



Republic of the Philippines  
**Office of the Solicitor General**  
134 Amorsolo St. Legaspi Village, Makati City

Technical Working Group for  
Information and Communications Technology

## TERMS OF REFERENCE

### 1-YEAR LICENSE OF ENDPOINT PROTECTION (ANTI-VIRUS)

#### Background:

The Office of the Solicitor General (OSG) is seeking to replace its Endpoint Protection (Antivirus) subscription for the fiscal year 2023 for endpoint security and protection against computer viruses and malware attacks to cope with the changing threat of endpoint attacks.

#### Objective:

To procure and implement comprehensive endpoint protection solutions for the workstations of the OSG in order to safeguard against cybersecurity threats, ensure data integrity, and maintain uninterrupted business operations.

This project involves purchasing licenses for the Endpoint Protection (Anti-Virus) subscription to be deployed to the computers and servers of the office.

#### Terms:

1. *Scope.* - Supply and delivery of eight hundred (800) 1-Year License of Endpoint Protection (Anti-Virus)
2. *ABC.* - The Approved Budget for the Contract (ABC) is **One Million and Five Hundred Thousand Pesos (₱1,500,000.00)**, inclusive of all government taxes, charges and other standard fees.

ICT SUBSCRIPTION			
ITEM	QTY	UNIT COST	TOTAL
(800) 1-Year License of Endpoint Protection (Anti-Virus)	1	1,500,000.00	1,500,000.00
TOTAL			<b>₱ 1,500,000.00</b>

#### 3. *Deliverables:*

- a. Eight hundred (800) licenses of endpoint protection solutions valid for a one-year (1 year) subscription from the date of installation and deployment.

=====

- b. Provide a technical person to assist in uninstalling OSG's existing endpoint protection solution and installing the proposed solution.
- c. Provide technical training to CMS staff in administering the proposed endpoint protection solution.

4. *Delivery:*

- a. All items should be delivered within 30 days of receipt of the Notice to Proceed.
- b. Provide training covering essential items for correct use and day-to-day administration.
- c. Training materials, product guides, and documentation should be available online.
- d. Must be done during business hours
- e. The course outline should be presented.
- f. Training must begin upon deployment within ten days of solution delivery and must be coordinated with CMS. The CMS will provide certification for delivery and training completion.

5. *Limited Warranty* - The Antivirus Solution will maintain the usability of the Antivirus Product during the Subscription Period through regular updates and upgrades substantially in accordance with the documentation of the solution provided.

6. *Guarantee and 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 a progressive billing scheme as follows:	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• One (1) year from the issuance of the Inspection and Acceptance Report by the OSG - 5% of the contract price.</li> </ul>	

All bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation.

7. *Qualifications of the Supplier:*

- a. The supplier should be duly authorized to provide, sell, configure, and support the endpoint protection product it intends to offer.
- b. The bidder must have completed, within the last three (3) years from the date of submission and receipt of at least one (1) single contract of similar nature amounting to at least fifty percent (50%) of the ABC; or the prospective bidder should have completed at least two (2) similar contracts, and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the ABC, and