



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

BID FORM

NAME OF THE PROJECT : PROPOSED PROCUREMENT OF THE SUPPLY AND DELIVERY OF EDUCATIONAL OFFICE LICENSE FOR DIGITAL TRANSFORMATION OFFICE CY 2026

APPROVED BUDGET OF CONTRACT : TWO MILLION FIVE HUNDRED THOUSAND FIFTY PESOS AND 00/100 (P2,500,050.00) ONLY

BRIEF DESCRIPTION : SUPPLY AND DELIVERY OF EDUCATIONAL OFFICE LICENSE FOR DIGITAL TRANSFORMATION OFFICE CY 2026

SOURCE OF FUND : IGF FY 2026

CONTRACT DURATION : ONE (1) YEAR (ONE LOT)

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
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	33,334	license	75.00	P	P

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY	UNIT	USTP APPROVED UNIT PRICE	UNIT PRICE	AMOUNT
	• 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)					
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, **SEPTEMBER 14, 2026, 01:30 P.M. (TUESDAY)** at the Procurement Services, 2nd Level Gymnasium Lobby, University of Science and Technology of Southern Philippines, C.M. Recto Ave., Lapasan 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.


ATTY. MICHELLE C. MARAVILLOSA-BACARRA
BAC II Chairperson 9



PPMP No.	:	_____
PR No.	:	_____

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DIGITAL TRANSFORMATION OFFICE

TERMS OF REFERENCE (TOR)

Project Name: Procurement of System-wide Microsoft Office 365 for USTP Students and Select Faculty and Staff

1. Rationale and Background

The University of Science and Technology of Southern Philippines (USTP) requires a robust, cloud-based productivity and collaboration platform to sustain its academic and administrative operations. The Educational Office 365 A3 to be acquired is in compliance with **BOR Resolution No. 68, s. 2023**; this suite provides email, cloud storage, and other applications for students and faculty. 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.

Based on the recent Market Scoping and Risk Assessment conducted by the University's Digital Transformation Office (DTO), migrating to a new digital environment or recreating existing tenant structures poses a severe operational risk. Specifically, transferring 33,334 active users across 8 distinct campus tenants would result in critical downtime, potential loss of historical academic data (emails, OneDrive files, Teams histories), and a massive logistical burden in re-issuing credentials. Therefore, this procurement prioritizes zero-downtime deployment, seamless architectural continuity, and absolute data retention.

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.

2. Objective

To procure a one (1) year subscription of Microsoft Office 365 A3 for a total of 33,334 accounts—comprising all existing active accounts plus the estimated accounts for first-year, new, and transferee students—intended for the students and select faculty and staff across the eight (8) campuses of the USTP System, ensuring uninterrupted service delivery and continuity of existing digital operations.

3. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract (ABC) is **Two Million Five Hundred Thousand Fifty Pesos (Php 2,500,050.00)**, inclusive of all applicable government taxes, fees, and charges.

- **Total Accounts:** 33,334 (inclusive of existing accounts and estimated new/transferee/first-year students)
- **Unit Cost:** Php 75.00 per account
- **Total Cost:** Php 2,500,050.00

Any bid exceeding the ABC shall be automatically disqualified at the bid opening.





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4. Scope of Work and Technical Specifications

The winning bidder must deliver, provision, and maintain the Microsoft Office 365 subscription, strictly adhering to the following technical requirements:

4.1. License Procurement, Features, and Capabilities

4.1.1.Product: Educational Office 365 A3/A1.

4.1.2.Quantity: Source and deliver exactly 33,334 Educational Office 365 A3 licenses.

4.1.3.Duration: One (1) Year.

4.1.4.Tenant and Storage Specifications: Eight (8) Tenants/Pooled Storage (100TB x 8 Tenants).

4.1.5.Sub-domain Requirements: Eight (8) Sub-domains bearing the `ustp.edu.ph` suffix, configured precisely as follows:

- 4.1.5.1. 1.ustp.edu.ph
- 4.1.5.2. 2.ustp.edu.ph
- 4.1.5.3. 3.ustp.edu.ph
- 4.1.5.4. 4.ustp.edu.ph
- 4.1.5.5. 5.ustp.edu.ph
- 4.1.5.6. 6.ustp.edu.ph
- 4.1.5.7. 7.ustp.edu.ph
- 4.1.5.8. 8.ustp.edu.ph

4.2. Infrastructure Integration: The provider must ensure seamless integration with the existing USTP ICT infrastructure, domain, sub-domains, and email structures like single-sign-on (SSO) and Outlook.

4.3. Required Service Inclusions: The Educational Office 365 A3 subscription must include the following tools:

Category	Required Services / Features
Core Services	• Office 365 platform • Microsoft 365 for the web • Microsoft 365 Apps for Education/Enterprise • Exchange Online • SharePoint Online and OneDrive for Business (100 TB plus 50GB per license purchased) • Microsoft Teams • Microsoft Planner
Classroom Tools	• Classroom experience in Microsoft Teams • OneNote Class Notebook • Microsoft Sway • Microsoft Forms • Learning Tools (Immersive Reader, Math Assistant, Translator, and Editor) • Accessibility Checker
Analytics	• Delve
Security	• Office 365 Cloud App Security



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4.4. System Continuity and Architecture Integration (Risk Mitigation Requirement)

To mitigate the severe risks identified during the university's market scoping, the provider **MUST** ensure the following:

- 4.4.1. Seamless Multi-Tenant Continuation:** The University currently operates a complex architecture spanning 8 distinct campus tenants. The winning bidder must be capable of directly renewing and managing these exact existing tenants without requiring the University to dismantle or rebuild its organizational structures.
- 4.4.2. Zero Data Migration and Retention:** The provider must ensure preferred zero downtime to retain all existing accounts. Furthermore, existing usernames and passwords must be strictly retained, and no current account shall be deactivated during the transition and implementation. Proposals that require backend data migration or the recreation of existing user accounts will not be accepted.

5. Assisted Account Deployment with USTP-DTO

- 5.1. Account Management:** Assist USTP-DTO in creating and managing user accounts in a structured and secure manner (Students, Administrators, Teachers, and Non-Teaching Staff).
- 5.2. Organizational Guidance:** Guide the creation of Teams, Classrooms, PLCs, and Groups/Channels for Academic & Non-Academic Student Services & Other Groups.
- 5.3. Process Alignment:** Coordinate with USTP-DTO to align all deployment activities with internal provisioning processes.

6. After-sales Support / Managed Services / Support Services

- 6.1. Support Channels:** Provide ongoing technical support through designated channels (phone, email, helpdesk, remote, etc.).
- 6.2. Resolution SLA:** Respond to and resolve user queries within agreed-upon timeframes, including a maximum response time of four (4) hours for critical system issues.
- 6.3. Account Recovery:** Provide dedicated support for password resets, account recovery, and asset recovery within Office 365.

7. User Training (Online) & Consultation Services

- 7.1. Schedule and Execution:** Develop a training schedule approved by USTP-DTO and execute online training sessions on core Office 365 applications (Word, Excel, PowerPoint, Outlook, Teams, etc.).
- 7.2. Training Materials:** Provide training materials and resources that are highly accessible to all trainees.
- 7.3. Trainer Proficiency:** Trainers are expected to proficiently conduct, facilitate, and handle Microsoft training sessions as per project requirements.
- 7.4. In-Person/Online/ Hybrid Modality:** The provider must be able to conduct in-person, purely online, or hybrid training when requested by USTP-DTO.



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7.5. Webinar and Orientation: The winning bidder may conduct or become a resource person for a duly approved webinar hosted or conducted by the DTO covering Microsoft Office 365 product inclusion packages and orientation.

7.6. Structured Sessions: As part of the deliverables, provide the following specific training and consultation sessions:

Course Code	Session / Workshop Topic	Duration
MS-101A	Microsoft 365 Education Onboarding for Faculty and Staff	2-3 hours
MS-102A/B	Microsoft Teams Fundamentals and Workshop (for Faculty/Staff)	3 hours
MS-105	Microsoft Outlook Fundamentals	3 hours
MS-107	Microsoft OneDrive and Forms Fundamentals	3 hours
MS-111	Microsoft AI and Learning Accelerators	3 hours
MS-112	Microsoft 365 Advanced Productivity	3 hours
MS-201	Microsoft 365 Administration Training	3 hours
-	Consultancy Sessions with the Service Provider & Microsoft	1 hour

8. Bidder Qualifications and Credentials

To ensure the capacity to handle a massive, multi-tenant university system without operational failure, the prospective bidder must meet the following strict technical and organizational capabilities:

8.1. Company Requirements

The bidder must submit documentation proving the following:

- Current status of PhilGEPS Platinum Membership.
- Notarized affidavit of undertaking for after-sales support.
- Status as an Authorized Microsoft Philippines partner or reseller.
- Status as a Microsoft Education Global Training Partner.
- **Risk Acknowledgment & Guarantee:** The bidder must submit a notarized undertaking guaranteeing 100% preservation of all existing USTP tenant data, configurations, and user profiles, assuming full technical and financial liability for any data loss or operational downtime caused by their provisioning methods.

8.2. Trainer Certifications

The bidder must employ certified professionals and provide proof of the minimum number of certified trainers for each of the following credentials:

- 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.



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- 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).

9. Delivery and Implementation Schedule

- **Contract Start Date:** October 2026.
- **Contract Duration:** October 2026 to October 2027 (12 Months).
- **Reactivation Phase:** The reactivation of all existing accounts must be completed within **seven (7) calendar days** from the issuance of the Notice to Proceed (NTP), with preferred zero downtime.
- **New Deployment Phase:** The creation and deployment of new accounts (for new students, transferees, and first-year students) must be completed within **fifteen (15) calendar days** from the issuance of the NTP.

10. Terms of Payment

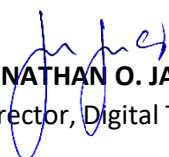
Payment shall be made to the winning bidder in accordance with standard government auditing and accounting procedures under the New Government Procurement Act (NGPA) / Republic Act No. 12009:

- **Full Payment (100%):** Processed only after full delivery and upon the issuance of a Certification from the Digital Transformation Office (DTO) confirming that all 33,334 licenses have been completely loaded and successfully integrated and activated across the 8 campus tenants.
- All payments are subject to applicable withholding taxes and liquidated damages shall be imposed for late/delayed deliveries.

11. Confidentiality and Data Privacy

The winning bidder must comply strictly with the Data Privacy Act of 2012 (Republic Act No. 10173). The provider shall execute a Non-Disclosure Agreement (NDA) ensuring that all student, faculty, and staff data, email histories, and institutional files housed within the Microsoft 365 tenants remain strictly confidential and protected against unauthorized access.

Prepared by:


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