



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
MANILA



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their *lowest price* on the items listed below, subject to the General Conditions stated herein, and submit their quotations duly signed by their representatives not later than **27 November 2018, 12:00 Noon:**

NAME OF PROJECT	Migration of Exchange Server to Exchange On-Line
PURCHASE REQUEST/REF. NO.	18 – 11 – 382
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET	Three Hundred Ninety Five Thousand Pesos (PhP395,000.00) <i>including all applicable taxes</i>

I. TERMS OF REFERENCE:

ITEM NO.	MIGRATION OF IC EXCHANGE SERVER TO EXCHANGE ON-LINE	QTY	U/M
		1	LOT
I	PURPOSE		
	1. The Insurance Commission (IC) is seeking proposals from qualified service providers to provide system integration and implementation services in deploying the IC Exchange Server 2003 to Exchange On-line.		
	2. The service provider will assist IC in performing a readiness assessment of the existing infrastructure including gathering and documenting requirements, developing a migration plan, and executing this plan. The service provider will provide services needed to migrate mailboxes to Exchange online with email archiving, eDiscovery, anti-malware, and anti-spam filtering capabilities. The goal is provide a seamless transition to Microsoft Office 365 Cloud architecture while maintaining secure and robust access to and from cloud services.		

II	SCOPE OF WORK
	1. Windows Server 2003
	a. Migration Planning - A detailed technical document and solution plan, which will provide a thorough and clearly-defined plan for a seamless migration to Office 365 including a significant focus on the communication and admin training requirements.
	i. Onsite review of client systems to gather and capture information about existing infrastructure
	ii. User Identity and Account Provisioning Planning
	iii. Planning considerations to implement directory synchronization
	iv. Exchange Online Planning
	v. Develop migration strategy
	vi. Determine mail-enabled applications and plan for configuration
	vii. Conduct bandwidth assessment to calculate migration velocity for mailbox data
	b. Migration of Mailboxes
	i. Identify potential challenges in this migration and pose solutions
	ii. Identify mailbox size and item counts that will be migrated to Office 365
	iii. Installation of Migration Tool
	iv. Exportation of PST of Exchange Server 2003
	v. Deletion of Users in Exchange Server 2003
	vi. Recreation of Users to Exchange Server 2007
	vii. Migration of PST to Exchange Server 2007
	c. Decommissioning of Exchange Server 2003
	i. Uninstall Exchange Server 2003
	2. Exchange Server 2013
	a. Configuration Planning
	b. Installation of Exchange Server 2013
	i. Preparation of Requirements

	ii. Installation of Exchange Server 2013
	iii. Installation of Mailbox and CAS Role
	c. Configuration of Exchange Server 2013
	d. Configuration of Exchange Admin Center
	3. Exchange Server 2007
	a. Migration planning
	b. Migration of Mailboxes
	i. Migration of Exchange Server 2007 users to Exchange Server 2013
	ii. Migration of Exchange Server 2007 mailbox to Exchange Server 2013
	iii. Installation of Mailbox and CAS Role
	c. Decommissioning of Exchange Server 2007
	i. Uninstall Exchange Server 2007
	4. Hybrid Configuration
	a. Configuration Planning
	b. Installation of Hybrid Deployment
	c. Configuration of Hybrid Deployment
	5. Mandatory Requirements
	a. The service provider will provide and execute the Office 365 migration plan
	b. All archive and data will have to be included in this migration
	c. The migration will have to be seamless to the business, with a cutover happening on a designated weekend
	d. The service provider will provide a schedule indicating key milestones and completion date
	e. The service provider will be responsible to setup any licensing required for this implementation
	f. The service provider will deliver a thoughtful and detailed plan around communication and admin training
	g. Migrate and synchronize mailbox data (messages, contacts, calendar items, etc) to Exchange Online
	h. Update DNS to point to Office 365

	i. Configure Outlook Web Access and Exchange ActiveSync for mobile phones and devices where applicable
	j. Perform Post-migration Service Testing of Office 365 functionality
	6. Testing
	a. After the service provider indicates that the migration has been completed, each IC user will be given a week to verify that each of their emails and files was successfully migrated from the server to the cloud. □
	b. If any problems are found during the test period, the System Administrator will notify the service provider to correct the problem
	c. After all known problems have been resolved or the end of the test period, whichever is later, the System Administrator will accept the migration plan as complete.
III	OTHER REQUIREMENTS
	1. Warranty / Installation / Maintenance Support
	a. One (1) Year Support and Maintenance
	i. On call support shall be available 8 x 5 x Next Business Day (NBD).
	ii. Prospective supplier/service provider must have a 24 x 7 helpdesk system via phone and email support. Helpdesk system must automatically track, monitor and escalate open case until the issue is declared resolved and closed. Prospective supplier/service provider should be ready for a site visit and show how their current helpdesk system works.
	iii. Provide RCA (Root Cause Analysis) after solving the problem.
	iv. Prospective supplier/service provider must provide procedures on support and problem escalation.
	2. CONFIDENTIALITY
	The winning bidder shall treat as confidential all information obtained from Insurance Commission in relation to this engagement, and shall not divulge such information without Insurance Commission prior written consent.
IV	DOCUMENTATION
	1. Complete documentation of installation, configuration and migration of the Exchange On-Line
	2. Warranty Certificate
VII	ACCEPTANCE
	1. Acceptance shall be issued upon compliance of the foregoing. IC IT personnel shall review and conduct testing on the migration and deployment of Exchange Online. All deliverables mentioned above

	shall be checked by IC and complied by the winning bidder before the final acceptance and turnover of the project.
	2. The migration period shall commence upon <u>ISSUANCE OF CERTIFICATE OF ACCEPTANCE</u> by the Procuring Entity.

II. SCHEDULE OF DELIVERY:

Migration of Exchnage Server to Exchange On-Line must be not more than THIRTY (30) days upon receipt of the **Notice To Proceed (NTP)** and must delivered at 1071 United Nations Avenue, Ermita, Manila.

III. Mode of Procurement

The mode shall be Negotiated Procurement – Small Value Procurement as provided under Section 53.9 of the Revised implementing Rules and Regulations (RIRR) of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

IV. Penalties

A deduction of five percent (5%) of the total contract price would be imposed for every day of extension of the delivery and installation.

V. Other Documents Required for Awarding of Contract

1. Proof of PhilGEPS Registration
2. Business Registration (SEC/DTI/CDA)
3. Mayor's/Business Permit (1 Certified True Copy)
4. Latest Income/Business Tax Return (1 Certified True Copy)
5. Notarized Omnibus Sworn Statement (1 Original Copy)

VI. General Conditions of the Contract

1. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative;
2. All bids shall include all applicable taxes and shall be considered as fixed prices. Same shall not be subjected to price escalation during contract implementation; and
3. For verification purposes, the bidder with the lowest bid shall be required to present the original copy of the required documents upon submission, specified in Item VI of the Terms of Reference, as appropriate.

For further inquiries, please coordinate with **Mr. JUAN CARLO R. FLORENCIO** at telephone number 5238461 to 70 loc. 107. The **QUOTATION** may be submitted through e-mail at jcr.florencio@insurance.gov.ph and bacsec@insurance.gov.ph or delivered to the following address:

BIDS AND AWARDS COMMITTEE SECRETARIAT

Ground Floor, Insurance Commission Bldg.,
1071 United Nations Ave., Ermita, Manila

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

The IC assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid


EDWIN CORNELIUS A. LAUZ
Chairperson
Bids and Awards Committee

____ November 2018

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. Select one, delete the rest:

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the

BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 2018 at _____, Philippines.

Bidder's Representative/Authorized Signatory