PURCHASE REQUEST

OFFICE OF THE SOLICITOR GENERAL

(Agency)

Department:	**CASE MANAGEMENT SERVICE**	PR No.	025-11-189(EPA2026) Date: November 11, 2025
Section:		SAI No.	Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	lot	**PROCUREMENT OF FILE AND DATA BACKUP SOLUTION FOR OSG FOR FY 2026** *The proposed backup and data restoration solution ensures that the Office of the Solicitor General can securely store and retrieve its Microsoft O365 cloud-based files, emails, and productivity data. This solution will enable regular automated backups, providing the OSG with reliable access to critical information, even in the event of accidental deletions, data corruption, or cyber threats such as ransomware. The focus will be on creating a seamless backup system that integrates with the OSG's existing infrastructure and allows authorized personnel to efficiently restore data when required, minimizing downtime and disruptions to ongoing legal processes.* *Deliverables:* *a. Eight hundred fifty (850) licenses of endpoint protection solutions valid for a one-year (1 year) subscription from the date of installation and deployment.* *b. Provide a technical person to assist in uninstalling OSG's existing endpoint protection solution and installing the proposed solution.* *c. All items should be delivered within 30 days of receipt of the Notice to Proceed.* *d. Provide training covering essential items for correct use and day-to-day administration.* *e. Training materials, product guides, and documentation should be available online.* *f. Must be done during business hours.* *g. The course outline should be presented.* *h. Training must begin upon deployment within ten (10) days of solution delivery and must be coordinated with CMS. The CMS will provide certification for delivery and training completion.* *Please see attached Terms of Reference (TOR):* *I. Scope* *II. Approved Budget for the Contract (ABC)* *III. Delivery and Training* *IV. Schedule of Payment* *V. Qualification of the Supplier* *VI. Other provisions of RA 9184 /RA 12009* *VII. Technical Specifications:* *a. General Provision* *b. Backup Data* *c. Restore Data* *d. Other Requirements/Functionalities* *e. Implementation Services* *f. Maintenance Support* *Attached: Memorandum from TWG Chairperson SSS Joel N. Villaseran and Approved Terms of Reference from the Technical Working Group*	1	Php 4,000,000.00 *VAT INCLUDED*	Php 4,000,000.00

FUNDS AVAILABLE: FOR NEP 2026
ASG SAMANTHA P. CAMITAN
OIC-Financial Management Service

Amount in Words	**Four Million Pesos Only**	**Php 4,000,000.00**
Purpose:	**For Bidding (Early Procurement Activity FY 2026)**	

Prepared By:	Recommending Approval:	Approved by:
ISRAEL C. DALLUAY	**EDUARDO ALEJANDRO O. SANTOS**	**DARLENE MARIE B. BERBERABE**
Administrative Assistant III	Director IV, CMS	Solicitor General