



## **TERMS OF REFERENCE**

<b>PROJECT</b>	<b>:</b>	<b>SUBSCRIPTION OF MICROSOFT AZURE CLOUD WEB HOSTING SERVICES FOR PHILJOBNET AND PEIS</b>
<b>PROPONENT</b>	<b>:</b>	<b>DEPARTMENT OF LABOR AND EMPLOYMENT – BUREAU OF LOCAL EMPLOYMENT (DOLE- BLE)</b>
<b>NATURE OF PROJECT</b>	<b>:</b>	<b>One (1) year Subscription of Microsoft Azure Cloud Web Hosting Service with Electronic Mail Support Services (Transactional E-mails via SMTP Relay) for the PhilJobNet Web Application System</b>
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b>:</b>	<b>PHP 2,600,000.00</b>

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### **I. RATIONALE AND OBJECTIVE**

The Department of Labor and Employment (DOLE), through the Bureau of Local Employment (BLE), has developed the new and enhanced version of PhilJobNet with added features and functionalities to keep pace with top online job portals in the country.

Optimizing cloud technology as one of the key elements of the Department's digital transformation strategy, the BLE proposes to migrate to a cloud web hosting service from Microsoft Azure platform. The proposed subscription of web hosting shall encompass service and utilities that have high level security, data loss prevention, fall-over readiness, and bulk electronic mail services necessary for the maintenance and sustainability of PEIS and PhilJobNet in light of its integration.

### **II. SCOPE OF WORK**

The web hosting service and standard web hosting support service provider shall:

1. Supply and deliver the required services stipulated on the Purchase Request; and
2. Provide technical support for all problems pertaining to web hosting services.

### III. GENERAL SPECIFICATIONS

One (1) year subscription of Cloud Web Hosting service with Microsoft Azure

#### **Azure SQL Database**

Region: Southeast Asia  
Single Database, vCore, RA-GRS Backup Storage, General Purpose,  
Provisioned, Gen 5, Local Redundancy, 8 vCore instance(s),  
32 GB Storage, 32 GB Backup Storage

#### **Azure Database for MySQL**

Region: Southeast Asia  
Single Server Deployment, Memory Optimized Tier, 1 Gen 5 (8 vCore),  
5 GB Storage, 100 GB Additional Backup storage – Locally Redundant Storage  
(LRS)

#### **App Service**

Region: Southeast Asia  
Premium V3 Tier; 1 P2V3 (4 Cores, 16 GB RAM, 250 GB Storage); Linux OS

#### **SMTP Subscription**

SendGrid Pro Account  
100,000 emails per month with dedicated IP address and  
Sub-user management

One (1) year Standard Support on Web Hosting service

#### **Inclusion:**

Unlimited 24x7 billing, subscription, technical Support  
Online Incident Submission  
Initial response time less than 2 hours

### IV. RESPONSIBILITIES OF THE SERVICE PROVIDER

The web hosting service and standard web hosting support service provider shall:

1. Create new tenant and activate account;
2. Provide the following:
  - Unlimited 24x7 billing and subscription support
  - Unlimited 24x7 technical support
  - Online incident submission
  - Initial response in less than 2 hours
  - Consulting services on Azure-related services; and
3. Furnish the end-user a monthly data usage/consumption report of the system.

## **V. RESPONSIBILITIES OF DOLE-BLE**

The DOLE, through the BLE, shall:

1. Manage the server including user management;
2. Manage server patches (if necessary); and
3. Handle server OS Upgrade (if necessary).

## **VI. EXPECTED TIMEFRAME**

The delivery of the expected output as enumerated above shall be within thirty (30) calendar days after receipt of Notice to Proceed from the Department.

## **VII. MODE OF PROCUREMENT**

Appropriate mode of procurement shall be utilized for this purpose.

## **VIII. SOURCED OF FUND AND APPROVED BUDGET FOR THE CONTRACT (ABC)**

Funding for this project shall be sourced from the 2022 General Appropriations Act (GAA) DOLE Computerization Funds - MOOE

## **IX. PAYMENT SCHEME/SCHEDULE**

All services rendered for this project by the service provider shall be paid upfront and/or as agreed payment scheme by this Department.

## **X. GENERAL PROVISIONS**

The intent of this specification is to prescribe the complete purchase and delivery of services for the project which the prospective supplier will undertake in full compliance with DOLE requirements. If there is any apparent contradiction, or ambiguity between the sections of this specification, the supplier shall bring the matter to the attention of the DOLE during the pre-bid conference and shall obtain their decision as to the true meaning or intention before proceeding with the affected supply.

Further, in the event of the Service Provider's default or breach such as, but not limited to the failure to render the technical support and warranties within the stipulated period, the DOLE shall have the right to unilaterally terminate the contract and shall not be held liable for payment of any fees.

**Confidentiality:** The web hosting service provider shall commit to respect and preserve the confidentiality of data and will not be used for its own purpose or distribute such data to a third party without written consent from the DOLE-BLE. Further, appropriate security measures shall be undertaken against unauthorized access, alteration or destruction of data in accordance with Republic Act No. 10173 or the Data Privacy Act of 2012.

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FMS - BD  
EARMARKED:

PI/PA	41 3060002 - 1T
Amount	₱ 2,600,000.00
Control No.	2022-02-00965
Date	14 Feb 2022