



Republic of the Philippines  
 Department of Finance  
**INSURANCE COMMISSION**  
 1071 United Nations Avenue  
 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 **14 December 2022, 12:00 Noon:**

<b>NAME OF PROJECT</b>	<b>Migration of On-Premises Microsoft Exchange Server to Exchange On-Line</b>
<b>PURCHASE REQUEST/REF. NO.</b>	<b>2022 – 10 – 255</b>
<b>LOCATION</b>	IC Building, 1071 United Nations Avenue, Ermita, Manila
<b>APPROVED BUDGET</b>	Nine Hundred Fifty Thousand Pesos (PhP950,000.00) <i>inclusive of taxes and other charges</i>

**I. TERMS OF REFERENCE:**

<b>TECHNICAL SPECIFICATION AND SCOPE OF WORK</b>	
<b>MIGRATION OF ON-PREMISES MICROSOFT EXCHANGE SERVER TO EXCHANGE ON-LINE</b>	
<b>1</b>	<ul style="list-style-type: none"> <li>• Project Kickoff</li> <li>• Project Timeline and Milestones</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• Conduct Exchange Server environment discovery session and assessment</li> <li>• Conduct Exchange Migration planning workshop</li> <li>• Develop Migration plan document</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• Perform Office 365 AD Connect license assignment remediation</li> <li>• Assign Exchange Online licenses to users</li> <li>• Create and Manage email distribution group</li> <li>• Conduct system integration testing</li> </ul>

<b>TECHNICAL SPECIFICATION AND SCOPE OF WORK</b>	
<b>4</b>	<ul style="list-style-type: none"> <li>• Perform test mailbox migration</li> <li>• Determine mailbox migration velocity and performance</li> <li>• Update Migration plan document</li> <li>• Develop technical manuals               <ul style="list-style-type: none"> <li>○ Managing user mailboxes in Exchange Online</li> <li>○ Managing users and licenses in Office 365</li> <li>○ Creating and managing distribution groups</li> <li>○ Creating and managing shared mailboxes</li> </ul> </li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>• Prepare email data of users for Exchange Online migration</li> <li>• Migrate email data of users to Exchange Online</li> <li>• Configure MX records to use Exchange Online</li> <li>• Prepare remaining email data of user mailboxes for Exchange Online migration</li> <li>• Migrate remaining email data of user mailboxes to Exchange Online</li> <li>• Perform Exchange Server Decommissioning</li> </ul>
<b>6</b>	<ul style="list-style-type: none"> <li>• Perform Post-migration activities</li> <li>• Manage and maintain post-migration issues</li> </ul>
<b>PROJECT MANAGEMENT &amp; SERVICE DELIVERY MANAGEMENT</b>	
<ol style="list-style-type: none"> <li>1. Service Delivery Manager should be assigned by the service provider to perform the following tasks:           <ol style="list-style-type: none"> <li>a. Establish and maintain communications with the Client Service Delivery Manager</li> <li>b. Work with client to address pending issues</li> <li>c. Administer Change Control process when needed</li> <li>d. Review the SOW and responsibilities of both parties with the Client Service Delivery Manager</li> <li>e. Prepare and submit resource utilization and status reports</li> </ol> </li> <li>2. Documentation and Deliverables           <ol style="list-style-type: none"> <li>a. Migration plan document</li> <li>b. Technical manuals               <ol style="list-style-type: none"> <li>i. Managing user mailboxes in Exchange Online</li> <li>ii. Managing users and licenses in Office 365</li> <li>iii. Creating and managing distribution groups</li> <li>iv. Creating and managing shared mailboxes</li> </ol> </li> </ol> </li> </ol>	
<b>WARRANTY &amp; TECHNICAL SUPPORT</b>	
<ol style="list-style-type: none"> <li>1. On call support shall be available 24 hours a day, 7 days a week. A two (2) hours response through telephone call or email shall be provided from the time of the first call or email by IC Personnel during the implementation period.</li> <li>2. The Service Provider shall provide 8 hours a day, 5 days a week Exchange Online support during regular working hours and business days except on non-working days and holidays for a period of Three (3) months which shall commence upon acceptance of deliverables and project completion sign-off.</li> <li>3. Must provide unlimited technical phone consultation.</li> </ol>	

<b>TECHNICAL SPECIFICATION AND SCOPE OF WORK</b>
<ol style="list-style-type: none"> <li>4. Onsite support must have a response time of not more than four (4) hours from the time of the call-in cases where in the phone or email support could not solve the problem.</li> <li>5. Provide RCA (Root Cause Analysis) after solving the problem.</li> <li>6. Prospective supplier/service provider must provide procedures on support and problem escalation.</li> </ol>
<b>CERTIFICATION</b>
<p>Prospective supplier/service provider must have at least One (1) Local Microsoft O365 Certified support engineer assigned on the project.</p>

## **II. SCHEDULE OF DELIVERY:**

**Migration of On-Premises Microsoft Exchange Server to Exchange On-Line** must be delivered **THIRTY (30) DAYS** upon receipt of the **Notice to Proceed (NTP)** at 1071 United Nations Avenue, Ermita, Manila.

## **III. CONTRACT COST AND PAYMENT:**

1. All bid prices shall be considered as fixed price, and therefore not subject to price escalation during contract implementation.
2. Payments shall be made based on delivery.
3. Late delivery shall be subject to penalty equivalent to 1/10 of 1% of the total cost of undelivered items.

## **IV. GENERAL CONDITIONS:**

1. All quotations must be typewritten in the company's letterhead or in accomplished Reply Slip (Template Attached), duly signed by the company's authorized representative.
2. The duly accomplished and signed quotations or Reply Slip, including the required documents enumerated, must be submitted in person or through email not later than **14 December 2022, 12:00 Noon**, to the Information Technology Division through the following:
  - Juan Carlo R. Florencio, Information Technology Officer I  
[jcr.florencio@insurance.gov.ph](mailto:jcr.florencio@insurance.gov.ph)
  - Joel Lorenzo L. Maling, Information Systems Analyst I  
[jll.maling@insurance.gov.ph](mailto:jll.maling@insurance.gov.ph)

3. **Valid PhilGEPS Registration Certificate, Business Registration, Valid Mayor's/Business Permit, Certificate of Tax Registration, Tax Clearance, Latest Income/Business Tax Return, and Signed and Notarized Omnibus Sworn Statement (Template Attached)** should be attached upon submission of the quotation.
4. For verification/validation purposes, the supplier/bidder with the lowest calculated quotation shall be subject to post-qualification and is required to present the original copies of the documentary requirements enumerated in the Reply Slip, as necessary:
  - i. Valid PhilGEPS Registration Certificate;
  - ii. Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI) or Cooperative Development Authority (CDA), whichever applicable;
  - iii. Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
  - iv. Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR);
  - v. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
  - vi. Latest Income/Business Tax Returns (ITR).

For further inquiries, please coordinate with **Mr. JUAN CARLO R. FLORENCIO** at telephone number 8523-8461 loc. 107.

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**  
IC Division Manager  
Information Technology Division

09 December 2022

**REPLY SLIP**

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Business Permit No.** : \_\_\_\_\_  
**Tax Identification No.** : \_\_\_\_\_  
**PhilGEPS Registration No.** : \_\_\_\_\_

After having carefully read and accepted the terms and conditions in the Terms of Reference (TOR) for the Small Value Procurement (SVP) for the **Migration of On-Premises Microsoft Exchange Server to Exchange On-Line**, I/We quote you on the item at prices noted below:

<b>DESCRIPTION</b>	<b>QTY</b>	<b>U/M</b>	<b>Unit Price</b>	<b>Total Price</b>
Migration of On-Premises Microsoft Exchange Server to Exchange On-Line	1	lot		
<b>TOTAL BID PRICE, Pesos :</b>				
<b>Plus 12% RVAT :</b>				
<b>TOTAL BID PRICE PHP :</b>				

**Total Amount in Words :**

\_\_\_\_\_ )  
(PhP

In compliance with the TOR, **original copies of the following are enclosed together with the Reply Slip:**

- Notarized Omnibus Sworn Statement (using prescribed template/format);

Certified **copies of the following documents are likewise enclosed:**

- Valid PhilGEPS Registration Certificate;
- Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI) or Cooperative Development Authority (CDA), whichever applicable;
- Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
- Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR);

- Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
- Latest Income/Business Tax Returns (ITR).

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Signature Over Printed Name of  
Supplier/Authorized Representative

Position :

Date :

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**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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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 or authorized representative 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, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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:]* The owner or sole proprietor is 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing 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.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*