



**BIDS AND AWARDS COMMITTEE
(BAC II)**

REQUEST FOR QUOTATION

Project	:	PCOO GMAIL ACCOUNT HOSTING	Date	:	03 October 2019
PR No.	:	2019-09-1141	Quotation No.	:	2019-10-0278
Approved Budget for the Contract	:	TWO HUNDRED NINETY FIVE THOUSAND PESOS (P295,000.00)	Procurement Method	:	Small Value Procurement

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than October 7, 2019 at 9:00am at New Executive Bldg., JP Laurel St., San Miguel Manila, psu.pcoo@gmail.com

General Conditions:

1. Delivery period within 3 calendar days from receipt of the Purchase Order form.
2. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by PCOO.
3. Price validity shall be for a period of sixty (60) calendar days.
4. Price quotations shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES.**
5. The supplier awarded with the contract shall submit the following updated documents prior to **payment**:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Mayor's / Business Permit |
| <input checked="" type="checkbox"/> | PhilGEPS Registration Number |
| <input checked="" type="checkbox"/> | BIR 2303 |
| <input type="checkbox"/> | Omnibus Sworn Statement |
| <input type="checkbox"/> | Professional License/Curriculum Vitae (Consulting Services) |
| <input type="checkbox"/> | PCAB License (Infra.) |
| <input type="checkbox"/> | NFCC (Infra.) |

Company Name	:	_____	TIN No	:	_____
Address	:	_____	Contact No.	:	_____
Email	:	_____			
Representative	:	_____			

Item No.		Qty	Unit	Unit Price	Total
	<p>PCOO GMAIL ACCOUNT HOSTING</p> <p><u>Email accounts hosting provider of PCOO officials and employees</u></p> <p><u>Technical Specifications:</u></p> <ul style="list-style-type: none">•100 mail accounts•Scalable Storage•Built-in Spam filtering /Anti-Virus•Mobile aware•Secure POP-IMAP capability•App Integration•Third-party encryption transit•24-hour lockdown algorithm•Anti Child Pornography Policy•Cloud ready <p><u>Duration of mail hosting:</u></p> <p>Oct. 25, 2019 - Oct. 24, 2020</p> <p><u>Scope of Work:</u></p> <ul style="list-style-type: none">• With secured mail accounts• 2 weeks migration from current email hosting provider• 30 GB storage for emails and documents per user• 100% compliance to <u>Information Security</u> and <u>Data Privacy</u> and <u>GPDR (General Protection Data Regulation)</u> requirements for user access and data storage (two-factor authentication, end-to-end encryption, security dashboard)				



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	<ul style="list-style-type: none">• Admin Console to centrally manage all end users, applications and devices• Full platform accessibility across any device running on all major desktop/mobile operating systems• 99.9% availability with zero scheduled downtime and SLA guarantee• 9x5 technical support for Admin Console uptime and/or technical-related issues across hangout, email, SMS and direct phone• Provide online office applications (word processing, spreadsheet & slides presentations)• Free training for administrator and end-users <p><u>Other terms and conditions</u></p> <ul style="list-style-type: none">• Guaranteed 99.99% uptime• Built-in Secondary authentication• Must have authorized dealer in the Philippines <p>TOTAL</p>				P _____
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After having carefully **read and accepted your General Conditions**, I quote you on the item at prices noted above.

Printed Name / Signature

Date