PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

25/F Vertis North Corporate Center 1,
North Avenue, 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: **2025-07-0119 / 23 July 2025** RFQ/P No. / Date: **2025-08-0125 / 06 August 2025**

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 ***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 Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Latest Income / Business Tax Return
- Notarized Omnibus Sworn Statement
- Signed Technical Specifications
- Signed Request for Proposal

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 (assigned PBAC Sec email ***arrebanal@phcc.gov.ph)*** on or before **12 August 2025, 12:00 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 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 ***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
PBAC Chairperson

Item No.	QTY	Unit	Unit Cost	Total	Project Title	Unit Cost (PhP)	Total Amount (PhP)
						(To be filled out by the supplier)	
1	1	Lot	725,000.00	₱ 725,000.00	**Provision of Veeam Backup for Microsoft 365 for the Philippine Competition Commission**		
					(Please see attached Technical Specifications)		
Total ABC (Lot)			₱	**725,000.00**	**TOTAL Amount :**		
Delivery Instructions:					*(Please see attached 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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BAGONG PILIPINAS

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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 maintain 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. OBJECTIVES

1. Retrieve unintentionally deleted emails from mailbox and OneDrive accounts.
2. Address retention policy or restore inflexibility gaps.
3. Protect organization's data from internal and external security threats.
4. Comply with legal and regulatory requirements.

III. SCOPE OF WORK

- 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 latest stable version, if needed.
- Submission of manufacturer's catalog/ product data/ administration guide.
- Provide all materials, equipment and peripherals, and scope of works (to include those not mentioned but are needed in the completion of the Project).
- Service Level Agreement
    - Replace defective licenses in full within fifteen (15) days from the date

of delivery, if found defective during installation without additional cost to PCC;

- Provide a single point of contact for technical and customer support, either phone or electronic mail;

- Provide 8X7 (8:00 AM – 5:00 PM, Mondays – Sundays) call and onsite technical support with three (3) hours response time for technical problems that requires on-site services, including weekends and holidays. For problems reported after
  4:00 PM, services shall be rendered in the morning of the following business day.
- Submit technical report to the End-user after complete installation and provisioning of licenses..

IV. INFORMATION SECURITY MANAGEMENT SYSTEM

To ensure the Philippine Competition Commission (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 Management System (ISMS). 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.

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for the Project is **SEVEN HUNDRED TWENTY-FIVE THOUSAND PESOS ONLY (725,000.00)*,*** inclusive of all applicable government taxes**.** 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.

VI. QUALIFICATIONS OF THE BIDDER

The bidders shall have the following minimum qualifications:

a. Shall be an established company in the information technology (IT) industry with at least five (5) years of experience in installing and configuring backup software.

b. Shall submit certification of authorized distributorship / dealership / reseller ship from the distributor / manufacturer of the product/s offered.

c. Shall submit the 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**.

d. Shall submit copies of client's satisfactory certificates and/or certificate of completion and acceptance from at least three (3) clients either government or private entities for the last five (5) years, with similar contracts. Similar contracts refer to installation and configuration of Backup Software.

The bidders shall submit pertinent documents to support the above-mentioned qualifications which shall be part of the bid submission.

VII. TECHNICAL SPECIFICATIONS

Minimum and/or equivalent functional requirements, technical specifications, features, characteristics and numbers.

- At least Three Hundred Fifty (350) Subscription Licenses
- Must be compatible with the existing PCC Infrastructure Backup Software (Veeam Backup Enterprise).
- Must have a single pane of glass for management of backup
- 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 Microsoft Office 365 data with the use of Explorer such as:
  -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.

VIII. SCHEDULE OF REQUIREMENTS

The Supplier shall complete the project within thirty (30) calendar days from receipt and acceptance of the Purchase Order.

IX. MODE OF PROCUREMENT

The mode of procurement shall be Negotiated Procurement - Small Value Procurement (SVP) as provided under Republic Act No. 12009 and its Revised Implementing Rules and Regulations.

X. PAYMENT SCHEME

Payment shall be on a **ONE-TIME PAYMENT** basis. The PCC shall pay the Supplier within fifteen (15) working days upon receipt of the original billing invoice, supported by a Certificate of Completion and/or Certificate of Satisfactory Services Rendered to be issued by the End-user.

XI. WARRANTY

A warranty security of five percent (5%) of the total contract price in the form of retention money shall be imposed. The said amount shall only be released after the lapse of warranty period of one (1) year.

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 of every day of delay. In case the

total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

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 of 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:

ALVIN U. BOSQUE
Information Technology Officer I

APPROVED BY:

ALLAN ROY D. MORDENO
Chief of ICT Division

CERTIFIED BY:

JESON Q. DE LA TORRE
Director IV, Administrative Office

SUBJECT: PROVISION OF VEEAM BACKUP FOR MICROSOFT 365 FOR THE PHILIPPINE COMPETITION COMMISSION

Conforme:

_____

Name and Signature of Authorized Representative

_____

Designation

_____

Name of Company

_____

Date