

TERMS OF REFERENCE

1. PROJECT TITLE

Supply and Installation of 1 year license to existing Patch Management Solution for the Bureau of the Treasury

2. DESCRIPTION

The project aims to ensure that the existing patch management system will get continuous support from vendor and manufacturer. This will ensure the system can still reduce system-related failures and increase protection from vulnerabilities due to missing or outdated system patches.

3. AGENCY BUDGET FOR THE CONTRACT (ABC): Php 814,000.00

Note: Inclusive of 12% VAT, installation, delivery cost and all other charges.

4. PROJECT DURATION, DELIVERY, COMMISSION, INSTALLATION AND ACCEPTANCE

Must complete the project within 90 calendar days from the receipt of the Notice to Proceed.

PART I. TECHNICAL SPECIFICATIONS			
AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE	ACTUAL OFFER (Actual specs being offered)	REFERENCE (Indicate exact page number)
1. Enterprise Patch Management solution			
<ul style="list-style-type: none">• ManageEngine Patch Manager Plus Enterprise Edition license• Supports up to 2000 endpoints.• Support for failover server• 6 onsite supports for 1 year			

PART II. BIDDER'S COMPLIANCE	BIDDER'S STATEMENT	REFERENCE
<p>1. STATEMENT OF BIDDER'S EXISTENCE AND EXPERTISE</p> <p>1.1. Must submit certification from manufacturer or distributor that the bidder is authorized to bid, sell, support and maintain the products being offered. If the distributor will certify the bidder, they must submit certification from the Manufacturer acknowledging the distributor as a partner of the product being offered.</p> <p>1.2. The bidder must be operating in the Philippines for the past Five (5) years as an IT company.</p> <p>1.3. Must provide at least one (1) Certified Engineer for the Patch Management Solution being offered and must submit a copy of their certificate/s.</p> <p>1.4. The bidder must have 1 similar contract in the last 3 years.</p> <p>1.5. Joint Venture not allowed.</p> <p><i>Note: Similar projects are those related to either one of the following:</i> <i>Patch management or Endpoint security or defence solution</i></p>		
PART III. OTHER CONDITION AND REQUIREMENTS		BIDDER'S STATEMENT OF COMPLIANCE
<p>1. PROJECT PLANNING, IMPLEMENTATION AND SERVICES</p> <p>1.1. Organize project briefing / kick-off meeting and submission of inception report for approval before implementation.</p> <p>1.2. Patch Management Solution setup</p> <ul style="list-style-type: none"> • Installation of license • License activation documentation <p>1.3. Rack cabinet setup if applicable</p> <p>2. TRAINING AND SUPPORT</p> <p>2.1. Must provide onsite tech update three (3) Technical Personnel of Management Information Systems Service (MISS) on the proper administration and configuration of the abovementioned system and provide training documentation.</p> <p>2.2. Training shall be conducted within 60 days from installation of the equipment.</p>		
<p>3. SERVICE ACCEPTANCE</p> <p>3.1. A "Certificate of Completion" shall be issued after the testing period, provided that the following conditions are met:</p>		

3.1.1. Hand-over of all necessary paper licenses (if applicable), installers, duly signed delivery receipts with breakdown of items being delivered. Hand-over of the full inventory of procured equipment.	
4. WARRANTY AND SUPPORT 4.1. Day 1 of all warranties shall commence only after the issuance of the Certificate of Acceptance and satisfactory performance was issued 4.2. Product warranty for 1 year (Parts, Labor and On Site). 4.3. 8x5 Phone and Email Support for 1 year. 4.4. The vendor must notify users / clients if there are possible updates and patches.	
5. MODE OF PAYMENT 5.1. One-time payment of the contract shall be made upon acceptance of supply, delivery, installation of hardware and software components and upon issuance of certificate of completion.	
6. OTHER CONDITIONS 6.1. Freebies (if any/existing) 6.1.1. The vendor must submit a list specifying the quantity, name, and description of all included freebies marked as "Freebies". 6.2. Delivery of the Equipment All deliveries including freebies, can be delivered to the Systems Administration Division (SAD), under the following conditions: 6.2.1. Proper coordination of the Vendor with the Property and Supply Management Division (PSMD) and SAD prior to the delivery. 6.2.2. No deliveries shall be accommodated without the following: 6.2.2.1. Detailed Delivery Receipts which identifies the quantity, the name of the equipment/unit (including freebies), serial numbers and costings. 6.2.2.2. Delivery Receipts must be acknowledged by the PSMD.	
7. NON-GRAFT CLAUSE 7.1. The winning supplier warrants that it has not given nor promised to give any money or gift to any officer or employee of the BTr, or any member of the Bids and Awards Committee, BAC secretariat or TWG, to secure this contract.	

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