



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 who 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 **06 December 2023, 12:00 Noon**:

NAME OF PROJECT	Upgrade of Active Directory Server and Services for the Insurance Commission
PURCHASE REQUEST/REF. NO.	2023 – 11 – 360
LOCATION	Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET	One Million Pesos (PhP1,000,000.00) <i>inclusive of taxes and other charges</i>
MODE	Small Value Procurement (SVP)

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 **06 December 2023, 12:00 Noon**, to the Information Technology Division through the following:

- Juan Carlo R. Florencio, Information Technology Officer I
jcr.florencio@insurance.gov.ph
- Joel Lorenzo L. Maling, Information Systems Analyst I
jll.maling@insurance.gov.ph

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, and to reject all Quotations/Bids at any before the 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 to compensate or indemnify Bidders for any expenses incurred in preparing their Quotation/Bid.


EDWIN CORNELIUS A. LAUZ
Division Manager
Information Technology Division

TERMS OF REFERENCE

- **OBJECTIVE:**

The central goal of the procurement project is to elevate the operational capabilities and fortify the security posture of our organization's IT ecosystem by undertaking a comprehensive upgrade of the Active Directory Server and its associated services. This initiative aligns with the mission to modernize and optimize the IT infrastructure, ensuring it remains adaptive and resilient to evolving technological landscapes.

The specific objectives of this project encompass the implementation of advanced features and functionalities within the Active Directory Server. These enhancements will facilitate more efficient user authentication processes and contribute to the seamless management of user identities, group policies, and resource access controls. The upgrade will embrace the latest industry standards and best practices, fostering a more robust and secure directory service environment.

This project is linked to successfully implementing the acquired Active Directory Plan 1 (AD P1) licenses from the DBM Procurement Service (DBM-PS). Leveraging the full potential of the AD P1 licenses, the project aims to maximize the benefits offered by advanced features, security enhancements, and scalability options inherent in the licensing plan. This integrated approach ensures that the IC optimally utilizes the acquired licenses, providing a foundation for enhanced directory services that align with industry standards and best practices while meeting the specific requirements of the Insurance Commission.

- **TERMS OF REFERENCE:**

UPGRADE OF ACTIVE DIRECTORY SERVER AND SERVICES (Minimum Specifications and Features, or Equivalent)	1	LOT
This project aims to upgrade the existing Windows 2012 R2 Active Directory environment to the latest version of Windows while also integrating with Azure Active Directory for enhanced identity management. The project includes upgrading, installing, and configuring the Active Directory server, related services, and AD Connect Server for seamless Azure integration.		
Assessment Phase:		
Conduct a thorough assessment of the existing Active Directory environment to identify current architecture, configurations, roles, and dependencies.		
Identify potential risks and challenges associated with the upgrade process and Azure integration.		
Assess the compatibility of the existing environment with Azure AD integration.		
Document the current state of the environment and integration needs.		

Planning Phase:
Develop a detailed project plan that encompasses both the Active Directory upgrade and Azure integration.
Define tasks, timelines, and responsibilities for the upgrade, installation of related services, and AD Connect Server.
Determine prerequisites for Azure AD integration and identity synchronization.
Identify hardware and software requirements for the new Windows version.
Preparation Phase:
Backup all critical data, including Active Directory database, configuration settings, and Group Policy Objects.
Prepare the necessary installation media for the new Windows version and AD Connect Server.
Communicate the upcoming changes, including the integration with Azure AD, to stakeholders and end-users.
Upgrade and Installation Phase:
Perform the upgrade and installation of the new Windows version on a test environment to validate the process.
Install and configure related Active Directory services in alignment with best practices.
Install and configure AD Connect Server on a test environment to validate synchronization settings and functionality.
Schedule a maintenance window for the actual upgrade, related services installation, and AD Connect Server installation on the production environment.
Configuration and Integration Phase:
Configure the upgraded Active Directory environment to align with the organization's requirements and best practices.
Customize synchronization settings in AD Connect Server to ensure accurate synchronization of user identities, groups, and attributes between on-premises AD and Azure AD.
Establish password synchronization and single sign-on (if required) between on-premises and Azure AD.
Testing and Validation Phase:
Conduct comprehensive testing to validate the functionality of the upgraded Active Directory environment and synchronization with Azure AD.
Test user authentication, access controls, and group memberships to verify seamless user experience in both environments.
Address any issues identified during testing and validation.
Deployment Phase:
Deploy the upgraded Active Directory environment, including related services and AD Connect Server, to the production environment following successful testing and validation.
Monitor the environment post-deployment to ensure stability and resolve any post-integration issues.
Training and Documentation:
Provide at least one (1) training session for IT staff responsible for managing the integrated AD environment.
Document the AD Connect Server configuration, synchronization settings, upgraded Active Directory configuration, and integration procedures.
Create user-friendly guides for end-users to adapt to changes in authentication and access procedures.

<i>Deliverables:</i>
Detailed project plan outlining tasks, timelines, and responsible parties.
Documentation of the upgraded Active Directory configuration, AD Connect Server settings, synchronization procedures, and integration details.
User training materials and end-user guides.
Post-integration assessment report detailing the success of the Azure integration and addressing any challenges encountered.
<i>Warranty and Technical Support:</i>
On-call support shall be within 8x5 business hours. Support must have a response time of not more than four (4) hours from the time of the call-in case.
The service warranty period is thirty (30) days upon turnover and completion of the project. The license subscription and support are out of scope. The license support escalation should come from the license provider.
The warranty period for the items shall commence upon issuance of a certificate of acceptance by the Procuring Entity.
<i>Other Requirement: Certifications</i>
<p>1. The local service provider must secure the following Microsoft certifications:</p> <p>Solution Partner Solutions Partner for Infrastructure (Azure) Solutions Partner for Security</p> <p>Specialization Adoption and Change Management Modernize Endpoints Cloud Security Identity and Access Management Threat Protection</p> <p>Expert Program Azure Expert Managed Service Provider (MSP)</p>
<p>2. The local service provider must secure the following ISO certifications: ISO/IEC 27701:2019 for Security and Compliance Integrated Services ISO/IEC 27001:2017 for Delivery of Digital Transformation Services and Support Functions</p>
<p>3. The local service provider must secure at least two (2) in-country cloud solution architects with the following certifications: MS Certified: Azure Network Engineer Associate MS Certified: Azure Identity & Access Administrator Associate MS Certified: Azure Administrator Associate</p>
<p>4. The local service provider must provide a duly notarized statement that the provider has already deployed at least three (3) named customers on Active Directory-related services.</p>

1. Prospective bidders shall bid for all the items mentioned above.
2. The prospective supplier/service provider shall supply and deliver these items, including related certifications and documentation.

- **SCHEDULE OF DELIVERY:**

Implementation and Configuration of the **Upgrade of Active Directory Server and Services for the Insurance Commission** must **not be later than Sixty (60) Calendar Days** upon receipt of the **Notice to Proceed (NTP)**.

- **CONTRACT COST AND PAYMENT:**

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

- **TERMS OF PAYMENT**

IC shall pay the Service Provider the total amount upon acceptance of the required deliverables, subject to the deduction of applicable taxes.

- **GENERAL CONDITIONS:**

1. All quotations must be typewritten on the company's letterhead or in an 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 **06 December 2023, 12:00 Noon**, to the Information Technology Division through the following:
 - Juan Carlo R. Florencio, Information Technology Officer I
jcr.florencio@insurance.gov.ph
 - Joel Lorenzo L. Maling, Information Systems Analyst I
jll.maling@insurance.gov.ph
3. ***Certified True Copy of the supplier's Valid PhilGEPS Registration Certificate, Business Registration, Valid Mayor's/Business Permit, Certificate of Tax Registration, Tax Clearance, Signed and Notarized Omnibus Sworn Statement (Template Attached), and Latest Income/Business Tax Return*** shall be attached upon submission of the Quotation.
4. All quotations shall be considered fixed prices and not subject to price escalation during contract implementation.

5. 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 time before 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 to compensate or indemnify Bidders for any expenses incurred in preparing their Quotation/Bid.


EDWIN CORNELIUS A. LAUZ
Division Manager
Information Technology Division

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 **Upgrade of Active Directory Server and Services for the Insurance Commission**, I/We quote you on the item at prices noted below:

ITEM NO.	DESCRIPTION	QTY	U/M	Unit Price	Total Price
1	Upgrade of Active Directory Server and Services for the Insurance Commission	1	lot		
TOTAL BID PRICE, Pesos :					
Plus 12% RVAT :					
TOTAL BID PRICE PHP :					

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 is 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).

Signature Over Printed Name of
Supplier/Authorized Representative

Position :

Date :

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

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:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - 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]