PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

9/F and 25/F Vertis North Corporate Center 1
North Avenue, Bagong Pag-Asa, Quezon City 1105
www.phcc.gov.ph
queries@phcc.gov.ph
(+632) 8771 9722

REQUEST FOR PROPOSAL

Provision of Veeam Backup for Microsoft 365 for the Philippine Competition Commission

P.R. No./Date Received: **2026-07-0111 / 30 July 2026** RFQ/P No. / Date: **2026-08-0090 / 13 August 2026**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached ***Detailed Technical Specifications*** subject to the Terms and Conditions and within the **Approved Budget for the Contract**.

Required Documents/Information to be submitted as Attachments to the Proposal:

- Valid Mayor's/Business Permit / BIR Cetificate of Registration in case of individual.
- PhilGEPS Registration Number
- Latest Income / Business Tax Return
- Notarized Omnibus Sworn Statement and if applicable,Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney for sole proprietorship or all members of the joint venture or giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Template may be access in GPPB -TSO website or visit this link:

  https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.docx
- Signed Request for Proposal
- Signed Detailed Technical Specifications

This pro-forma quotation maybe submitted through ***registered*** or ***electronic mail*** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to ***procurement@phcc.gov.ph*** or ***ivabano@phcc.gov.ph*** on or before **27 August 2026, 5:00 PM** subject to the following *Terms and Conditions:*

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. **Salient provisions of the IRR of RA 12009: Section 71 - Liquidated Damages and Section 98 - Imposition of Administrative Penalties of Private Entities shall be observed.**
7. **PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 70 of the same IRR.**
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed ***Detailed Technical Specifications.***
10. Please note that the award of the procurement is on a **per lot basis.**
11. **This project adopts the Implementing Rules and Regulations of RA 12009.**

Very truly yours, redacted

ATTY. JOSEPH MELVIN B. BASAS redacted
Chairperson, Bids and Awards Committee

Item	QTY	UNIT	ABC	Project Title	Total Amount (To be filled-up by the supplier)
1	1	lot	₱ 1,000,000.00	**Provision of Veeam Backup for Microsoft 365 for the Philippine Competition Commission** *(Please see attached Detailed Technical Specifications)*	
Total ABC			**₱ 1,000,000.00**	**TOTAL Amount :**	
Delivery Instructions:				*(Please see attached Detailed Technical Specifications)*	

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____
Designation/Position : _____
Name of Company : _____
Address : _____
Telephone / Fax : _____
E-mail Address: _____
Company Tax Identification Number : _____

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DETAILED TECHNICAL SPECIFICATIONS

Provision of Veeam Backup for Microsoft 365 for the Philippine Competition Commission

I. RATIONALE

The Philippine Competition Commission (PCC or the Commission), through the Administrative Office - Information and Communications Technology Division (AO-ICTD), manages and maintains an active subscription of Microsoft 365 for its office operations.

To secure PCC's data, a comprehensive solution is needed to enable the AO-ICTD to backup and restore all information residing in the Microsoft cloud platform such as data in Exchange, SharePoint, OneDrive for Business, and Teams. To provide this comprehensive solution, the AO-ICTD, as End-user shall engage a supplier for the Provision of Veeam Backup for Microsoft 365 for the Philippine Competition Commission (Project).

II. OBJECTIVE

a. Implement a solution that enables the retrieval of emails that have been inadvertently deleted from mailboxes and OneDrive accounts;
b. Address retention policy or restore inflexibility gaps;
c. Protect organization's data from internal and external security threats; and
d. Comply with legal and regulatory requirements.

III. SCOPE OF WORKS

The supplier shall deliver/ perform the following tasks:

- Provide subscription coverage for a period of twelve (12) consecutive months from installation of software and license
- Configuration of server requirements (Operating System and hardware to be provided by PCC)
- Deployment, installation, and configuration of backup software
- Integration of backup software to the PCC Microsoft 365 tenant
- Configuration for basic and modern authentication features
- Configuration of external data storage for the backup
- Configuration of policies for backup retention and deletion cycle
- Upgrade of firmware version to the latest stable version, if needed
- Submission of product brochure
- Provide a knowledge sharing session for AO-ICTD personnel for the implementation of the solution offered, seven (7) working days after the acceptance of the software and licenses
- Provide all materials, equipment and peripherals, and scope of works (to include those not mentioned but are needed in the completion of the Project)

- Submit a Service Level Agreement which must contain, at the minimum, the following provisions;

    - A single point of contact for technical and customer support, either by phone or electronic mail (email);
    - An 8X7 (8:00 AM to 5:00 PM, Mondays to Sundays, including weekends and holidays) call or email support.; and
    - Replacement of each defective unit or license in full within fifteen (15) calendar days if found defective during delivery and/or installation, without additional cost to PCC.

IV. QUALIFICATIONS OF THE SUPPLIER

The bidder(s) must possess a valid and current registration with the Philippine Government Electronic Procurement System (PhilGEPS). Proof of valid PhilGEPS registration shall be submitted as part of the eligibility requirements:

Additionally, the bidder must submit the following requirements as part of the bid submission:

a. Certificate of authorized distributorship / dealership / resellership from the distributor / manufacturer of the product/s offered.

b. Proof that the Supplier has at least five (5) years' experience in providing information technology goods and services.

c. Brochure, technical data sheet, or detailed technical of the software being offered.

d. Copies of client's satisfactory certificates and/or certificate of completion and acceptance from at least three (3) clients within the last five (5) years from either government or private entities, with similar contracts. Similar contracts shall refer to installation and configuration of backup software.

e. List of identified engineer/s and/or technician/s with signed curriculum vitae that will be involved in the Project, with at least three (3) years of experience working in a similar IT field of engagement

V. TECHNICAL SPECIFICATIONS

The Supplier shall provide the minimum and/or equivalent functional requirements, technical specifications, features, characteristics and numbers.

- Three Hundred Fifty (350) Subscription Licenses.
- Each subscription must be compatible with the existing PCC's Veeam Backup Enterprise software
- Must have a single pane of glass for management of backup
- The license subscription must have the following features and capabilities:
    - must support Microsoft Office 365 Exchange Online
    - can retrieve mailbox items from a cloud-based instance of Microsoft

Office 365

- can back up mailbox into an archive database based on Extensible Storage Engine (ESE)
- must allow for quick search, eDiscovery and recovery of individual mailbox items from both the archived Microsoft Office 365 content as well as on-premises Exchange backups.
- supports application-aware processing of backup for Microsoft Office 365 servers and allows for creation of consistent backups of Office 365 archives.
- can retrieve Office 365 Exchange Online mailbox items (email, calendar and contacts) from a cloud-based instance of Office 365 and uniquely back up this mailbox data into the same format that Microsoft Exchange uses natively.
- capable to restore directly to an Office 365 mailbox, an on-premises Exchange mailbox, saved as a file, emailed as an attachment, or exported as a PST from Mailbox item.
- must support these following types of Microsoft organizations: Microsoft Office 365 organizations, On-Premises Microsoft organizations, and Hybrid organizations
- can configure Microsoft Azure AD applications for Microsoft Office 365 organizations added using modern app-only authentication to minimize throttling when backing up Microsoft SharePoint Online and Microsoft OneDrive for Business data
- backup job can do a set of configuration parameters that define a list of users, groups, sites, teams and organizations to back up, a location where to store backups, and a schedule according to which new backups must be created
- can restore the following Microsoft Office 365 data with the use of Explorer:
  - -Microsoft Exchange mailboxes, folders, messages, tasks, contacts
  - -Microsoft SharePoint sites, libraries and items
  - -Microsoft OneDrive for Business items and folders
  - -Microsoft Teams accounts, channels, tabs, posts and files

VI. INFORMATION SECURITY AND NON-DISCLOSURE AGREEMENT

To ensure that the PCC maintains a high standard of information security when engaging with third-party providers, all suppliers are required to comply with the established PCC Information Security and Data Privacy Management System (ISDPMS). These requirements are outlined in the Supplier Security Policy (POL-PCC-GSD 02-03) and related ISMS policies and procedures.

All data, documents, records, configuration files, and metadata (collectively referred to as "Information") provided to the supplier(s) for the purpose of delivering services are considered confidential and remain the exclusive property of PCC. The supplier(s) shall recognize the critical importance of maintaining the security and confidentiality of the Information and agree to prevent its unauthorized transfer, disclosure, or use by any third party. The supplier(s) shall not use the Information for any purpose other than to perform the agreed-upon services. Furthermore, the supplier(s) shall ensure that, upon completion of the service, they will not retain any portion of the Information in any form whatsoever.

The following must be submitted after the issuance of Notice of Award or Purchase Order or Job Order:

- Notarized Non-Disclosure Agreement

The documents will be submitted to the ISMS Secretariat in compliance with the approved PCC Information Security Management System and will not form part of the submission for payment processing.

VII. SCHEDULE OF REQUIREMENTS

The Supplier shall complete the supply, delivery, installation, and testing within thirty (30) calendar days from receipt and acceptance of the Purchase Order.

VIII. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement provided under the Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 12009 as approved by the GPPB through its Resolution No. 02-2025 dated 04 February 2025.

IX. WARRANTY AND SUPPORT

To assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a period of one (1) year, after acceptance by the Procuring Entity of the delivered goods. The obligation for the warranty shall be covered by retention money in an amount equivalent to five percent (5%). The said amounts shall only be released after the lapse of the one (1) year warranty period.

X. PAYMENT SCHEME

Payment shall be made on a **ONE TIME PAYMENT**. The PCC shall pay the supplier within thirty (30) calendar days upon receipt of the original Invoice, supported by Inspection and Acceptance Report, Certificate of Completion and/or Certificate of Satisfactory Service Rendered to be issued by the end-user.

Payment shall be released and claimed within the PCC premises or be credited to the supplier’s bank account, net of applicable transfer charges.

XI. APPROVED BUDGET FOR THE CONTRACT

The ABC for the Project is **One Million Pesos Only (Php 1,000,000.00),** inclusive of all applicable government taxes and service charges. The contract price shall include all the costs and profits arising from the or in relation to the services rendered in connection with the engagement and until the end of the contract.

XII. LIQUIDATED DAMAGES

If the supplier fails to deliver any or all of the goods and/or to perform the services within the period specified in the contract, the Procuring Entity shall, without

prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Once, the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity reserves the right to rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

XIII. DISPUTE AGREEMENT / RESOLUTION

Should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts if competent jurisdiction in Quezon City, to the exclusion of all other courts; and

Any amendments and additional terms and conditions of the Contract must be in writing, signed and acknowledged by the Parties.

Prepared by:

redacted

ALVIN U. BOSQUE
Information Technology Officer I

Approved by:

redacted

ALLAN ROY D. MORDENO
Chief, ICT Division

Noted by:

redacted

JESON Q. DE LA TORRE
Director IV, Administrative Office

Conforme:
Name and Signature of Authorized Representative
Designation
Name of Company
Date