



**CSC-CO BIDS AND AWARDS COMMITTEE**

CSC-ITB No. **2020 - 09**  
 (Proc. of Anti-Virus Licenses)  
 June 29, 2020

**INVITATION TO BID**  
 (Mode of Procurement: Public Bidding)

The Civil Service Commission (CSC), through its Bids and Awards Committee (BAC), invites **interested bidders/suppliers/manufacturers/dealers/distributors/service providers of anti-virus softwares** that are duly registered with the *Philippine Government Electronic Procurement System (PhilGEPs)* (Website: <https://www.philgeps.gov.ph>) of the Department of Budget and Management (DBM), to bid through **public bidding** for the following project:

Title of Project	<b>Procurement of Anti-Virus Software (AVS) Licenses Renewal for 1,500 Workstations at the CSC Central and Regional Offices</b>
Approved Budget for the Contract (ABC)	<b>PHP1,500,000.00</b> (Inclusive of govt. taxes & applicable charges)
Delivery Schedule/Period	<b>Within 30 Government Working Days (GWDs)</b>
Source of Fund	<b>ISSP Fund</b>

**Technical Specifications/ Requirements:**

Item No.	Quantity/ Unit	Item Descriptions	Approved Budget for the Contract (ABC)
1	1 Lot	<p><b>Procurement of Anti-Virus Software (AVS) Licenses Renewal for 1,500 Workstations at the CSC Central and Regional Offices</b></p> <p><b>Highlights of the Project's Terms of Reference (TOR)</b>  <i>(The complete details of the TOR and the bidding requirements are included in the Manual of Bidding Documents)</i></p> <p><b>Objective:</b> To procure a 3-year license subscription of an Anti-Virus Software (AVS) that is effective, reliable, comprehensive, easy to manage, and light on the system for 1,500 workstations located in the CSC Central and Regional Offices.</p> <p><b>Scope of Services:</b> The winning bidder shall provide a three (3)-year AVS license subscription for 1,500 workstations. The AVS to be procured must have the following:</p> <ol style="list-style-type: none"> <li>1. Protection of the CSC's desktop computers against phishing, spam attacks, viruses and other forms of malware that can be threatening to valuable information.</li> <li>2. Protection of workstations which are mainly in Windows platform and server platforms such as Windows server and Linux.</li> <li>3. Scanning of incoming and outgoing emails and its corresponding attachments of viruses and prevent malware from disabling or deleting critical files.</li> <li>4. Capability for blocking any unproductive application (i.e. games, instant messenger, p2p applications) and USB-based drives (i.e. portable hard drives, flash drives, adwares and pop-ups).</li> <li>5. Checking of spam using sophisticated filters based on keywords and phrases.</li> <li>6. Blocking of unofficial and offensive web contents, and web browser clean-up and privacy protection that erases details of accessed sites and web pages.</li> </ol>	<p><b>PHP1,500,000.00</b>            (Inclusive of govt. taxes &amp; applicable charges)</p>

7. Removing of tracts of end user activity (i.e. opened files, delete operations, internet cache, history files and cookies) from computer hard drives.
8. Monitoring of incoming and outgoing network activities in the system and automatically detects and secure any workstation (that is connected to the network) infected with virus and malwares.
9. File and folder locking/protection against intrusion or modification / deletion.
10. Supports centralized and/or role-based management/administration which is SSL secured. Interface must be user-friendly, web-based and capable for multiple operating systems.
11. Has an embedded application on remote management for internal and external support maintenance. There should be no additional license subscription needed for the administrator and client remote application.
12. Asset management features for endpoint monitoring of installed software and hardware inventory within the network, and facility to report any changes thereof.
13. Logging and reporting features that can be used for in-depth analysis.
14. Automatic updating of software as well as virus and spam definitions for protection against latest security threats, and capability for checking and downloading of critical updates from Microsoft website.
15. Centralized or server-based update of anti-virus definitions and signature which will be cascaded to the workstations. Provision to have child update server to locally distribute the signature updates and implemented policies for the CSC Regional or Field Offices.
16. Console should support multi-subnet environment and must not affect deployment and updating with or without DNS server. Ability to synchronize the centralized groups with Active Directory containers.

**Warranty and Technical Support:**

- 3-year Service Warranty;
- Standard Technical Support – 8X5 services assistance thru email, phone and web-chat;
- Local Helpdesk Support – 24x7 remote support through phone and email;
- Provide 8x5 On-site and On-call services subject to confirmation by the help desk support;
- Conduct Health-Check activity on a quarterly basis; and Provide Comprehensive Service Level Agreement.

**Training and Demonstration:**

- Conduct POC (Proof-of-Concept) activity to demonstrate the capabilities of the product;
- Winning bidder to conduct free training and demonstration on deployment, configuration, administration, maintenance and basic troubleshooting. Training venue, equipment, materials, meals/snacks and certificates shall be included. A maximum of 40 participants shall attend said training, composed of the following:
  - a. All IRMO-ITD staff
  - b. ICT focal persons from CSC Regional Offices

Training shall be conducted either in two sessions with 20 participants per session or one session with 40 participants, if venue and equipment are available.

The resource person must be certified by the AV Company.

- Conduct of one (1) AV awareness training per year during the duration of the subscription, for 10 participants.

**Required Documents for Submission to End-User:**

The winning bidder shall submit the following detailed project documentation in hard and soft copies:

- License Keys;
- Product Media Kit;
- User Manual;
- Troubleshooting and Installation Guide; and
- Service Level Agreement (SLA).

**Delivery Schedule:**

Delivery of license key/s and product media kit/s shall be made **within thirty (30) Government Working Days (GWD)** from receipt of the Notice to Proceed (NTP) and complete requirements.

**Brand Qualifications:**

The bidder must have obtained at least two (2) of the following awards and recognitions for the last two (2) semesters; and must include pertinent certifications in the bid documents to be submitted.

- Passed the VB100 certification with at least 85 score from Virus Bulletin
- Received Advance+ awards from AV Comparatives
- Recognized as Visionary or Leader in Gartner's Magic Quadrant for Endpoint Protection Platforms
- ICSA Labs certified under Anti-Virus category

	<p><b>NOTE:</b> <u>Bidders should refer to the Project's Technical Specifications/Terms of Reference and Supplemental Bid Bulletin (if any) for their technical specifications offer/ bid proposal.</u> The complete TS/TOR, Instructions to Bidders, Invitation to Bid, Schedule of Activities, and Sample Bidding Forms are included in the <u>Manual of Bidding Documents</u> which can be availed from the CSC-BAC Secretariat with a <b><u>non-refundable fee of One Thousand Pesos (Php1,000.00).</u></b></p>	
--	---	--

All particulars relative to the Eligibility, Technical and Financial Requirements/ Bid Proposal Checking, Detailed Bid Evaluation, Post-Qualification/Evaluation and Award of Contract shall be governed by the pertinent provisions of the 2016 Revised Implementing Rules and Regulations (RIRR) of the Republic Act 9184 (Government Procurement Reform Act).

Eligibility documents of bidders shall be examined using "PASS/FAIL" criteria. Only the documents of bidders rated "Passed" for all the eligibility requirements shall be evaluated and if found compliant shall be declared Eligible Bidders. The technical and financial requirements shall likewise be examined using the "PASS/FAIL" criteria. The technical and financial documents of the eligible bidder/s whose technical and financial requirements were declared Passed shall undergo a Detailed Bid Evaluation (DBE) and will be ranked thereafter. Bids equal to or lower than the Approved Budget for the Contract (ABC) shall be evaluated based on their responsiveness with the CSC's requirements subject to Post-Qualification Evaluation (PQE) before an award is made. Bids higher than the ABC shall be rejected and returned outright. Applications/ proposals/bids submitted after the deadline and/or incomplete applications shall not be accepted.

Interested parties/bidders/suppliers whose line of business belongs to the industry covering the said procurement item may attend the Pre-bid Conference but shall first register/apply by submitting a Letter of Intent (LOI) at least the day before the Pre-bid Conference to the CSC-BAC Secretariat with address and contact numbers indicated below. Authorized representative/s shall submit **written letter of authority/certification** as authorized representative/s of their respective companies as well as bring/present their valid **Identification Cards (ID Cards)**.

The following are the schedules of bidding activities for the said project:

ACTIVITY	DATE / TIME	PLACE / VENUE
<p>a. <b>Invitation / Advertisement</b> [Advertisement/Posting in the PhilGEPS and CSC websites, CSC Bulletin Board and conspicuous places in the CSC]</p>	<p>July 1 to 22, 2020 (Or up to Bid Opening date)</p>	<p>PhilGEPS Website; CSC Website; and CSC Procurement Bulletin Board</p>
<p>b. <b>Registration of Bidders and Issuance of Manual of Bidding Documents</b> to interested bidders</p>	<p>July 1 to 22, 2020 (Or up to Bid Opening date)</p>	<p>CSC-BAC Secretariat Unit, OFAM Room, Basement, CSC-Central Office</p>
<p>c. <b>Pre-Bid Conference</b> (Discussion/clarification of the project's TS/TOR, bidding requirements and other details of the project)</p>	<p><b>July 7, 2020</b> at 10:30 a.m.</p>	<p>CSC Resource Center Building, CSC Central Office</p>

d. <b>Deadline for submission</b> of eligibility, technical and financial requirements/bid proposals)	<b>July 22, 2020</b> at 10:00 a.m.	
e. <b>Eligibility Checking</b> (Opening of envelopes containing eligibility and technical requirements/ documents)	<b>July 22, 2020</b> at 10:30 a.m.	CSC Resource Center Building, CSC Central Office
f. <b>Bid Opening</b> (Opening of envelopes containing financial requirements/bid proposal)	<b>July 22, 2020</b> at 10:45 a.m.	

The CSC reserves the right to reject any application for eligibility, or all bids for any reasonable and justifiable ground, waive any required formality therein, and to make an award to the bidder whose proposal is deemed most advantageous to the government.

Additional information shall be furnished upon request. All communications should be addressed to the undersigned through the CSC-BAC Secretariat.

  
**ATTY. ARIEL G. RONQUILLO**  
CSC Assistant Commissioner  
CSC -BAC Chairman

**CSC - BAC SECRETARIAT**

OFAM, Civil Service Commission - Central Office  
IBP Road, Constitution Hills, Quezon City  
Trunkline: 8-931-7935; 8-931-7939 local 508  
Direct Line: 8-931-7990; Telefax: 8-931-8029  
Email Address: csc.ofam.pmd@gmail.com