

7 February 2019

REQUEST FOR QUOTATION

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

Quotation No. TPB-PR 2019.02.096

Requirements : 1 Year Subscription of G Suite Basic Software License
Project : Migration of TBPs Email Accounts

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)																		
110 pcs	G Suite Basic Plan - 1 Year License	609,500.00	609,500.00																		
	<table border="1"> <thead> <tr> <th>ITEM</th> <th>SPECIFICATIONS</th> </tr> </thead> <tbody> <tr> <td colspan="2">Number of Licenses</td> </tr> <tr> <td>1</td> <td>Capable of providing G Suite Basic Plan for one hundred ten (110) named user licenses</td> </tr> <tr> <td>2</td> <td>Provision for additional named user licenses upon request from TPB with the same License cost per user.</td> </tr> <tr> <td colspan="2">Collaborative Apps</td> </tr> <tr> <td>3</td> <td>Gmail – Capable to maintain @tpb.gov.ph (TPB’s Official domain) Capable of sending and receiving emails with attachments of different file types (video, audio, Photoshop, etc.)</td> </tr> <tr> <td>4</td> <td>Drive - Store and back up files securely in the cloud with a 30 GB storage</td> </tr> <tr> <td>5</td> <td>Docs - Collaborate in real-time on online documents spreadsheets and presentations</td> </tr> <tr> <td>6</td> <td>Calendar – share calendars to schedule meetings and events</td> </tr> </tbody> </table>	ITEM	SPECIFICATIONS	Number of Licenses		1	Capable of providing G Suite Basic Plan for one hundred ten (110) named user licenses	2	Provision for additional named user licenses upon request from TPB with the same License cost per user.	Collaborative Apps		3	Gmail – Capable to maintain @tpb.gov.ph (TPB’s Official domain) Capable of sending and receiving emails with attachments of different file types (video, audio, Photoshop, etc.)	4	Drive - Store and back up files securely in the cloud with a 30 GB storage	5	Docs - Collaborate in real-time on online documents spreadsheets and presentations	6	Calendar – share calendars to schedule meetings and events		
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7	Sites – Build collaborative sites
8	Contacts – Contact Management Tool
9	Groups – Provides a gateway to Usenet newsgroups via shared user interface
10	Maps – Web mapping device
11	Hangouts – Communication platform that includes video chat, SMS and VOIP features
Administrative Controls	
12	Manage user accounts and security settings from Central Admin Console
13	Control user access to features and services
14	Track usage trends via audits and reports
15	In case of change in service provider, no loss of current data in transferring from one service provider to another
Other Requirements	
16	Administrator’s Training with User’s Manual

Provision for Administrative Training (schedule to be advised by TPB)

Bidders are requested to submit the following documents:

1. Certificate from manufacturer or distributor as authorized reseller/partner network.
2. Certification on G Suite Administration for the license being offered.
3. VAS License Certificate from National Telecom Commission to provide electronic mail service
4. Business registration as an IT company operating for the last 3 years

Delivery 20CD upon receipt of Notice to Proceed

Winning bidder shall coordinate with the current TPB Server and Domain Name Administrator as necessary

	Please see attached Terms of Reference and Technical Specifications for details.		
Terms	30 days upon receipt of invoice		
Delivery	As stated		
ABC	PhP609,500.00 inclusive of service charge and all applicable taxes		

Please submit your **quotation and legal documents in a sealed envelope** not later than **14 February 2019, 12:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila, addressed to the undersigned.

Thank you very much.

(Sgd.)

NILO C. ABON

Officer- In- Charge

Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Contact No

5259318 loc. 246 / 5257312

Note: All entries must be typewritten in your company letterhead.

Price Validity shall be for a period of thirty (30) calendar days.

New Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. PhilGEPS Registration Number
2. Mayor/Business Permit Certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement
5. Company Profile