

Request for Quotation

08 November 2019

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

Quotation No. **TPB-RFQ 2019-11-981**

PR No. **10.155**

Project Title: Procurement of G Suite Software Licenses for the Official Emails of the TPB

Requirements: Additional Email Account for newly hired TPB personnel

Qty	Particulars	Estimated Cost						
	<p>Additional Email Account for newly hired personnel covering the period November – December 2019 and for Business Plan valid until 31 March 2019</p> <p>Objectives:</p> <p>To provide newly hired Permanent and Job Order Personnel Official Emails.</p> <p>Background:</p> <p>The Official Emails of TPB has been purchased by MyBusybee, Inc. and part of their service is to provide administrative and maintenance support for TPB’s Email Communication Service as well as provide additional named user licenses upon request from TPB with the same License cost per user. However, should there be a difference in the cost of License due to factors such as but not limited to promotions offered by Google or fluctuation in the currency rate, the cost of License per user to apply should be most beneficial to TPB and not to exceed the previous rate charged.</p> <p>Approved Budget Cost: PhP57,000.00 inclusive of all government taxes.</p> <p>Scope of Work/Deliverables:</p> <ul style="list-style-type: none">Procurement of G Suite Basic Plan for 15 piecesProcurement of G Suite Business Plan for 5 pieces <p>Deliver Date: 3 calendar days after receipt of Notice to Proceed.</p> <p>Project Duration: Upon issuance of Notice to Proceed ending 31 March 2020</p> <p>Technical Specifications:</p> <table><tr><th>ITEM</th><th>SPECIFICATIONS</th></tr><tr><td></td><td>Number of Licenses</td></tr><tr><td>1.</td><td>Capable of providing named licenses, 5 users for G Suite Business Plan and 15 users for G Suite Basic Plan</td></tr></table>	ITEM	SPECIFICATIONS		Number of Licenses	1.	Capable of providing named licenses, 5 users for G Suite Business Plan and 15 users for G Suite Basic Plan	<p>PhP34,500.00</p> <p>PhP22,500.00</p>
ITEM	SPECIFICATIONS							
	Number of Licenses							
1.	Capable of providing named licenses, 5 users for G Suite Business Plan and 15 users for G Suite Basic Plan							

ITEM	SPECIFICATIONS
	Collaborative Apps
2.	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.)
3.	Drive - Store and back up files securely in the cloud: Basic Plan – 30 GB storage Business Plan – Unlimited Storage and archiving
4.	Docs - Collaborate in real-time on online documents spreadsheets and presentations
5.	Calendar – share calendars to schedule meetings and events
6.	Sites – Build collaborative sites
7.	Contacts – Contact Management Tool
8.	Groups – Provides a gateway to Usenet newsgroups via shared user interface
9.	Maps – Web mapping device
10.	Hangouts – Communication platform that includes video chat, SMS and VOIP features
	Administrative Controls
11.	Manage user accounts and security settings from Central Admin Console
12.	Control user access to features and services
13.	Track usage trends via audits and reports
14.	In case of change in service provider, no loss of current data in transferring from one service provider to another
	<p>Terms of Payment:</p> <p>As reflected on the Statement of Account/Billing Statement of the company.</p> <p>Warranty and Support</p> <p>24 x 7 Phone, Email and Remote support</p>
Terms	30 days upon receipt of invoice
Delivery	15 days after received P.O
ABC	Php57,000.00 inclusive of all applicable taxes

The last day for submission of **quotation** is not later than 05:00 p.m on **13 November 2019, in a sealed envelope**, subject to the Terms and Conditions attached herewith, stating 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.

Please address your quotation to the undersigned.

Thank you very much.

ROSELLE D. ROMERO

Acting Head

Procurement and General Services Division

Contact Person

FARHAN M. AMBIONG

Contact No

8 525-9318 local 268

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

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

1. *Business or Mayor`s Permit/Certification*
2. *Income/Business Tax Return (Recent)*
3. *PhilGEPS Certificate/Membership*