

## TERMS OF REFERENCE

- A. Project Title** : Web Hosting for DFA-OCA's Consular Website
- B. Description** : This is to provide a continuous subscription of storage and Hosting service for the OCA's website: dfa-oca.ph
- C. Approved Budget: for the Contract** : Php 100,000.00 inclusive of VAT
- D. Project Duration:**
1. The project delivery date is within thirty (30) calendar days from the date of receipt of "Notice to Proceed".
  2. The project support and maintenance will commence on the delivery date.
- E. Technical Specifications:**
1. Web Hosting  
Inclusions:
    - 1.1. Standard Security Layer Certificate
      - at least One (1) year subscription
    - 1.2. Virtual Private Server / Cloud Service Subscription:
      - At least One (1) year subscription
      - 8 CPU Cores
      - 16GB RAM
      - 400 GB NVMe SSD Storage
      - Snapshot backups
      - 3 additional IPs available upon request
      - 4 global data centers
    - 1.3. Domain Subscription
      - Renewal of the existing domain dfa-oca.ph
      - At least Once (1) year subscription
- F. Scope of Work/ Deliverables**
1. Scope of Work
    - 1.1. Activation of One (1) Year Cloud Service Subscription, SSL Certification and Domain Subscription.
  2. Warranty and Support
    - 2.1. Warranty and support starts upon delivery date
- G. Terms and Conditions:**
1. The Service Provider must be a Reseller;
  2. The Service Provider shall turnover the software and licenses to the End-user within thirty (30) calendar days upon receipt of Notice to Proceed (NTP);

3. The Service Provider shall issue a certificate of subscription after complete turnover;
4. The Service Provider shall issue a sales invoice based on the actual service rendered;
5. The Service Provider shall be paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent complete with supporting documents examined by the Office of Financial Management Services – Financial Resource Management Division (OFMS-FRMD). Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP);
6. All Payments shall be inclusive of all applicable taxes and other lawful charges; and
7. Payments to be made by SEND BILL arrangement through issuance of statement of account, provisional receipt using the template of DFA and other procurement-related documents, which will only be effected by strict compliance with the usual prescribed account.