



ASEAN SECRETARIAT

Feasibility Study

ASEC's Infrastructure: On-premises vs Cloud Solution

Version 2

Version	Date	Status	Author
1	15/11/2023	Final Draft	ITSD & CAD
2	22/11/2023	Final	Procurement Unit

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Feasibility Study on ASEC's IT Infrastructure: On-premises vs Cloud Platform/Solution

1 Objective

ASEAN Secretariat (ASEC) is seeking an IT consultant(s)/vendor to perform a feasibility study on ASEC's current on-premises IT infrastructure to determine whether ASEC should maintain the current IT infrastructure or to migrate it to cloud platform. The study should include assessment of the current situation in ASEC IT infrastructure, identifying potential challenges (on-premises and cloud platform), viability and benefits of migrating to the cloud, and recommendations.

2 Scope of Work

- i. Conduct analysis of ASEC's current IT infrastructure/environment and data systems vs the cloud platform/solution. This include what is the challenges to maintain the current IT infrastructure/environment and what would be potential challenges for migrating the current IT infrastructure to the cloud one, i.e., the pros and cons of on-premises vs cloud platform.
- ii. Research and evaluate potential cloud service providers (e.g., AWS, Azure, etc), at least 3 service providers.
- iii. If the recommendation is for ASEC to migrate the current IT to cloud:
 - (a) identify, evaluate and assess potential risks and challenges associated with the migration process such as security concerns, data sovereignty issues, outline disaster recovery/redundancy options and compliance challenges;
 - (b) provide roadmap of migration strategy and timeline; and
 - (c) cost estimates for migration and long-term cost implication (annual maintenance and licensing costs)

OR

If the recommendation is for ASEC to maintain the current IT infrastructure, please provide a recommendation for ASEC to improvement and enhance the current IT infrastructure, if any.

- iv. Document all findings, analysis, recommendations, implementation roadmap, cost estimates, long-term technical efficiency and cost implication, and present the study report to the ASEC's management.

3 Expected Deliverables

The expected deliverables are:

- i. A **comprehensive analytical report** which includes: (a) what are pros and cons of on-premises IT infrastructure vs cloud one (both in terms of cost effectiveness and technical efficiency); (b) what are the challenges of the current on-premises application infrastructure; and (c) what would be potential challenges for ASEC to migrate the current IT infrastructure to cloud solution/platform; and
- ii. A **recommendation** on either (a) *how to improve the current IT infrastructure including the long-term cost implication*; **or** (b) *how to migrate the current IT infrastructure to the cloud platform/solution which includes implementation roadmap and the long-term cost implication*.

4 Expected Timeline

The expected duration to complete this assignment is not more than 3 weeks.

5 Qualifications and Experiences

- i. Experience in working with similar organisation as ASEAN Secretariat.
- ii. Strong understanding of IT network infrastructure.
- iii. Understanding of cloud computing including knowledge of cloud services, virtualisation, network architecture and security in cloud environments.
- iv. Possessing relevant certifications such as Certified/Professional Cloud Solution Architect.
- v. Providing at least one (1) reference/portfolio of previous cloud migration project.
- vi. Good communications in English, both written and verbally.

6 Terms of Payment

Quoted price shall be submitted in US Dollar for international bidders and IDR for local bidders.

The payment will be in two instalments:

- (i) First payment: 30% upon accepting the ASEC's offer (PO); and
- (ii) Second Payment: 70% upon completion of the assignment and meeting ASEC's expectations

7 Note

The consultant(s)/vendor should be agnostic and unbiased and should recommend a most suitable solution for ASEC (not promoting for a specific solution/service provider).
