



Republic of the Philippines
BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
OFFICE OF THE CHIEF MINISTER
BIDS AND AWARDS COMMITTEE

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

**IN RE: PROCUREMENT OF OFFICE
PRODUCTIVITY PLATFORM OF THE OFFICE OF
THE CHIEF MINISTER**

ABC: PHP 1,069,906.00

IB NO.: OCM-BICTO-042023-001

SUPPLEMENTAL BID BULLETIN NO. 2025-05-005

May 13, 2024/ Dhu'l-Qi'dah 5, 1445 AH

Pursuant to the Revised Implementing Rules and Regulations of Republic Act No. 9184 otherwise known as the Government Procurement Reform Act, please be advised of the following clarifications and Modifications on the Bidding Documents with respect to the subject procurement.

SUBJECT	ORIGINAL	AMENDED
1. Invitation to Bid Series number	OCM-BICTO-042023-001	<u>OCM-BICTO-042024-001</u>
2. Schedule of Requirements	Within 30 calendar days upon the receipt of NTP	Within 15 calendar days upon the receipt of NTP
3. Technical Specifications (Terms of Reference)	Office 365 Business Standard VIII. Contractor's Responsibility 3. Provide free data migration of OCM-BICTO account to new hosting facility and vice versa after the end of the contract	<u>Microsoft 365 Business Standard</u> VIII. Contractor's Responsibility 3. Provide free data migration/ <u>Transfer of Token</u> of OCM-BICTO account to new hosting facility and vice versa after the end of the contract

This Supplemental/Bid Bulletin is issued to modify or amend the corresponding items in the Bidding Documents.

For guidance and information of all concerned.

Originally signed

MOHD ASNIN K. PENDATUN

Chairperson, Bids and Awards Committee

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REVISED SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Delivered, Weeks/Months
1	Procurement of Office Productivity Platform of the Office of the Chief Minister	Within 15 calendar days upon the receipt of NTP

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder

Signature over Printed Name
Authorized Representative

Date

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REVISED TECHNICAL SPECIFICATIONS

Item Number	Description	Statement of Compliance Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent
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		and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause Error! Reference source not found. and/or GCC Clause Error! Reference source not found.
1	Procurement of Office Productivity Platform of the Office of the Chief Minister	

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Terms of Reference

MICROSOFT 365 BUSINESS STANDARD

I. Background

In an era characterized by rapid technological advancements and the growing demand for streamlined public services, government agencies around the world are recognizing the need to modernize their operations. The shift towards digital transformation and improved efficiency has become paramount, prompting many governments to seek innovative solutions that can meet these evolving challenges head-on. In this context, the adoption of Microsoft 365 as the government's primary tool has emerged as a strategic imperative.

Microsoft 365, a cloud-based suite of productivity tools and services presents government agencies with a comprehensive and integrated platform to meet their diverse needs. This suite includes familiar applications such as Word, Excel, and PowerPoint, along with advanced tools for secure communication, data analysis, and document management. The flexibility and scalability of Microsoft 365 make it well-suited to the complex requirements of government entities, enabling them to adapt and evolve in an ever-changing digital landscape.

By embracing Microsoft 365, governments can not only enhance internal operations but also improve their ability to serve citizens effectively. This transformation is underpinned by a commitment to data security, transparency, and accessibility, ensuring that government information and services remain trustworthy and readily available to the public. As a result, the adoption of Microsoft 365 as the primary tool for government marks a pivotal moment in the evolution of public administration, driving forward the mission to provide efficient, responsive, and technologically-enabled governance.

II. Objective

The annual subscription of Microsoft 365 Business Standard platform aims to:

- Enhance Efficiency and Productivity: Streamline workflows and improve collaboration to deliver faster, more effective services.
- Foster Digital Transformation: Promote a shift to digital workflows, data-driven decision-making, and emerging technologies.
- Strengthen Data Security and Compliance: Safeguard sensitive data and maintain regulatory compliance.
- Facilitate Collaboration and Communication: Enable seamless, remote teamwork and inter-agency cooperation.
- Increase Transparency and Accessibility: Provide real-time access to government information and services.
- Adapt to Future Challenges: Remain agile and resilient in a rapidly changing technological landscape.

III. Scope of Work

The **CONTRACTOR** shall provide and complete the following within the prescribed schedule:

Items	Particulars	Schedule
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<ul style="list-style-type: none">• Ninety (90) Microsoft 365 Business Standard subscription; and• Data and Storage Account shall be transferable.	New	Within 15 days upon from the issuance of Notice to Proceed
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The **CONTRACTOR** shall be paid a one-time payment for the Subscription of Microsoft 365 Business Standard upon completion of project implementation as indicated in Section VI-A of the TOR and from the submission of the documentary requirements such as, but not limited to the following:

- a. Statement of Account/Sales Invoice.
- b. Certificate of Acceptance issued by the OCM-BICTO.
- c. Licenses certificate or registration named to Office of the Chief Minister – Bangsamoro Information and Communications Technology Office (OCM-BICTO).

IV. Approved Budget for the Contract

The ABC for the project is One Million Sixty-Nine Thousand Nine Hundred Six (PHP 1,069,906.00), inclusive of all applicable government taxes and service. The contract price shall include all the costs and profits arising from the or in relation to the services rendered in connection with the engagement and until the end of the contract.

V. Duration of the Contract

The contract for Microsoft 365 Business Standard subscription shall be for a duration of twelve (12) months.

VI. Technical Specifications

A. Individual Account Specifications

Each Microsoft 365 Business Standard License account shall:

1. Includes BSKU with 300 caps that supports Outlook, Word, Excel, PowerPoint, OneNote (plus Access and Publisher for PC only), and Microsoft Office Editor.
2. Host email with a 50 GB mailbox and custom email domain.
3. Create a hub for teamwork to connect people using Microsoft Teams.
4. Store and share files with 1 TB of OneDrive cloud storage per user.
5. Supports web, mobile, and desktop download.
6. Support Multi-factor Authentication for security features.

VII. Responsibility of OCM-BICTO

The OCM-BICTO shall provide the following:

1. Provide the administrator details account;

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2. Responsible for the configuration, operation and maintenance of all contents appearing on the web client;
3. Monitors/ configures storage capacity of individual license and delete or archive as needed;
4. Management of Microsoft 365 management service dashboard including adding accounts, managing settings, and configuring anti-virus and spam filters;
5. Prepare report of discrepancies and user complaints; and Issue certificate of satisfactory service as basis of payment.

VIII. Contractor's Responsibility

The Contractor shall provide the following:

1. 24x7 technical support through telephone, email and/or chat with a maximum response time of two (2) hours from the posting/submission of support request;
2. Initial setup and configuration services for the BICTO and shall ensure that the proposed administrator account to be provided by OCM-BICTO is functioning normally.
3. Provide free data migration/Transfer of Token of OCM-BICTO account to new hosting facility and vice versa after the end of the contract;
4. Ensure compliance to data privacy.
5. Notify in writing or email the OCM-BICTO of scheduled downtime and maintenance so that there is no disruption of service.
6. Provide the full copy of backed up email accounts and messages at the end of the contract; and provide annual billing statements of account as basis of payment.

IX. Schedule and Terms

1. The Agreement shall be for a period of one (1) year.
2. Provision of services shall start not later than fifteen (15) days from issuance of the Notice to Proceed (NTP).
3. The acceptance testing will be undertaken for a period of seven (7) days.
4. The email hosting will have no service interruption during the agreed test period.
5. If OCM-BICTO chooses to add an additional mailbox during the contract period, each mailbox will be charged on a prorated basis or less the full year's charge.

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X. Confidentiality and Non-Disclosure Agreement

1. All information, including but not limited to, information relating to the OCM-BICTO made available to the Service Provider for the purpose of the email service agreement, are the sole property of the OCM-BICTO. The Service Provider shall treat as confidential and shall not disclose to any person, firm, or corporation during the duration of the agreement, or at any time thereafter.
2. All information, business, technical and personnel information and data, related documentation, in whatever form, which the OCM-BICTO may furnish shall be used by the Service Provider solely for the purpose for which it was furnished, shall be treated in strictest confidence, and protected; and if in tangible form, shall be returned to OCM-BICTO upon termination of the agreement.
3. The Service Provider shall not retain a copy in whatever form of the OCM-BICTO email accounts and messages upon termination of the service agreement.

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder

Signature over Printed Name
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Date