REQUEST FOR QUOTATION NO.: 2022-03-007

Date: March 15, 2022

Procurement Title	:	**One (1) year subscription of Online Corporate and Enterprise Email, Workspace and Cloud Business Solution**
PR No.	:	**2022-01-008**
Approved Budget for the Contract	:	**Php 650,000.00**

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Quotations must be placed in **TWO (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope (COPY 1) should contain copies of the documents. Please submit your sealed envelopes at the **2nd floor, Administrative and Finance Division, New Golden City Builders Building, 1388 F. Icasiano St. cor. F. Gernale St. Paco, Manila** on or before **March 22, 2022, 1:00 P.M.**

I. General Terms and Condition:

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in **two (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope should contain copies of the documents;
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Quotations should be inclusive of all cost and applicable taxes;
4. The following documents should be submitted along with the sealed quotation:
   - PhilGEPS Registration Number/Certificate
   - Mayor's/Business Permit
   - BIR Form 2303 Certificate
   - SEC or DTI Certificate
   - Notarized Omnibus Sworn Statement
   - Brochure
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.

Tel: (+632) 552-4700 (connecting all depts.) • Fax: (+632) 561-8332
Email: info@cfo.gov.ph • Website: cfo.gov.ph • Facebook: commissiononfilipinosoverseas
Citigold Center, 1345 President Quirino Avenue cor. President Osmeña Highway, Manila 1007, Philippines

Management System
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COMMISSION ON FILIPINOS OVERSEAS
Komisyon sa mga Filipino sa Ibayong Dagat

COMPANY NAME : _____

ADDRESS : _____

PhilGEPS REGISTRATION NO.: _____ **VALID UNTIL:** _____

ITEM DESCRIPTION	TOTAL COST	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/ OFFER AMOUNT (VAT INCLUSIVE)
One (1) Year Subscription of Online Corporate and Enterprise Email, Workspace and Cloud Business Solution		₱ 650,000.00	

PLEASE SEE ANNEX A FOR THE TECHNICAL SPECIFICATIONS AND INCLUSIONS

DELIVERY SCHEDULE : **15 Calendar Days from receipt of a copy of the Notice to Proceed**

After careful evaluation of the General Terms and Conditions, Technical Specifications, and Delivery Schedule, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

_____

Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: _____

Email Address : _____

Date : _____

For Further information, please refer to:

KEESHIA MAE L. ACEDERA

Procurement Officer

Email: bac.secretariat@cfo.gov.ph

Tel. No: 8552-4792

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ANNEX A

Online Corporate and Enterprise Email, Workspace and Cloud Business Solution

NO OF USERS:

- ✓ **145 Users**
  - ○ **115 Basic/ Starter Account**
    - 30 GB per user for emails, files and documents
    - Mobile Management to remotely protect and manage Android, iOS and other devices running the Google Chrome browser
    - 100% compliance to information security and data privacy requirements for user access and data storage (information rights management, multi-factor authentication, end-to-end encryption in-transit/at-rest, mandatory password rules, security key enforcement, and security logs)
    - Admin to centrally manage all your end users and groups, application configuration, security settings, and connected 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 technical-related issues across email, Chat, direct phone, and SMS

  - ○ **25 Business Account**
    - 2 TB per user for emails, files and documents
    - Meeting recording and o access the full recording of meetings
    - Shared Drives to easily manage files across teams and departments within a shared work space
    - Cloud Search to centralize search for your organization's content anywhere within an account
    - Mobile Management to remotely protect and manage Android, iOS and other devices running the Google Chrome browser
    - 100% compliance to information security and data privacy requirements for user access and data storage (information rights management, multi-factor authentication, end-to-end encryption in-transit/at-rest, mandatory password rules, security key enforcement, and security logs)
    - Admin to centrally manage all your end users and groups, application configuration, security settings, and connected devices
    - Includes full platform accessibility across any device running on all major desktop/mobile operating systems
    - Includes 99.9% availability with zero scheduled downtime and SLA guarantee*
    - Includes 9x5 technical support uptime and/or technical-related issues across email, Chat, direct phone, and SMS

FEATURES & SPECIFICATIONS

- ✓ Secure, private, ad-free email
- ✓ Integrated online calendars designed for teams-
- ✓ Video meetings for your business. Record your meeting calls.
- ✓ A messaging platform built for teams.
- ✓ Store, access, and share your files in one secure place. Can Store any and every file. Can access files anytime, anywhere from your desktop and mobile devices. Can control how files

are shared. Use Shared Drives to store your team's work in secure, easy-to-manage shared spaces.

✓ Word processing for teams. Can create and edit text documents right in your browser.

✓ Feature of a Collaborative, smart, secure spreadsheets for fast-moving organizations. Create and edit spreadsheets on a cloud-based architecture that enables you to collaborate with anyone, anytime, anywhere. Compatibility with external systems, including Microsoft Office, removes the friction of working with multiple data sources.

✓ Beautiful presentations can be created together online.

✓ Easy to create surveys and forms for everyone. Capture what's important and get more done. Keep organized. Capture inspiration and to-dos effortlessly. Collaborate on notes with teammates and set reminders to stay on track. Everything syncs across your devices, so what's important is always in reach.

✓ Effortlessly create impactful team sites. Collaboratively create engaging, high-quality sites for your team, project or event. The sites look great on every screen, from desktop to smartphone. All without learning design or programming.

✓ Manage teaching and learning. Classroom helps organizations implement efficient classroom management through a streamlined, easy to use tool that helps trainers manage coursework.

✓ Can engage with coworkers on a secure corporate social network. Can create an online community where your employees can safely share team updates, new ideas, and common interests in real time.

✓ Can Manage online Workspace for the organization. Can easily add users, manage devices, and configure security and application settings so your data stays safe. Console administration with minimal technical background required.

✓ Keep employees happy and data secure with easy to set-up mobile management for Android, iOS, Windows, and other devices running on the Chrome browser.

✓ Cloud Search. The information you need, right when you need it.

✓ Achiving and e-discovery for email, files, and chats. Manage, retain, search, and export your organization's email, Cloud Drive file content and on-the-record chats. Vault allows you to archive corporate data.

Also Include:

Service Coverage

✓ Provision of Deployment Specialist/Team to provide onsite and/or offsite services for 2 weeks

✓ Project Manager assigned to keep the project on track, organizing resources, ensuring stakeholder alignment, and managing go-lives

✓ Technical Architect assigned to ensure users have the best possible experience, identifying integration points, and enabling early troubleshooting of technical challenges

✓ Renewal of existing CFO Google Workspace account subscription

✓ Transfer of CFO Google Workspace administration from Kollab to other Google providers

Training

✓ 1x 4-hourtraining session/s for select end users in the organization

✓ 1x 4-hour Admin console technical training session/s for IT administrators and support staff

✓ Each training session can accommodate up to 25 participants to maximize engagement

✓ Includes a certificate of completion