

06 December 2021

**REQUEST FOR QUOTATION (RFQ)**

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

**RFQ No. TPB-PR 2021.12.455**

**Requirement: Renewal for Existing Google Workspace Licenses**

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
1 Lot	<p>Google Workspace - TPB G Suite Email Accounts Licenses Validity : 6 months (January – June 2022)</p> <p>Licenses</p> <ol style="list-style-type: none"> <li>1. Basic Plan - 195 accounts</li> <li>2. Business Standard Plan - 5 accounts</li> <li>3. Cloud Storage renewal (20GB) - 50 accounts</li> </ol> <p>Specifications:</p> <ul style="list-style-type: none"> <li>• Custom and secure business email</li> <li>• 150 participant video meetings + recording</li> <li>• 2 TB cloud storage per user</li> <li>• Security and management controls</li> <li>• Standard Support</li> </ul> <p>Other Services: The Provider should handle, install and migrate/copy all of the email accounts from web based G Suite account to various email app such as Mail app for Mac and Microsoft Outlook for Windows</p> <p><b>Eligibility Requirements</b></p> <ol style="list-style-type: none"> <li>1. The Provider MUST be an ICT company, preferably in business of software and web application service for at least five (5) years</li> <li>2. The Provider must be an Authorized Reseller of Google – provide certificate or any applicable document</li> </ol> <p><b>Technical Documents</b></p> <ol style="list-style-type: none"> <li>1. Articles of Incorporation, SEC, DTI, CDA registration certificate, whichever is applicable</li> <li>2. List of ongoing and completed government and private contracts, including contracts awarded but not yet</li> </ol>	830,000.00	830,000.00

	<p>started, if any, whether similar or not similar in nature and complexity to the contract to be bid within the past <b>five (5) years</b>. (Include the following information: client, project, contract amount, contract duration, status)</p> <p>3. Company Profile</p> <p>4. Proof as an authorized reseller of Google</p> <p><b>Legal Documents</b></p> <ul style="list-style-type: none"> <li>• PhilGEPS Registration Certificate</li> <li>• Mayor/Business Permit</li> <li>• Income/Business Tax Return Certificate</li> <li>• Omnibus Sworn Statement (revised form)</li> </ul> <p><b>Attachments:</b></p> <ul style="list-style-type: none"> <li>• Technical Specifications</li> <li>• Revised Omnibus Sworn Statement</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <b>All entries must be typewritten in your company letterhead and the proposal must be duly signed by your authorized representative</b></li> <li>• <b>Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</b></li> </ul>		
Terms	As stated		
Delivery	As stated		
ABC	PhP830,000.00 inclusive of applicable taxes		

Please submit your **quotation together with the technical and legal documents** enumerated above to email address *janet\_villafranca@tpb.gov.ph* not later than **14 December 2021, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery.

The **submission of the quotation and other documents shall be in one (1) compressed file folder, any submission not in this format will not be considered.** For easy identification of email, the subject shall be in this format: **GSuite\_<Company Name>**

Thank you very much.

  
**ELOISA A. ROMERO**  
 Head, Procurement and General Services Division  
 Administrative Department