

## TERMS OF REFERENCE

**I. PROJECT:**

Procurement of G Suite Software Licenses for the Official Emails of the Tourism Promotions Board (TPB)

**II. BACKGROUND:**

The project calls for an IT Company who will handle the procurement of G SUITE BASIC software licenses and provide administrative and maintenance support for TPB’s Email Communication Service.

**III. APPROVED BUDGET FOR THE CONTRACT (ABC):** PhP 609,500.00 (inclusive of applicable taxes)

**IV. SCHEDULE OF REQUIREMENTS**

	Description	Quantity	Delivery Date
1.	Procurement of G Suite Basic Plan  Number of Licenses	110	20 calendar days after the receipt of Notice to Proceed
2.	Provision of Administrator’s Training	1	To be scheduled by MISD - TPB

**V. PROJECT DURATION:** 1 year upon issuance of Notice to Proceed

**VI. TECHNICAL SPECIFICATIONS:**

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	<b>Gmail</b> – 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	<b>Drive</b> - Store and back up files securely in the cloud with a 30 GB storage
5	<b>Docs</b> - Collaborate in real-time on online documents spreadsheets and presentations
6	<b>Calendar</b> – share calendars to schedule meetings and events
7	<b>Sites</b> – Build collaborative sites
8	<b>Contacts</b> – Contact Management Tool
9	<b>Groups</b> – Provides a gateway to Usenet newsgroups via shared user interface
10	<b>Maps</b> – Web mapping device
11	<b>Hangouts</b> – 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

## VII. BIDDER’S COMPLIANCE

Statement of Bidder’s existence and expertise

1. The bidder must submit a certification from manufacturer or distributor that the bidder is authorized to bid, sell, support and maintain the products being offered. If distributor will certify the bidder, they must submit a certification from Manufacturer acknowledging the distributor as a Partner Network of the product being offered.
2. The bidder must have a Certification on G Suite Administration for the license being offered.
3. The bidder must be VAS licensed certified by the National Telecommunication Commission to provide Electronic Mail Service.
4. The bidder must be operating in the Philippines for the past three (3) years as an IT company.
5. Bidder to be awarded of the project is expected to coordinate with current TPB Server and Domain name Administrator for access and must handle and administer all necessary Technical Configurations required.

## **VIII. OTHER CONDITION AND REQUIREMENTS**

### **1. Warranty and Support**

- a. Activation of one (1) Year G Suite Licenses.
- b. 24 x 7 Phone, Email and Remote support

### **2. Mode of Payment**

One (1) time payment upon complete activation of G Suite Accounts assigned to the 110 TPB Personnel as provided in the list by TPB.

### **3. Other conditions**

Freebies / other offerings not included in the deliverables (if any) - Winning bidder must submit a list specifying the quantity, name and description of all included freebies marked as "Freebies".