



TECHNICAL SPECIFICATIONS

SUPPLY AND DELIVERY OF ONLINE OFFICE PRODUCTIVITY SUITE FOR BAFE PERSONNEL

OBJECTIVE:

The objective of Online Office Productivity Suite in an office environment is to enhance productivity, collaboration, and communication among team members. It provides a suite of cloud-based productivity tools and services that enable organizations to work more efficiently and effectively. Here are some key objectives of Online Office Productivity Suite:

- 1. Streamline Communication:** Online Office Productivity Suite offers email services through Gmail, allowing employees to communicate seamlessly through custom email addresses. It also provides instant messaging and team collaboration features through Chat, facilitating quick and efficient communication within the organization.
- 2. Foster Collaboration:** With tools like Online Docs, Sheets, and Slides, Online Office Productivity Suite enables real-time document collaboration. Multiple team members can work simultaneously on the same document, making edits, adding comments, and tracking changes, which promotes teamwork and improves productivity.
- 3. Centralize File Management:** Online File Storage, the cloud storage component of Online Office Productivity Suite, allows teams to store, organize, and share files securely. It eliminates the need for local file servers and enables easy access to files from anywhere, on any device, with the ability to control access and permissions.
- 4. Simplify Scheduling and Meetings:** Online Office Productivity Suite includes Online Calendar, which helps in scheduling meetings, managing events, and sharing calendars with colleagues. It also integrates with Online Conference, providing a platform for video conferences, screen sharing, and remote collaboration.
- 5. Enhance Productivity:** Online Office Productivity Suite offers various productivity features like task management, reminders, and integration with other productivity tools. It allows employees to stay organized, manage their workflow efficiently, and seamlessly integrate with other popular apps and services.
- 6. Ensure Security and Control:** Online Office Productivity Suite provides robust security features, including two-factor authentication (2FA), data encryption, spam protection, and advanced admin controls. It helps organizations maintain data privacy, prevent unauthorized access, and comply with industry regulations.
- 7. Enable Mobility and Remote Work:** With Online Office Productivity Suite, employees can access their work from any device with an internet connection, enabling flexibility and remote collaboration. It supports mobile apps for iOS and Android devices, ensuring productivity on the go.

Overall, Online Office Productivity Suite aims to improve collaboration, communication, and productivity within the office environment by offering a comprehensive set of cloud-based tools and services that simplify work processes and enhance efficiency.

APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is **Three Hundred Fifty Thousand Pesos (PhP 350,000.00)** inclusive of all taxes, delivery, installation fee/service charges, and all other charges.

TECHNICAL DESCRIPTION AND COMPLIANCE AND ESTIMATED COST:

ITEM DESCRIPTION	QTY	UNIT COST (PhP)	TOTAL COST (PhP)
<p>Online Office Productivity Suite</p> <ul style="list-style-type: none"> • Email and Storage: 30 Gigabyte cloud storage per user (Shared between Online Storage and E-Mail), Has the ability to send attachments up to 25 Megabytes, Email with custom email address (<i>e.g., yourname@yourcompany.com</i>) with spam protection and email filtering. • Collaboration Tools: Online file storage and sharing, online productivity tool for document editing and collaboration, Online spreadsheets with data analysis, Online Presentation editor and online surveying forms. • Security and Administration: at least with two-factor authentication for security, centralized administration console for user and app management, Data loss prevention (DLP) and encryption for sensitive information and data privacy, advance auditing, and reporting for compliance purposes, at least with 24/7 customer support thru phone, online and chat. • Communication and Video Conferencing: Online video meetings, conference calls, and screen sharing, Online Chat for direct messaging and team collaboration, Integration with other communication tools that may be compatible with. • Mobile and Desktop: At least can access thru cross platform thru desktop, mobile and tablet devices, can also sync files across devices using online file storage. • Duration: One year upon activation of contract. 	30	6,000.00	180,000.00
<p>Online Office Productivity Suite</p> <ul style="list-style-type: none"> • Email and Storage: 2 TB cloud storage per user (Shared between Online Storage and E-Mail), Has the ability to send attachments up to 25 Megabytes, Email with custom email address (<i>e.g., yourname@yourcompany.com</i>) with spam protection and email filtering. • Collaboration Tools: Online file storage and sharing, online productivity tool for document editing and collaboration, Online spreadsheets with data analysis, Online Presentation editor and online surveying forms. • Security and Administration: at least with two-factor authentication for security, centralized administration console for user and app management, Data loss prevention (DLP) and encryption for sensitive information and data privacy, advance auditing, and reporting for compliance purposes, at least with 24/7 customer support thru phone, online and chat. • Communication and Video Conferencing: Online video meetings, conference calls, and screen sharing, Online Chat for direct messaging and team collaboration, Integration with other 	14	12,142.857	170,000.00

<p>communication tools that may be compatible with.</p> <ul style="list-style-type: none"> ● Mobile and Desktop: At least can access thru cross platform thru desktop, mobile and tablet devices, can also sync files across devices using online file storage. ● Duration: One year upon activation of contract. 			
Grand Total		PhP 350,000.00	

WARRANTY AND TRAINING

- Must have at least 1-year after-sales support.
- Must have basic technology transfer seminar/training for at least five (5) participants.

SCHEDULE OF DELIVERY/INSTALLATION:

All items shall be supplied and delivered/installed within sixty (60) calendar days upon receipt of the Notice to Proceed (NTP) at **BAFE, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City.**

ADDITIONAL TECHNICAL DOCUMENTS

All Bidders must submit the following documents:

- Certification from the manufacturer that the bidder is an authorized reseller and/or distributor of the proposed products.
- At least five (5) years active in the market and at least one (1) similar contracts

INSPECTION AND TESTS PROCEDURE

Inspector and/or Supply Officer can reject any unit or part thereof that fails to pass any test and/or inspection or does not conform to specifications.

Inspector and/or Supply Officer will issue an Inspection and Acceptance Report (IAR) upon determining that the delivered various software is usable and in good working condition.

PAYMENT

One-Time payment shall be done within Thirty (30) working days after the installation and acceptance of the software including documents such as sales invoice/billing statements and other requirements.

Prepared by:





TECHNICAL SPECIFICATIONS

SUPPLY AND DELIVERY OF VARIOUS SOFTWARE AND SUBSCRIPTIONS FOR BAFE PERSONNEL

OBJECTIVE:

- Video Processing Subscription:** To assist technical staff in producing fast, high-quality edits while staying focused on your articles, vlogs, and topics related to the agricultural and fishery engineering sector. It can also assist the staff in automating audio mixes with full control over volume, panning, bussing, audio effects, and more. Create original sound effects and mix them with stock sounds.
- Image Processing Subscription:** To aid technical staff in enhancing images, application of photo effects, creating social media content, and application of premium designs and templates used for visual presentation and other functions related to images.
- Office Productivity Software (Perpetual):** To help technical staff with productivity and completing common tasks on a computer. You can create and edit documents containing text and images, work with data in spreadsheets and databases, and create presentations and posters. It contains a word processor (Word), a spreadsheet program (Excel) and a presentation program (PowerPoint), an email client (Outlook), a database management system (Access), and a desktop publishing app (Publisher).
- Online Data Collection and Analysis Platform Subscription (Annual)** aims to provide humanitarian aid and development organizations with a versatile and user-friendly tool for effective and trustworthy data collection, management, and analysis. This platform will enable evidence-based decision-making and enhance project outcomes. It will be specifically utilized for data gathering in the field of Agricultural and Biosystems Engineering, including Fisheries and the Agricultural sector:

APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is **Three Hundred Fifty-Five Thousand Five Hundred Pesos (PhP 355,500.00)** inclusive of all taxes, delivery, installation fee/service charges, and all other charges.

TECHNICAL DESCRIPTION AND COMPLIANCE AND ESTIMATED COST:

ITEM DESCRIPTION	QTY	UNIT COST (PhP)	TOTAL COST (PhP)
Video Processing Subscription (features/functions) <ul style="list-style-type: none"> Licenses should be for 1-year cloud-based software Professional video editing software for creating content web videos and other animations for any medium. Must be compatible and can be integrated with any medium software installed in office laptops. 	1	21,500.00	21,500.00

<ul style="list-style-type: none"> ● Must be compatible with current office laptops with Windows 10 (64-bit) operating system. ● Must be able to operate with eight (8) gigabytes of random-access memory (RAM). ● Must be able to create videos with at least two (2) gigabytes of the graphic processing unit (GPU) video random access memory (VRAM). ● Unlimited video & audio tracks, Storyboard and timeline synchronization, Nested timelines. ● Adjustment tracks, Keyframing & automation control. 			
<p>Image Processing Subscription (features/functions)</p> <ul style="list-style-type: none"> ● Curved text Generator. ● Photo effects. ● Image enhancer. ● Add frames to photos. ● Add text to photos. ● 100+ million premium stock photos, videos, audio, and graphics 610,000+. ● Premium and free templates with new designs daily Easily save and apply your brand's visual identity with up to 100 Brand Kits. ● Remove image backgrounds instantly with the Background Remover feature. ● Resize designs infinitely with Magic Resize. ● Unlimited features, folders, and premium content Schedule social media content to eight platforms with 1TB of cloud storage. 	3	3,000.00	9,000.00
<p>Office Productivity Software (Perpetual) (features/functions)</p> <ul style="list-style-type: none"> ● One-time purchase for 1 PC or Mac - software that allows for the viewing, creating and modifying of general office documents. ● Provide a standard document format. ● Ability to format and customize documents as desired. ● Ability to track changes to a document. ● Ability to create interactive presentations. ● Ability to create form letters and perform mail merges. ● Ability to create customized spreadsheet applications. ● Ability to create charts and graphs. ● Ability to check a document for grammar and spelling inaccuracies. ● Compatible with Windows 11, Windows 10, or macOS* - Works with Microsoft Teams. 	10	20,000.00	200,000.00
Online Data Collection and Analysis Platform			

(Annual Subscription)

- Form Builder Software:

- This software is a form builder tool used to create custom data collection forms. It allows users to design forms using a web-based interface.
- It supports a variety of form elements, such as text inputs, multiple-choice questions, geolocation, images, and more.
- Forms can be designed with conditional logic to show or hide questions based on certain criteria.
- Data validation rules can be defined to ensure data quality and accuracy during data entry.

- Data Collector Software:

- This software is the data collection component of this platform, available as a mobile application for Android devices.
- It allows users to collect data in the field using the custom forms created with Form Builder Software.
- Data can be collected offline and synchronized with the server when an internet connection is available.
- It supports various media types, including images, video, audio, and barcodes.

- Server Requirements:

- This Online Data Collection and Analysis Platform can be hosted on your own server infrastructure or used through the official platform servers.
- The server should have a web server software installed, such as Apache or Nginx, to handle HTTP requests.
- The server-side component of platform is written in Python, so a compatible version of Python should be installed.
- It uses Django, a Python web framework, so Django and its dependencies should be installed.
- The server should have PostgreSQL or MySQL database management system installed to store the data.

- Supported Browsers:

- Online Data Collection and Analysis Platform supports modern web browsers, including Google Chrome, Mozilla Firefox,

1

125,000.00

125,000.00

<p>Safari, and Microsoft Edge.</p> <ul style="list-style-type: none"> - JavaScript and cookies should be enabled in the browser for optimal functionality. <ul style="list-style-type: none"> • Mobile Requirements: <ul style="list-style-type: none"> - the mobile data collection app, is available for Android devices running Android 6.0 (MarshMallow) or later versions. - Compatible with GPS capabilities devices for collecting geolocation data. 			
Grand Total			PhP 355,500.00

WARRANTY AND TRAINING

- Must have at least 1-year after-sales support.
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SCHEDULE OF DELIVERY/INSTALLATION:

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ADDITIONAL TECHNICAL DOCUMENTS

All Bidders must submit the following documents:

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INSPECTION AND TESTS PROCEDURE

Inspector and/or Supply Officer can reject any unit or part thereof that fails to pass any test and/or inspection or does not conform to specifications.

Inspector and/or Supply Officer will issue an Inspection and Acceptance Report (IAR) upon determining that the delivered various software is usable and in good working condition.

PAYMENT

One-Time payment shall be done within Thirty (30) working days after the installation and acceptance of the software including documents such as sales invoice/billing statements and other requirements.

Prepared by:



JULIUS ABE S. PERALTA

Chief, Digital Technology Application Section and
System Development and Knowledge Management Section
Permanent Procurement Coordinator, PKMDD

CONFORME:

[Signature of Authorized Representative]

*[In the capacity of (Please indicate position
of Authorized Representative)]*

Duly authorized to sign Bid for and on behalf of _____

[Please indicate the name of company]



TERMS OF REFERENCE

TITLE:

SUPPLY, DELIVERY, AND INSTALLATION OF THIRTY (30) UNITS OF ANTI-VIRUS END-POINT SECURITY SOFTWARE FOR THE OFFICIAL USE OF BAFE PERSONNEL

OBJECTIVE:

1. To obtain protection from computer viruses and its transmission.
2. To help computers in blocking spams and pop-up ads which bring harmful threats.
3. To strengthen its protection from data hackers and thieves.
4. To ensure protection from other removable storage devices.
5. To provide total security from spyware, phishing attacks, and any malicious viruses

APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is Ninety-Two Thousand Pesos (Php 92,000.00) inclusive of all taxes.

TECHNICAL SPECIFICATIONS:

NAME	QTY	UNIT COST	TOTAL COST
Anti-Virus End-Point Security (5 Devices for 2 years Subscription) <ul style="list-style-type: none"> ● Version: at least 2022 or latest ● Online Support: Yes ● Password Manager: Yes ● Safe Web Browsing: Yes ● Performance Optimization: Yes ● SHA-2 and 2048 Bit Encryption ● Multi-device Compatibility ● Encrypted Storage System Requirements: OS: Windows 7 or later, macOS X 10.10 or later Processor: 1.6 GHz Dual Core Processor RAM: 1 GB RAM Disk Space: 500 MB	30	3,066.66	92,000.00

WARRANTY AND TRAINING

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INSPECTION AND TESTS PROCEDURE

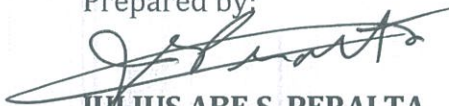
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Prepared by:



JULIUS ABE S. PERALTA
Chief, Digital Technology Application
System Development and Knowledge Management
Permanent Procurement Coordinator, PKMDD

CONFORME:

[Signature of Authorized Representative]

[In the capacity of (Please indicate position of Authorized Representative)]

Duly authorized to sign Bid for and on behalf of

[Please indicate the name of company]