10 November 2023

REQUEST FOR QUOTATION (RFQ)

The **TOURISM PROMOTIONS BOARD** invites you to submit a quotation for the item/s listed below:

RFQ No. TPB-PR 2023.11.300

Requirement: Service Provider to Configure and Deploy Endpoint Management of the Tourism Promotions Board

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	**SCOPE OF WORKS/DELIVERABLES** 1. Discovery phase • Conduct project kick-off to introduce the company, the project team, the proposed solution, and the project constraints. • Define requirements, workplan, and expectations. • Conduct pre-requisites and remediation plan. • Conduct Intune Workshop 2. Assessment phase • Evaluate the existing TPB environment and its configuration. • Provide recommendations for optimizing Intune settings and policies. • Ensure alignment with organizational goals and best practices. • Provide a report with findings, recommendations, and roadmap. • Document existing Intune configurations • Review existing device inventory and user assignments. • Evaluate compliance policies and settings. • Review conditional access policies. • Analyze existing policies for device management, app management, and user access. • Assess configuration settings for device enrollment and app deployment. • Create an inventory of all enrolled devices and managed applications.	1,000,000.00	1,000,000.00

TOURISM PROMOTIONS BOARD PHILIPPINES
4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines
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	• Identify any unsupported or non-compliant devices. • Evaluate end-user experience with Intune, including enrollment and application access. • Identify any unsupported or non-compliant devices. • Evaluate end-user experience, including enrollment and application access. • Identify any usability or training issues. • Provide recommendations for optimizing policies and settings. 3. Build Phase • Enroll endpoint devices to Microsoft Intune which shall include Windows, Macintosh, iOS, and Android devices. • Define configuration, access, and compliance policies based on industry standard practices and recommendations raised in the previous phases. • Create policies for deploying company-approved applications to targeted devices. • Enforce policies to targeted devices and validate roll out status. 4. Project Sign-Off • Conduct project transition • Provide at least two (2) knowledge transfer sessions (1 hr. per session) • Provide documentation of the project • Conduct post-implementation monitoring for up to ten (10) business days. ***Please refer to the Terms of Reference for details.*** **ELIGIBILITY REQUIREMENTS** a. Must be an IT company operating for at least five (5) years. b. Must have handled at least three (3) similar projects within the last five (5) years. c. Must be a platinum partner of Microsoft. d. Must be an ISO 9001:2015 certified company **Submit the following:** 1. Articles of Incorporation, SEC, DTI, CDI, registration certificate, whichever is applicable		

	2. Company Profile 3. List of completed government and private contract for the **last five (5) years** whether similar or not similar in nature to the project. The format shall include the name of the client, title of the project, amount of the contract, and duration of the contract. Submit Certificate of Project Completion or its equivalent document. 4. Certificate of platinum partner status or equivalent document 5. Valid ISO 9001:2015 Certificate **LEGAL REQUIREMENTS** 6. PhilGEPS Registration Certificate 5. Business/Income Tax Return Certificate 6. Mayor's Permit 7. Omnibus Sworn Statement **Attachments:** • Technical Specification • Statement of Compliance **Note:** • All entries must be typewritten in your company letterhead. • Price Validity shall be for a period of <u>thirty (30)</u> calendar days.		
Terms	As stated		
Delivery	As stated		
ABC	PhP1,000,000.00 inclusive of applicable taxes		

Please submit your **quotation** together with the **eligibility and legal documents** enumerated above to email address **bac_sec@tpb.gov.ph/janet_villafranca@tpb.gov.ph** not later than **16 November 2023, until 5:00pm**.

The **submission of the proposal and other documents shall be in one (1) compressed file folder, any submission not in this format shall not be considered.** For easy identification of email, the subject shall be in this format: **Endpoint Management <Company Name>.**

The Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.

JANET G. VILLAFRANCA
Officer-in-Charge
Procurement and General Services Division
Administrative Department

STATEMENT OF COMPLIANCE

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence.

Service Provider to Configure and Deploy Endpoint Management of the Tourism Promotions Board

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	Device Management • Enroll devices to monitor compliance and enforce configurations. • Enable/disable features based on set standards or policies. • Compatible with Windows, Macintosh, iOS, and Android • Trigger remote wipe of device. • See enrolled devices and get an inventory of devices accessing company resources. • Enforce encryption. • Enforce multifactor authentication. • Remove organization data if a device is lost, stolen, or not used anymore. • Configure devices to meet organization security standards.	
2	Application Management • Configure apps to start or run with specific settings enabled. • Update existing apps already installed on the device. • Add and assign mobile apps to user groups and devices. • Do a selective wipe by removing only organization fata from apps. • Define/limit which actions users can do with organization data even when connected to a personal device.	
3	Compliance and Conditional Access Management • Enforce minimum compliance before endpoint devices can connect and access organizational resources. • Enable disable features based on defined conditions or device compliance.	
4	• Create groups and assign devices and policies to groups. • Define pre- and post-deployment procedures and automate the process during roll out.	
5	Fully integrates with TPB's existing Azure Active Directory.	

_____
Name and Signature of the authorized representative
Date: _____