

17 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 2021.12.467 (2nd Posting)

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) 200 GSuite Email Accounts</p> <p>Specifications</p> <p>I. BASIC PLAN = 195 G Suite Email Accounts</p> <ul style="list-style-type: none"> ▪ Custom and secure business email ▪ 100 participant video meetings ▪ 30 GB cloud storage per user ▪ Security and management controls ▪ Standard support <p>II. BUSINESS STANDARD PLAN = 5 G Suite Email Accounts</p> <ul style="list-style-type: none"> ▪ Custom and secure business email ▪ 150 participant video meetings + recording ▪ 2 TB cloud storage per user ▪ Security and management controls ▪ Standard Support <p>III. CLOUD STORAGE 200GB FOR IDENTIFIED 50 BASIC PLAN ACCOUNTS</p> <p>Other Services: The Provider should handle, install and migrate/copy all of the email accounts from web based G Suite account to</p>	830,000.00	830,000.00

	<p>various email app such as Mail app for Mac and Microsoft Outlook for Windows</p> <p>Eligibility Requirements</p> <ol style="list-style-type: none"> 1. The Provider MUST be an ICT company, preferably in business of software and web application service for at least five (5) years 2. The Provider must be an Authorized Reseller of Google – provide certificate or any applicable document <p>Technical Documents</p> <ol style="list-style-type: none"> 1. Articles of Incorporation, SEC, DTI, CDA registration certificate, whichever is applicable 2. List of ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid within the past five (5) years. (Include the following information: client, project, contract amount, contract duration, status) 3. Company Profile 4. Proof as an authorized reseller of Google <p>Legal Documents</p> <ul style="list-style-type: none"> • PhilGEPS Registration Certificate • Mayor/Business Permit • Income/Business Tax Return Certificate • Omnibus Sworn Statement (revised form) <p>Attachments:</p> <ul style="list-style-type: none"> • Technical Specifications • Revised Omnibus Sworn Statement <p>Note:</p> <ul style="list-style-type: none"> • All entries must be typewritten in your company letterhead and the proposal must be duly signed by your authorized representative • Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
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 **23 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