TITLE: SYSTEM ADMINISTRATION TRAINING

LOCATION: NATIONAL MUSEUM OF THE PHILIPPINES – MUSEUM COMPLEX

IMPLEMENTING UNIT:
OFFICE OF THE DIRECTOR GENERAL - INFORMATION AND COMMUNICATIONS TECHNOLOGY SECTION

DESCRIPTION:
As part of the National Museum of the Philippines' ongoing modernization and digital transformation efforts, specialized System Administration training for the Information and Communications Technology Section is crucial. This initiative will empower the team to ensure the robust, secure, and continuous functioning of all IT systems vital for the Museum's daily operations.

OBJECTIVE:
To equip participants with the knowledge and practical skills necessary to effectively install, configure, maintain, monitor, troubleshoot, and secure computer systems, networks, and related infrastructure within an organizational environment

◯ **SCOPE OF WORK** (for Infrastructure Projects)

⬤ **TECHNICAL SPECIFICATIONS** (for Goods/Services Projects)

◯ **TERMS OF REFERENCE** (for Consulting Services Projects)

TECHNICAL SPECIFICATIONS:

Training Title	:	AWS Cloud Practitioner Training
Mode of Training	:	In-House (Face to Face) Training
No. of Participants	:	16 PAX
Minimum hours of Training	:	35 hours

Training Objective: This training course aims to keep the ICT personnel and the agency's ICT infrastructure efficient and adaptable, as well as to ensure that all computing solutions implemented and to be implemented within are running and performing efficiently and effectively and meet the needs of the agency.

Program Structure and Course Outline

Module 1: Introduction to Amazon Web Services
- Summarize the benefits of AWS
- Describe differences between on-demand delivery and cloud deployments
- Summarize the pay-as-you-go pricing model

Module 2: Compute in the Cloud
- Describe the benefits of Amazon Elastic Compute Cloud (Amazon EC2) at a basic level
- Identify the different Amazon EC2 instance types
- Differentiate between the various billing options for Amazon EC2
- Describe the benefits of Amazon EC2 Auto Scaling
- Summarize the benefits of Elastic Load Balancing
- Give an example of the uses for Elastic Load Balancing
- Summarize the differences between Amazon Simple Notification Service (Amazon SNS) and Amazon Simple Queue Services (Amazon SQS)
- Summarize additional AWS compute options

PROJECT PROFILE	
Document Reference No.	NMP-BAC-F-020
Effectivity Date:	30 June 2023
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Module 3: Global Infrastructure and Reliability
- Summarize the benefits of the AWS Global Infrastructure
- Describe the basic concept of Availability Zones
- Describe the benefits of Amazon CloudFront and Edge locations
- Compare different methods for provisioning AWS services

Module 4: Networking
- Describe the basic concepts of networking
- Describe the difference between public and private networking resources
- Explain a virtual private gateway using a real-life scenario
- Explain a virtual private network (VPN) using a real-life scenario
- Describe the benefit of AWS Direct Connect
- Describe the benefit of hybrid deployments
- Describe the layers of security used in an IT strategy
- Describe which services are used to interact with the AWS global network

Module 5: Storage and Databases
- Summarize the basic concept of storage and databases
- Describe benefits of Amazon Elastic Block Store (Amazon EBS)
- Describe benefits of Amazon Simple Storage Service (Amazon S3)
- Describe the benefits of Amazon Elastic File System (Amazon EFS)
- Summarize various storage solutions
- Describe the benefits of Amazon Relational Database Service (Amazon RDS)
- Describe the benefits of Amazon DynamoDB
- Summarize various database services

Module 6: Security
- Explain the benefits of the shared responsibility model
- Describe multi-factor authentication (MFA)
- Differentiate between the AWS Identity and Access Management (IAM) security levels
- Describe security policies at a basic level
- Explain the benefits of AWS Organizations
- Summarize the benefits of compliance with AWS
- Explain primary AWS security services at a basic level

Module 7: Monitoring and Analytics
- Summarize approaches to monitoring your AWS environment
- Describe the benefits of Amazon CloudWatch
- Describe the benefits of AWS CloudTrail
- Describe the benefits of AWS Trusted Advisor

Module 8: Pricing and Support
- Understand AWS pricing and support models
- Describe the AWS Free Tier
- Describe key benefits of AWS Organizations and consolidated billing
- Explain the benefits of AWS Budgets
- Explain the benefits of AWS Cost Explorer Explain the primary benefits of the AWS Pricing Calculator

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- Distinguish between the various AWS Support Plans
- Describe the benefits of AWS Marketplace

Module 9: Migration and Innovation
- Understand migration and innovation in the AWS Cloud
- Summarize the AWS Cloud Adoption Framework (AWS CAF)
- Summarize six key factors of a cloud migration strategy
- Describe the benefits of various AWS data migration solutions, such as AWS Snowcone, AWS Snowball, and AWS Snowmobile
- Summarize the broad scope of innovative solutions that AWS offers
- Summarize the five pillars of the AWS Well-Architected Framework

Module 10: AWS Certified Cloud Practitioner Basics
- Determine resources for preparing for the AWS Certified Cloud Practitioner examination
- Describe benefits of becoming AWS Certified

NMP'S RESPONSIBILITIES
1. Each participant must bring their own device (BYOD)
2. Provides a multimedia projector, microphone, Internet connection/wifi, extensions for laptops

SERVICE PROVIDER'S RESPONSIBILITIES:
1. Manage and conduct the aforementioned topics for the training/program for selected participants.
2. Provide Subject Matter Expert (SME) who will conduct, implement, and facilitate the program/course.
3. Provide hard copy of the course materials and other resources to support continued learning.
4. Submit the final report that includes event proceedings and key outcomes, recommendations, participants' feedback and suggested next steps 5 working days after the end of training.
5. Prepare and grant the corresponding Certificate of Completion to each participant who completes the program/course.
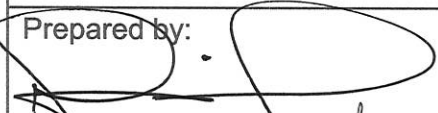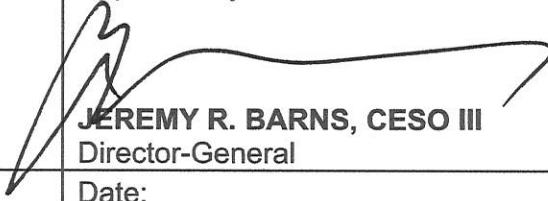
QUALIFICATIONS OF THE SERVICE PROVIDER:
1. The Service Provider must have a DICT Accreditation Certificate on VA/PT and ISMS.
2. The Service Provider must have a recognized certification as a Cloud Practitioner or other equivalent certification issued by DICT, DAP, or any equivalent recognized institution.
3. The Service Provider must have conducted at least two (2) professional trainings or workshops related to web development, conducted for any recognized group, institution, or organization.
4. The Service Provider must have a minimum of five (5) years of experience in conducting training.
5. The Service Provider must have a minimum of two very satisfactory certificates or equivalent within the five years preceding the current year.
6. The Service Provider must not be blacklisted by any government agency for the last five years.
7. The Service Provider shall present at least three (3) service performance satisfaction evaluation reports/certificates with at least Very Satisfactory rating (for the last 5 years). In the event that the Prospective Bidder has rendered services to the NMP, that is similar to the project to be bid, and within the said time frame, performance evaluation issued by the NMP shall be included in the list of the required certifications/performance rating to be submitted.

SOURCE OF FUND: GAA FY 2025

APPROVED BUDGET FOR CONTRACT: The Approved Budget of the Contract (ABC) is Two Hundred Twenty Thousand Pesos (220,000.00) inclusive of VAT and all applicable taxes.

COMPLETION TIME: December 2025

TERMS OF PAYMENT:

One hundred (100%) of the total amount identified per training shall be made within 15-30 days after the conduct of every training. This amount shall cover payment for the program management, handouts/manuals, supplies, and materials for the program.

WARRANTIES AND GUARANTEES:

The warranty coverage shall be in accordance with Section 62.1 of the 2016 Revised IRR of RA 9184.

Non-Disclosure Agreement
The Service Provider agrees that any information that may be acquired and/or possessed during the rendering of services by the technical specialist assigned to the NMP shall not be disclosed to or provided to any unauthorized person, partnership firm, or corporation. The technical specialists are prohibited from making unauthorized use of or access to IT resources that could compromise systems. For this, an assigned specialist to the NMP shall be required to execute the Undertaking on Non-Disclosure appended hereto.

CONTRACTOR'S ELIGIBILITY:
The Contractor is required to submit at least One (1) similar contract/s awarded and completed from Y2020 to present with an amount of at least fifty percent (50%) of the Approved Budget for the Contract (ABC).

LIQUIDATED DAMAGES:
When the SERVICE PROVIDER fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the SERVICE PROVIDER shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to 1/10 of 1% of the cost of the delayed contract scheduled for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned. In no case shall the sum of the liquidated damages exceed 10% of the total contract price, in which the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages.

PRE-TERMINATION CLAUSE:

The contract is effective on the date indicated in the NTP and shall remain in full force for (1 year) or until terminated by either party (NMP or the Service Provider) upon prior written notice by either party. The termination process shall follow the prescribed procedure under IRR-A R.A. 9184.

The NMP reserves the right to pre-terminate the contract by serving written notice on the SERVICE PROVIDER. If the SERVICE PROVIDER does not appeal or seek reconsideration of the decision to pre-terminate within Fifteen (15) calendar days from receipt of the notice, the contract is deemed terminated. The grounds for the termination of the contract by the NMP include but not limited to the following:

1. Violation(s) of any of the terms and conditions of the Contract; and
2. Any other act or omission by the SERVICE PROVIDER which is detrimental or prejudicial to the interest of the NMP, its employee(s), or the public.

Prepared by: **RESTY D. MORANCIL** Information Technology Officer I	
Date:	
Recommending Approval: **JORELL M. LEGASPI** Deputy Director-General for Museums	Approved by: **JEREMY R. BARNS, CESO III** Director-General
Date:	Date: