chief
Information Technology Division

TERMS OF REFERENCE

AZURE SERVICES

1. Name of Project

Procurement of Azure Services, including its installation and deployment, for the Privatization and Management Office (PMO) with office address located at 104 Gamboa Street, Legaspi Village, Makati City.

2. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is Five Hundred Thousand Pesos (Php 500,000.00) inclusive of taxes.

3. Scope of Services

The Service Provider (SP) undertakes and commits that it will promptly and fully deliver and deploy the Azure Services in accordance with the requirements and technical specifications of the Privatization and Management Office (PMO).

4. Requirements/Technical Specifications

A. The SP shall comply with the following technical requirements:

Requirement	Specifications	Comply
Azure Active Directory for SharePoint Web Application Proxy Deployment	60 licenses Azure Active Directory Premium P1 (1 year subscription)	
	Integration of SharePoint Farm with Azure AD	
	Custom/verified domain in Azure AD Tenant	
	Provisioning and configuration of SSL Certificate	
	Synchronization of On-prem AD and Azure AD Connect	
	Installation of Application Proxy Connector	
	Implementation of federated authentication between AD and SharePoint On-premises	
	Creation of dedicated application	
	Configuration of SAML authentication	
	Configuration of SharePoint to trust Azure AD	
	Publishing of SharePoint On-premises application with Application Proxy	
	Application testing and post-implementation	

B. The SP shall likewise comply with the following requirements:

- Have a team of Microsoft Certified Professionals with expertise in Azure/SharePoint for proper project implementation;
- Provide for better, faster, and more secure processes that can be managed through a familiar environment, integrated into business collaboration infrastructure, and built on a trusted and extensible platform;

- Shall submit a timeline for the implementation of the services to properly guide PMO on the activities involved and responsibilities of both parties, after receipt of Notice to Proceed;
- Shall provide Users' Training for core personnel who will use, manage, and maintain the services. Such training shall comply with the relevant provisions on personal data protection as stated in the Republic Act No. 10173 (Data Privacy Act of 2012); and
- Shall provide technical assistance/support to PMO's requests/concerns regarding the implementation, management, and maintenance of the services. SP shall respond to PMO's requests/concerns within the soonest possible time, but in no case later than twenty-four (24) hours from receipt of the request/concern.

5. Delivery Period

The SP undertakes to complete its work within fifteen (15) calendar days after receipt of the Notice to Proceed.

6. Payment

PMO shall pay the SP a total of _____ Pesos (Php _____), inclusive of taxes, after project turn-over/completion. All taxes that are or may be due under the agreement shall be for the sole account of the SP. No other fees, commissions, reimbursements, or payments shall be due to the SP under the agreement.

7. Terms and Conditions

- A. Once PMO engages the services of the SP, it acknowledges that nothing in the agreement shall be construed as precluding or restricting PMO from engaging other third party vendors or agencies for the provision of services which are, in whole or in part, of a similar nature to the services provided in the agreement.
- B. If the services do not comply with the terms agreed upon, or satisfy the standards or specifications set forth above, PMO may notify the SP of such non-compliance upon which the SP shall expeditiously, at no additional cost to PMO, conform such services to the agreed specifications. Any failure of PMO to notify the SP of such non-compliance shall not relieve the SP of its obligations to conform to such services and agreed specifications.
- C. PMO may request changes at any time to all or any part of the specifications listed above, or any part of the services, provided PMO's requested changes shall not give rise to additional expenses on the part of the SP. Any and all changes shall be documented in writing and mutually agreed to by the parties, before the change is executed.
- D. Notwithstanding the fixed duration stated above, PMO may, at any time, terminate this agreement earlier than the agreed period for whatever reason by providing thirty (30) days written notice prior to the effective date of termination. Provided, however, that PMO may terminate this agreement immediately upon written notice in case the SP fails to perform the services or any of its obligations under this agreement, or otherwise violates any of the terms or provisions of this agreement.

- E. Following expiry or termination of this agreement, the SP shall provide PMO with reasonable migration assistance to facilitate the uninterrupted transition of PMO to a new provider, including where necessary, by continuing to provide the services for one month following the termination or expiry of this agreement.
- F. The SP agrees to indemnify PMO for any claim, loss, damage, or destruction to PMO property and for any loss, damage or injury that may be incurred by PMO, its officers, employees and representatives, which is attributable to (a) the failure by the SP or any of its employees, personnel, agents or representatives to perform in full or in part the services required under this agreement, (b) the fault, negligence, unlawful act, or misconduct of the SP, its employees, personnel, agents or representatives in relation to the performance of the services or any of its obligations under this agreement, or (c) arising directly or indirectly from the infringement by the SP of intellectual property right of any third party or breach of any applicable law.
- G. Neither the SP, nor its affiliates, agents, personnel, employees, subcontractors, or representatives, shall use or disclose to any person or entity any confidential information, whether in written, oral, electronic, or other form, obtained from PMO or disclosed by or on behalf of PMO or otherwise prepared or discovered either in the performance of this agreement, or while on PMO's premises.
- H. The SP represents and warrants that:
- It has full capacity and authority to enter into and perform its obligations under this agreement, and to grant the rights and perform and undertake the obligations hereunder with all due skill, care and diligence;
 - It shall secure and pay for all consents, inspections, licenses, permits and written approvals necessary for the performance of the services. Upon PMO's request, the SP shall deliver to PMO copies of all consents, inspections, licenses, permits, and written approvals promptly after their receipt by the SP;
 - Any operating systems or software used by the SP in connection with the provision of the services to PMO shall not infringe any intellectual property rights of any third party; and
 - The provision of the services shall not breach any applicable laws.
- I. The SP acknowledges and agrees that it has entered into this agreement as an independent service provider. No employee-employer relationship shall exist between the SP and PMO. PMO shall in no way be responsible for any claims for wages and other employment benefits of the SP's personnel. PMO shall in no manner be liable for any accident or injury which may occur to any personnel of the SP during the performance of the services. The SP shall indemnify the PMO, and hold the PMO free and harmless, from any damage to or loss of property, or from any injury to any third person during the performance of the services.
- J. The SP shall not, directly or indirectly, in whole or in part, neither by operation of law or otherwise, assign, transfer, delegate or subcontract any of its obligations without PMO's prior written consent, which consent shall not be unreasonably withheld. Any attempted assignment, transfer, delegation, or subcontracting without such prior written consent shall be void and unenforceable.

CONFORME:

(Authorized Signature)

(Name of Signatory)

(Designation)

(Name of Firm)