



**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:**

- Mayor's / Business Permit
- PhilGEPS Registration Number
- BIR 2303
- Omnibus Sworn Statement
- Professional License/Curriculum Vitae (Consulting Services)
- PCAB License (Infra.)
- NFCC (Infra.)

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

Item No.		Qty	Unit	Unit Price	Total
	<p align="center">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> 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 and Data Privacy and 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 style="text-align: center;">TOTAL</p>				<p style="text-align: right;">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