



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Bureau of Local Employment
Intramuros, Manila



TERMS OF REFERENCE

PROJECT : **PROCUREMENT OF CLOUD HOSTING SERVICES
SUBSCRIPTION FOR JOBSTART PHILIPPINES
DIGITAL PLATFORMS**

PROPOSER : **DEPARTMENT OF LABOR AND EMPLOYMENT
(DOLE) - BUREAU OF LOCAL EMPLOYMENT (BLE)**

APPROVED BUDGET FOR THE CONTRACT (ABC) : **Php 3,000,000.00**

I. BACKGROUND/RATIONALE

The JobStart Philippines Program, one of the DOLE's youth employability enhancement programs, was institutionalized through the enactment of Republic Act (RA) No. 10869 or the JobStart Philippines Act on 29 June 2016, and its Implementing Rules and Regulations (IRR) or the DOLE Department Order (DO) 179-17 issued on 8 September 2017. JobStart introduces innovative, add-on approaches to youth employment facilitation such as extended employer engagement mechanisms, life skills training (LST), and establishment-specific technical training, and internship or work experience, to supplement the typical set of employment facilitation services that includes career guidance and employment coaching, labor market information (LMI), and referral and placement.

With the unprecedented effects brought by the COVID-19 pandemic such as mobility restrictions, physical contact, and gatherings, the JobStart implementation activities were among those affected. As a response, the BLE-JobStart Unit, in partnership with the Asian Development Bank, Government of Canada, and Plan International, started the JobStart Digitization Project in November 2020 that aims to transform JobStart's processes in digital format to deliver full employment facilitation services amidst the new normal.

Up to date, two (2) JobStart processes have been developed: (1) the online LST, wherein Plan International's Learning Management System (LMS) or also known as the "Yes! Academy" portal was initially used to host the online LST modules for the 2021 JobStart rollout; and (2) the Youth Employment Exchange (YEE) website, an online tool designed to link business sector and the Public Employment Service Offices (PESOs) for virtual engagement and data exchange on technical training and placement of JobStart trainees.

Currently, the Bureau has started developing its own LMS, which will be initially hosted under BLE web hosting, in anticipation of the Memorandum of Agreement expiration

with Plan International in November 2022. The YEE also requires further improvements based on the user feedback from its initial rollout in 2021.

Moving forward, the Bureau aims to leverage the use of technology by improving our own systems to have a better delivery of employment facilitation services hereafter. In this regard, the BLE-JobStart Unit proposes to procure a cloud hosting services subscription and ensure business continuity of the JobStart digital platforms.

In line with the Department of Information and Communications Technology (DICT) – Dept. Circular (D.C.) No. 10, series of 2020, amending D.C. 2017-002, re: Prescribing the Philippine Government’s Cloud First Policy, the Bureau conducted a Market Study of available cloud web hosting service providers in the Country. Included in the market study, are cloud web hosting service providers from Microsoft Azure cloud solution providers, Infrastructure as a Service (IaaS) of Amazon Web Service (AWS), and other local cloud solutions providers.

Based on the recommendations from the Bureau’s Project Consultant, the BLE endorses the price quotations from AWS and other local cloud solution providers wherein technical specifications are much suitable, and compatible to the JobStart’s ICT requirements.

II. OBJECTIVE

The cloud hosting subscription is needed to ensure business continuity and efficient delivery of JobStart digital platforms. Given, the anticipated increase in number of JobStart beneficiaries in the years to come, it is deemed necessary that the digitized platforms would withstand the expected web traffic when used simultaneously. In addition, the cloud hosting subscription would provide increased server uptime, secure and encrypted solutions, backup recovery feature, and data storage.

III. SCOPE OF WORK

The web hosting service provider shall carry out the following:

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

IV. GENERAL SPECIFICATIONS

One (1) year subscription of Cloud Web Hosting service

Virtual Machine

Disk space: 1 TB storage space
CPU allocation: 8 cores CPU
Memory RAM allocation: 64GB RAM
Network connectivity: 1Gbps network connection
Monthly data transfer: 500,000GB per month
Speed: Less than 50ms Latency
Bandwidth: 100GB bandwidth

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

V. RESPONSIBILITIES OF SERVICE PROVIDER

The service provider shall:

1. Creation and activation of 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 cloud-related services; and
3. Furnish the end-user a monthly data usage/consumption report of the system.

VI. RESPONSIBILITIES OF DOLE-BLE

DOLE-BLE shall:

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

VII. TIMELINES AND DELIVERABLES

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

VIII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

1. Funding for this web hosting services shall be sourced from the approved F.Y. 2022 JobStart Philippines program funds, subject to existing budgeting, accounting, and auditing rules and regulations.
2. The ABC for the proposed undertaking is **THREE MILLION PESOS (PhP 3,000,000.00)** inclusive of all applicable government taxes and charges, and other incidentals. Below is the breakdown of allocations:

IX. PAYMENT SCHEME

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