



UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES

Alubijid | Balubal | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon | Villanueva

OFFICE OF THE BIDS AND AWARDS COMMITTEE II

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their bids. In the context of Competitive Bidding, the specifications (e.g. production/delivery schedule, manpower requirements, and after-sales service/parts) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in this Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Prudence must be exercised in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable.

The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications:

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in this Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name shall not be allowed except for reasons of technical compatibility, interoperability, servicing, maintenance, or preservation of supplier warranty in order to keep the performance, functionality, and useful life of the equipment, in which case, the Procuring Entity shall indicate the reasons or justifications for availing of the exception as part of the Technical Specifications, Scope of Work, or Terms of Reference, as the case may be.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the Technical Specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

*Technical Specifications – Proposed Procurement of the Supply and Delivery of Educational Office License for Digital Transformation
Office CY 2026*

Technical Specifications

Item	Specification	Statement of Compliance
		<i>[Add 2 columns if the award criterion to be used is MEARB, or MARB (one for parameters and one for rating)]</i> Bidders must state “Comply” or “Not Comply” for each specification and provide the corresponding performance parameters for offered equipment. Each response must be supported by a clear documentary support in the bid and properly cross-referenced. Acceptable evidence includes unaltered manufacturer sales brochures, official specification sheets, product samples, independent test results, and similar documents. Claims should be backed by documentary support. If the evidence contradicts the claim, the bid may be rejected. Any false statement—whether in the compliance form or supporting documents—found during evaluation, post-qualification, or contract implementation may be considered fraudulent in accordance with ITB Clause 3.1(a)(ii) and without prejudice to the imposition of appropriate administrative, civil, and criminal penalty in accordance with law.
1	MICROSOFT OFFICE 365 EDUCATIONAL LICENSE • Subscription Period: One (1) year • Coverage: Students and Faculty (System-wide) • Institutional Email: Microsoft 365 institutional email accounts using the @ustp.edu.ph domain • Microsoft 365 Applications: • Office 365 Desktop Applications • Office 365 Online/Web Applications • Microsoft Teams	

	• SharePoint • Microsoft Forms • OneDrive Cloud Storage • Microsoft Copilot / Generative AI features, subject to applicable Microsoft licensing and availability; • License Provisioning and Account Management: • Management and provisioning of 33,334 A3 licenses • Management and provisioning of 834 A1 licenses • Support for eight (8) tenants/subdomains, namely 1–8.ustp.edu.ph • Retention and continuity of existing user accounts • Graduating students with existing A3 licenses shall be downgraded to A1 licenses, as applicable • Cloud Storage: • Eight (8) pooled storage allocations; • 100 TB per pool, for a total pooled capacity of 800 TB • Administration and Management: • Administrative and management user interface for license, account, and service administration • Account provisioning and management support • Training: Minimum of Two (2) online training sessions covering basic and advanced topics, including new features and functionalities included in the subscription package • Support: Technical and after-sales support throughout the subscription period, as specified in the Terms of Reference Note: Please see attached Terms of Reference (TOR)	
*** Nothing Follows***		

Additional Requirements:

The technical specification that shall be submitted by the Bidder shall include, among others:

- a. *notarized affidavit of undertaking for after-sales support, ensuring commitment during the subscription period;*
- b. *Proof of status as an Authorized Microsoft Philippines Partner/Reseller, which may be established through a valid certification, authorization, signed partnership or reseller agreement, official confirmation or verification from Microsoft, or equivalent and verifiable document or proof demonstrating the bidder's current authorization or partnership status with Microsoft Philippines;*
- c. *Proof of status as a Microsoft Education Global Training Partner or a valid certification or partnership agreement being an acceptable form of proof;*
- d. *Notarized Risk Acknowledgement and Guarantee that the Bidder shall ensure 100% preservation of all existing USTP tenant data, configurations, and user profiles, and shall assume full technical and financial liability for any data loss or operational downtime caused by the Bidder's provisioning methods;*
- e. *Personnel with valid Microsoft certifications and proof of employment, with the following minimum requirements:*
 - *one (1) Microsoft Certified Trainer (MCT);*
 - *one (1) Microsoft Innovative Educator Expert (MIEE);*
 - *one (1) Microsoft Certified Educator (MCE);*
 - *three (3) Microsoft Office Specialist (MOS) Experts;*
 - *three (3) Microsoft Office Specialist (MOS) Associates;*
 - *one (1) Microsoft Certified: Azure Solutions Architect Expert (AZ-305);*
 - *one (1) Microsoft Certified: Azure Security Engineer Associate (AZ-500);*
 - *one (1) Microsoft Certified: Azure AI Fundamentals (AI-900);*
 - *four (4) Microsoft 365 Certified: Fundamentals (MS-900);*
 - *two (2) Microsoft Certified: Azure Fundamentals (AZ-900); and*
- f. *bidder shall present a project organizational structure of the implementation team who shall liaise with USTP and shall implement and support the system 24/7. This document shall be notarized and include the names, contact numbers and proof of employment of the implementation team:*
 - *one (1) Project Manager.*
 - *four (4) Microsoft Engineers.*
 - *four (4) Microsoft Educator Trainers.*
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I hereby verify to comply with all the above requirements.

Signature over printed name of the authorized representative

Company name

Date