



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 I

BID FORM

NAME OF THE PROJECT : PROPOSED PROCUREMENT OF THE SUPPLY AND DELIVERY OF EDUCATIONAL OFFICE LICENSE FOR DIGITAL TRANSFORMATION OFFICE CY 2025
APPROVED BUDGET OF CONTRACT : TWO MILLION ONE HUNDRED THOUSAND PESOS AND 00/100 (P2,100,000.00) ONLY
BRIEF DESCRIPTION : SUPPLY AND DELIVERY OF EDUCATIONAL OFFICE LICENSE FOR DIGITAL TRANSFORMATION OFFICE CY 2025
SOURCE OF FUND : IGI CY 2025
CONTRACT DURATION : SIXTY (60) CALENDAR DAYS (ONE LOT)

Table with 7 columns: ITEM NO., DESCRIPTION/SPECIFICATIONS, QTY, UNIT, USTP APPROVED UNIT PRICE, UNIT PRICE, AMOUNT. Row 1: EDUCATIONAL OFFICE 365 A3 LICENSE (ANNUAL), 28,000, license, 75.00, P, P. Total: P

Total Bid Price in Figure:
Total Bid Price in Words:
Name and Signature of Bidder:

All bid proposals must be sealed in envelopes properly labeled and submitted to this University on or before the deadline of submission of bids, MARCH 04, 2025, 09:30 A.M. at the Procurement Services, 2nd Level Gymnasium Lobby, University of Science and Technology of Southern Philippines, C.M. Recto Ave., Lapaan Cagayan de Oro City.

The University of Science and Technology of Southern Philippines assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid. The USTsP neither assumes any obligation for whatsoever losses that the bidders may incur in the preparation on their bids nor guarantee that an award will be made.

Signature of Atty. Erwin B. Bucio, BAC II Chairperson



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DIGITAL TRANSFORMATION OFFICE

TERMS OF REFERENCE (TOR)

Project Title: Procurement of Educational Office 365 A3 License for the University of Science and Technology of Southern Philippines (USTP).

A. Introduction and Rationale

The USTP, through the Digital Transformation Office (DTO), intends to recapacitate its licenses for essential digital tools that support its administrative and academic mandates. These tools include:

- Educational Office 365 A3: Acquired in compliance with BOR Resolution No. 68, s. 2023, this suite provides email, cloud storage, and other applications for students and faculty.

This TOR outlines the specifications, essential criteria, vendor qualifications, and expectations for potential bidders, ensuring a competitive and transparent bidding process. Bidders must adhere to these guidelines, as failure to meet any requirement may result in disqualification.

The goal of this procurement is to secure licenses that provide USTP with a modern, collaborative learning environment, enhancing the quality of education and preparing students for the digital workforce.

B. Summary of Contract and Terms

Mode of Procurement and Legal Basis	Public Bidding
Basic Specifications	Educational Office365 A3 license subscription, Institutional Email Exchange, One-Drive Cloud Storage, Office 365 Desktop and Online versions, Teams, SharePoint, Forms. Covering 8 Campuses/Tenants, Sub-domains @100TB pooled storage each, with Basic/Package Training, Admin and Management UI, After sales support, Authorized Reseller, Prepaid Full payment upon activation, VAT Inclusive <ul style="list-style-type: none"> • Active Students = A3 • Graduated Students with Existing A3 Account=Downscale to A1, Continuing • Keep existing accounts and storage



Number of Licenses	Licenses deployment for 8-USTP campuses/tenants: <ul style="list-style-type: none"> • 8-pooled storage @100TB each, • 8 tenants/ subdomains (1-8.ustp.edu.ph) • Students=28,000 A3 Licenses • Faculty=700 A1 Licenses • Graduated students with existing A3 accounts = Downscale to A1, continuing
Payment Terms and Mode	Prepaid Subscription Expense, One-time, Full-payment upon Activation of Licenses, VAT Inclusive
Delivery Terms	7-Days Account Activation, Zero downtime

C. Project Objectives

- C.1. License Procurement:** Secure students faculty, and staff licenses for Educational Office 365.
- C.2. Deployment and Account Setup:** Efficiently deploy licenses and create user accounts across 8 USTP campuses.
- C.3. Service continuity:** Maintain existing recorded video meetings in the cloud, and maintain existing office accounts, emails, and cloud storage mapped to USTP sub-domains with zero or minimal interruptions or downtime.
- C.4. After-sales Support:** Ensure after-sales support availability throughout the subscription period.

D. Scope of Work

D.1. License Procurement:

- D.1.1. Source and deliver the specified number of Educational Office 365 A3 licenses.
- D.1.2. Ensure seamless integration with existing USTP ICT infrastructure, domain, sub-domains, and email structures like single-sign-on, google, and Outlook.

D.2. Assisted Account Deployment with USTP-DTO:

- D.2.1. Assist USTP-DTO to create and manage user accounts in a structured and secure manner (Students, Administrators, Teachers, and Non-Teaching Staff).
- D.2.2. Guidance on the creation of Teams, Classrooms, PLCS, Groups/Channels for Academic & Non-Academic Student Services & Other Groups.
- D.2.3. Coordinate with USTP DTO to align deployment with internal provisioning processes.

D.3. User Training (Online):

- D.3.1. Develop a training schedule approved by USTP-DTO.
- D.3.2. Execute online training sessions on core Office 365 applications (Word, Excel, PowerPoint, Outlook, Teams, etc.).
- D.3.3. Provide training materials and resources accessible to trainees.
- D.3.4. Trainers are expected to proficiently conduct, facilitate, and handle Microsoft training sessions as per project requirements.
- D.3.5. Provide in-person training/hybrid when requested by USTP-DTO. Expenses are charged separately.

D.4. After-sales Support/Managed Services/Support Services:

- D.4.1. Provide ongoing technical support through designated channels (phone, email, helpdesk, remote, etc).
- D.4.2. Respond to and resolve user queries within agreed-upon timeframes.

D.4.3. Password resets, account, and asset recovery support with Office 365

D.5. Office 365 A3 Features, Packages, and Capabilities

D.5.1. 28,000 Office 365 A3 License

D.5.2. Eight (8) Tenants/Pooled Storage (100TB X 8 Tenants)

D.5.3. Eight (8) Sub-domains, bearing the ustp.edu.ph

D.5.3.1. 1.ustp.edu.ph

D.5.3.2. 2.ustp.edu.ph

D.5.3.3. 3.ustp.edu.ph

D.5.3.4. 4.ustp.edu.ph

D.5.3.5. 5.ustp.edu.ph

D.5.3.6. 6.ustp.edu.ph

D.5.3.7. 7.ustp.edu.ph

D.5.3.8. 8.ustp.edu.ph

Services	Office 365 Education A3
Office 365 platform	✓
Microsoft 365 for the web	✓
Microsoft 365 Apps for Education/Enterprise	✓
Exchange Online	✓
SharePoint Online	100 TB Pooled storage / tenant + 10 GB / paid faculty license
OneDrive for Business	
Microsoft Teams	✓
Microsoft Planner	✓
CLASSROOM TOOLS	
Classroom experience in Microsoft Teams	✓
OneNote Class Notebook	✓
Microsoft Sway	✓
Microsoft Forms	✓
Learning Tools <ul style="list-style-type: none"> Immersive Reader, Math Assistant, Translator, and Editor 	✓
Accessibility Checker	✓
Minecraft Education Edition with Code Builder	
Take a Test App	
ANALYTICS	
Delve	✓
Power BI	
WINDOWS	
Windows 10 for Education <ul style="list-style-type: none"> OS Upgrade only (Product Key/Installer not included) 	
SECURITY	
Office 365 Cloud App Security	✓
Advanced Threat Analytics	
Microsoft Defender Antivirus	
Microsoft Defender for Office 365	

E. Bidders Qualifications

E.1. Proof of status as an authorized Microsoft PH partner/reseller, with certification or partnership agreement being an acceptable form of proof. Copies of relevant certifications and badges are attached to bid documents.

E.2. Proof of status as a Microsoft Education Global Training Partner.



E.3. Trainer Certifications:

- E.3.1. At least one (1) Microsoft Certified Trainer (MCT).
- E.3.2. At least one (1) Microsoft Innovative Educator Expert (MIEE).
- E.3.3. At least one (1) Microsoft Educator Master Trainer (MEMT).
- E.3.4. At least two (2) Microsoft Certified Educators (MCE).
- E.3.5. At least three (3) Microsoft Office Specialist (MOS) Expert Trainers.

E.4. After-sales Support:

- E.4.1. Notarized affidavit of undertaking for after-sales support, ensuring commitment during the subscription period.

E.5. Project Experience:

- E.5.1. Demonstrated experience successfully completing similar projects for government or private institutions, contracts closely aligned with the specifications and scope of the present project.

E.6. Company Reputation:

- E.6.1. Must have an excellent or perfect performance rating from at least one (1) State University procuring education entity.

E.7. Bidder's Project Team Composition

The bidder must provide a project team composition comprising the following:

- E.7.1. One (1) Project Manager: Oversee all project aspects, and coordinate with USTP stakeholders.
- E.7.2. Four (4) Microsoft Engineers: Handle technical deployment, infrastructure integration, and troubleshooting.
- E.7.3. Four (4) Microsoft Educator Trainers: Deliver engaging and effective online training sessions.

F. Deliverables and Project Timeline

- F.1. Procured Licenses: Correct quantity and license type delivered.
- F.2. Deployed Accounts: User accounts set up across all 8 campuses/tenants and sub-domains within the timeline.
- F.3. Migrated data, if applicable
- F.4. Training Materials: Comprehensive training resources accessible to USTP users.
- F.5. Support Documentation: After-sales support plan, contact information, and SLAs.

G. Technical Support and Service Request Response Time

- G.1. Within 4 hours: Time to acknowledge the service request
- G.2. Within 24 hours: Time to revert with initial blueprint/data gathering
- G.3. Within 48 hours: The solution request is shared with the level of complexity
- G.4. End User Support (Phone/Email/Remote)
- G.5. Password resets, account, and asset recovery support

Prepared by:


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