



REQUEST FOR QUOTATION NO.: 2024-10-079

Date: October 29, 2024

Procurement Title : Additional Subscription of Google Workspace Business Starter
Purchase Request No. : 2024-10-205

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Please submit your quotation **via email at bac.secretariat@cfo.gov.ph** on or before **November 4, 2024; 06:00 P.M.**

I. General Terms and Condition:

1. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
2. Quotations should be **inclusive of all cost and applicable taxes**;
3. The following documents should be submitted **along with the quotation**:
 - **PhilGEPS Registration Number/Certificate;**
 - **Mayor's/Business Permit;**
 - **BIR Form 2303 Certificate;**
 - **SEC or DTI Certificate;**
 - **Copy of any Valid ID of the Authorized Representative; and**
 - **Product Brochure**
4. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.
6. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.

COMPANY NAME : _____
ADDRESS : _____
PHIIGEPS REGISTRATION No.: _____ **VALID UNTIL:** _____

ITEM DESCRIPTION	QUANTITY	QUOTATION/ OFFER AMOUNT (VAT INCLUSIVE)		
Additional Subscription of Google Workspace Business Starter	20 Subscriptions			
Google Workspace - Business Starter (30 GB per user)				
GW Business Starter: 30 GB storage (Gmail and Drive)				
Participant video meetings 100				
Meeting max length: 24 hrs				
Services include Gmail, Docs, Slides, Meet, Drive, Shared Drives, Calendar, Chat, Keep, Sites, Admin				
Technical Support				
Security and Management Controls				
Initial Setup				
Migration from existing mail server				
TOTAL AMOUNT				

Delivery Schedule: 15 calendar days upon receipt of Purchase Order

After careful evaluation of the General Terms and Conditions, 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 A. BIENDIMA
 Procurement Officer

Email: bac.secretariat@cfo.gov.ph