



Republic of the Philippines
Office of the Solicitor General
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OFFICE OF THE SOLICITOR GENERAL
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HUMAN RESOURCE MANAGEMENT DIVISION
TKM

Technical Working Group for ICT-Subscription

Shera

TERMS OF REFERENCE

Subscription of Cloud Computing Platform for OSG

*Man Gen -
for your action -
3/2/2024*

Background:

Cloud computing has revolutionized how organizations manage and utilize technology resources. It offers scalability, flexibility, and cost-effectiveness by providing Internet access to a pool of computing resources. A subscription-based model allows organizations to pay for the resources they use, promoting efficiency and agility in their operations.

The Office of the Solicitor General intends to leverage cloud computing, aligning with the Government's "Cloud First Policy."¹ This shift aims to enable seamless, immediate access to a configurable pool of computing resources, including networks, servers, storage, applications, and services, adhering to the mandate to modernize its server and backup infrastructure partially.

This strategic migration to the cloud will aid the agency in curtailing ICT acquisition and operation costs, fostering operational excellence, bridging security gaps, enhancing employee productivity, and facilitating the development of robust online services.

Objective:

The OSG's primary objective is to provide the organization with a predictable cost structure while enabling the flexibility to scale resources as needed. With 'top-up' functionality, the OSG can increase its commitment balances at any time, ensuring uninterrupted access to resources and accommodating sudden spikes in demand without disrupting operations. The OSG aims to optimize cost-efficiency while adapting to evolving organizations' requirements in the digital landscape.

The subscription to cloud computing services will maintain the performance and functionality of its systems and ensure its compatibility with the existing setup of OSG application systems and databases.

Terms:

1. *Scope.* - **Subscription of Cloud Computing Platform for OSG**

¹ DICT Department Circular (DC) No. 010 Series of 2020 Amending DC 2017-002 re: Prescribing the Philippine Government's Cloud First Policy, which states that all government agencies shall adopt cloud computing as the preferred ICT deployment strategy for the delivery of government services.

Subscription of Cloud Computing Platform for OSG

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2. ABC. - The Approved Budget for the Contract (ABC) is **two million seven hundred fifty thousand pesos (PHP 2,750,000.00)** for twelve (12) months, inclusive of all government taxes, charges, and other standard fees.

ICT SUBSCRIPTION			
ITEM	QTY	UNIT COST	TOTAL
Subscription of Cloud Computing Platform for OSG	1	2,750,000.00	2,750,000.00
TOTAL			₱ 2,750,000.00

3. *Subscription Duration* - 12 months subscription as an upfront monetary commitment, with usage-based consumption. "Top-up" enabled for additional commitment balances anytime if required.

4. *Schedule of Payment*. - To guarantee the performance by the winning bidder of its obligations under the contract, it shall post a performance security before the signing of the contract. The performance security shall be in an amount not less than the required percentage of the total contract price in any of the following forms and in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the required % of the Total Contract Price)	Statement of Compliance
a) Cash or cashier's/ manager's check issued by a Universal of Commercial Bank.	5%	
b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; <i>however</i> , it shall be confirmed or authenticated by a Universal or Commercial Bank if issued by a foreign bank.	5%	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	30%	
TERMS OF PAYMENT		Statement of Compliance
Supplier agrees to be paid based on the billing scheme as follows:		

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<ul style="list-style-type: none">• Within thirty (30) days from completion of the delivery and issuance of the Inspection and Acceptance Report by the OSG and submission of all other required documents - 95% of the contract price.• One (1) year from the issuance of the Inspection and Acceptance Report by the OSG - 5% of the contract price.	
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All bid prices shall be considered as fixed prices and, therefore, not subject to price escalation during contract implementation.

5. *Qualifications of the Supplier:*

- a) The bidder must have completed, within the last three years from the submission date and receipt of at least one (1) single contract of a similar nature amounting to at least twenty-five percent (25%) of the ABC. The definition of a similar contract is the provision of a cloud platform.
- b) The service provider must have proof of the necessary eligibility, experience, and expertise in providing the service, with the following credentials:
 - The prospective service provider must be at least three (3) years as an authorized distributor of the cloud computing platform, as attested through a signed manufacturer's certification. A signed local distributor's certification is needed when a reseller, partner, or dealer is involved.
 - The Supplier must have satisfactorily completed at least (3) projects similar to the proposed cloud solution.
 - The prospective service provider must have at least one (1) Agile Project Manager.
 - The supplier must have at least three (3) Cloud Network and Security Certified Engineers of the Cloud Platform being offered. The certification must be issued by the "CloudPlatform" provider of the supplier.