

## **TECHNICAL SPECIFICATIONS**

### **SUPPLY AND DELIVERY OF GOOGLE WORKSPACE BUSINESS STANDARD LICENSES FOR THE TOURISM PROMOTIONS BOARD (TPB)**

#### **1. BACKGROUND:**

Cloud computing plays a vital role in TPB operations by enabling the use of cloud-based services over the internet for seamless communication, collaboration, and productivity. These services encompass, but are not limited to, corporate email, cloud storage, document creation and editing, collaboration platforms, and virtual conferencing.

Google Workspace is a leading provider of cloud computing solutions, offering integrated productivity and collaboration tools, software, and services. It currently serves as the primary platform for TPB's internal and external communications and digital workflows.

As TPB continues to advance its digitalization roadmap and strengthen its cybersecurity posture, this procurement activity aims to acquire Google Workspace Business Standard Licenses to provide all TPB personnel—including technical and non-technical staff such as liaison officers and drivers—with secure, managed access to corporate digital resources.

This initiative also supports TPB's commitment to Gender and Development (GAD) by promoting equal access to digital tools and fostering an inclusive work environment. By providing all employees with corporate email accounts and collaboration tools, TPB ensures that every staff member, regardless of role, gender, or employment classification, can fully participate in organizational processes, access shared resources, and contribute to TPB's operations securely and equitably.

Through this effort, TPB aims to create a cohesive, modern, and digitally empowered workforce, while protecting organizational data and upholding the values of fairness, inclusivity, and operational excellence.

## 2. OBJECTIVES

The procurement of Google Workspace Business Standard Licenses aims to achieve the following objectives:

- 2.1. Enhance organizational security by ensuring that all TPB communications and data exchanges occur within a managed, secure, and unified digital environment.
- 2.2. Support TPB's digitalization roadmap by providing all personnel with modern cloud-based productivity and collaboration tools that align with best practices for government digital transformation.
- 2.3. Promote inclusivity and equal access in alignment with TPB's Gender and Development (GAD) commitments by ensuring that all employees—regardless of their role, gender, or employment classification—have access to corporate email, cloud storage, and collaboration platforms.
- 2.4. Improve operational efficiency through seamless communication, streamlined workflows and enhanced collaboration among all departments and organizational levels.
- 2.5. Reduce cybersecurity risks by prohibiting the use of personal or unmanaged email accounts for official TPB transactions and ensuring consistent enforcement of corporate security policies.

## 2. SCOPE OF WORK/ SERVICES/ DELIVERABLES:

Provision of three hundred (300) Google Workspace Business Standard Licenses for the Tourism Promotions Board, valid for twelve (12) months

### REQUIRED FEATURES AND FUNCTIONALITIES

#### 2.5. Email service

- 2.5.1. Ad-free email
- 2.5.2. Supports custom domain name
- 2.5.3. Includes phishing and spam protection

#### 2.6. Cloud Storage

- 2.6.1. Minimum of **2 TB per user**, with pooled/shared storage capacity available across all Google Workspace Business Standard licensed users under TPB's corporate domain. With a desktop app to sync and save files locally to the user's computer
- 2.6.2. Supports file and folder sharing
- 2.6.3. Option to pool storage capacity across the organization

## **2.7. Calendar**

- 2.7.1. Browse and reserve conference rooms
- 2.7.2. Appointment booking pages

## **2.8. Web-based content creation**

- 2.8.1. Create and edit documents using a web browser
- 2.8.2. Create and edit spreadsheets using a web browser
- 2.8.3. Create and edit presentation slides using a web browser
- 2.8.4. Real-time and collaborative editing
- 2.8.5. Forms and survey builder

## **2.9. Video and voice conferencing**

- 2.9.1. Up to 24 hours meeting/call duration
- 2.9.2. With noise cancellation
- 2.9.3. Supports digital whiteboard
- 2.9.4. Save meeting recordings to bundled cloud storage
- 2.9.5. Supports polling and Q&A
- 2.9.6. With hand raising feature
- 2.9.7. Supports breakout rooms

## **2.10. Administration**

- 2.10.1. Web-based portal for managing and administration
  - allocation and deallocation of licenses
  - multi-role administrator
  - assign and organize users into groups
  - assign or reset passwords
- 2.10.2. With a mobile app for on-the-go access to admin features

## **2.11. Support**

- 2.11.1. 24/7 support for the duration of the license subscription
- 2.11.2. Email and chat communication channels
- 2.11.3. Conduct at least three (3) training sessions on Google Workspace products such as but not limited to: Gmail, Sheets, Docs, Forms, Slides, Sites, Drive, and Calendar, along with the provision of meals for TPB. Details are as follows:

<b>Training Schedule</b>	To be finalized
<b>Training Duration</b>	Each training day will run from 10:00am to 4:00pm
<b>Participants per Session</b>	30pax (including MISD personnel for each session)
<b>Cost Estimate per Meals</b>	Lunch Cap – P220.00 per pax PM Snacks Cap – P220.00 per pax

### **3. PROJECT IMPLEMENTATION SCHEDULE**

The license must be loaded to TPB's Google Workspace Account on or before its expiration date on 19 September 2025

### **4. ELIGIBILITY REQUIREMENTS**

- 4.5.** Must be Filipino-owned, operated, and legally registered IT Company under Philippine laws and must have been in operation for the last three (3) years
- 4.6.** \*List of all Ongoing Government & Private Contracts within three (3) years, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
- 4.7.** \*Single Largest Completed Contract (SLCC) similar to the Contract to be bid within three (3) years; the contract should be at least 50% of the ABC.
- 4.8.** Must be an authorized reseller of Google Workspace and submit a certificate as an authorized reseller together with the technical envelope.
- 4.9.** Should there be a new service provider for TPB's Google Workspace licenses, the winning service provider must coordinate with the current service provider to ensure seamless transition.

*\* Similar contract shall refer to the subscription to Business Productivity Suites/ Tools.*

### **5. APPROVED BUDGET FOR THE CONTRACT (ABC):**

- 5.5.** Three Million Six Hundred Thousand Pesos Only (P3,600,000.00)
- 5.6.** Inclusive of all applicable fees and taxes

### **6. TERMS OF PAYMENT**

Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of a billing statement and complete supporting documents subject to usual accounting rules and regulations.

Payments will be made through a Landbank of the Philippines (LPB) deposit. In case the supplier does not have an LBP account, bank charges will be shouldered by the supplier.

Milestone	Payment (% of the contract amount)	Particulars
1	80%	Delivery of software licenses <b>Documentation:</b> <ul style="list-style-type: none"> <li>• Certificate of completion and acceptance signed by the MIS Department Head</li> <li>• Warranty Certificate covering the support services for the duration of the subscription</li> </ul>
2	20%	<ul style="list-style-type: none"> <li>• Certificate of completion and acceptance signed by the MIS Department Head</li> <li>• Completion of at least 3 training sessions supported by the following:               <ul style="list-style-type: none"> <li>- Attendance Sheet</li> <li>- Training Certificates</li> <li>- eManual</li> <li>- Training Presentation</li> </ul> </li> </ul>

## 7. CONTRACT DURATION

The Contract shall be completed within twelve (12) months to commence from the receipt of the Notice to Proceed and shall be delivered on 19 September 2025.

## 8. PROJECT OFFICER CONTACT INFORMATION

	END-USER	PROJECT OFFICER
Name	Emmanuel A. Zarate	Ian Carlo Santos
Email Address	<a href="mailto:eman_zarate@tpb.gov.ph">eman_zarate@tpb.gov.ph</a>	<a href="mailto:ian_santos@tpb.gov.ph">ian_santos@tpb.gov.ph</a>