



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

PROCUREMENT OF FILE AND DATA BACKUP SOLUTION

Background:

The Office of the Solicitor General (OSG) represents the government in legal matters, provides legal advice, and oversees critical legal functions that demand secure and efficient data management. In the digital age, the OSG relies heavily on online productivity platforms, especially cloud-based solutions like Microsoft O365, to collaborate, store, and manage essential case files and legal documentation. These platforms host vast amounts of sensitive and confidential information crucial for legal operations, necessitating the implementation of robust data management protocols. The risks posed by data loss—whether due to accidental deletion, system failures, cyberattacks, or natural disasters—could severely disrupt legal processes and compromise the integrity of governmental legal work. Therefore, safeguarding this data ensures continuous access to essential legal resources.

To mitigate these risks, the OSG has identified the need for a comprehensive data backup and restoration solution that integrates with its existing Microsoft O365 environment. Such a solution would provide automated, reliable backups of files, emails, calendars, and other productivity data, ensuring that all mission-critical information can be swiftly recovered during data loss. By providing consistent cloud data backup, the OSG aims to enhance its operational resilience and maintain the continuity of legal services under all circumstances.

Objective:

The proposed backup and data restoration solution ensures that the Office of the Solicitor General can securely store and retrieve its Microsoft O365 cloud-based files, emails, and productivity data. This solution will enable regular automated backups, providing the OSG with reliable access to critical information, even in the event of accidental deletions, data corruption, or cyber threats such as ransomware. The focus will be on creating a seamless backup system that integrates with the OSG's existing infrastructure and allows authorized personnel to efficiently restore data when required, minimizing downtime and disruptions to ongoing legal processes.

In addition, the solution aims to comply with stringent legal and security requirements¹, ensuring the confidentiality, integrity, and availability of sensitive

¹ National Security Policy of 2023-2028 emphasizes enhancing cybersecurity readiness, protecting critical infrastructures, and advancing e-governance and digital transformation, implicitly supporting the need for file backup and data replication to ensure data security and resilience against cyber threats pp 17, 27-31.
https://nsc.gov.ph/images/NSS_NSP/National_Security_Policy_2023_2028.pdf

government data². The OSG can manage data backups, monitor restoration processes, and maintain detailed audit trails for all backup and recovery activities by implementing a user-friendly interface with advanced security controls. The overarching goal is safeguarding the OSG's digital assets while providing the legal team with uninterrupted access to vital information.

Terms:

1. *Scope.* - Procurement of File and Data Backup Solution
2. *ABC.* - The Approved Budget for the Contract (ABC) is **Three Million and Five Hundred Thousand Pesos (₱3,500,000.00)**, including all government taxes, charges, and other standard fees.

ICT SUBSCRIPTION			
ITEM	QTY	UNIT COST	TOTAL
PROCUREMENT OF FILE AND DATA BACKUP SOLUTION (850 Units)	1	3,500,000.00	3,500,000.00
TOTAL			₱ 3,500,000.00

3. *Delivery and Training:*
 - a. Backup service providing comprehensive data protection and data recovery for Microsoft Exchange, SharePoint, OneDrive for Business, and Teams, giving the OSG complete control of its Microsoft 365 environment.
 - b. All items should be delivered within 30 days of receipt of the Notice to Proceed.
 - c. Provide training covering essential items for correct use and day-to-day administration.
 - d. Training materials, product guides, and documentation should be available online.
 - e. Must be done during business hours.
 - f. The course outline should be presented.

² The Data Privacy Act of 2012 and its Implementing Rules and Regulations (IRR) particularly Section 25 - *Data Privacy and Security* require organizations reasonable and appropriate organizational, physical, and technical security measures for the protection of personal data. <https://privacy.gov.ph/implementing-rules-regulations-data-privacy-act-2012/#21>