



Department of Tourism  
MIMAROPA Region

**TERMS OF REFERENCE**  
**Request for Quotation – Renewal of Web Hosting**

**8 November 2022**

**I. Documentary Requirements**

1. PhilGEPS Registration
2. Mayor's Permit
3. Omnibus Sworn Statement
4. DTI/ SEC
5. Amenable to send-bill arrangement/government procedure

**II. Must conform with the following specifications:**

1. One (1) unit web host server with website domain name (dotmimaropa.ph)
2. 6GB RAM
3. Data Speed SSD 250 GB
4. CPU 4 Core
5. Data transfer, Unlimited
6. Unlimited text alert
7. Can store up to 300 websites
8. 100 email accounts
9. Data resources
10. Dedicated IP
11. Website domain
12. Two (2) Terabytes of Google Cloud Subscription  
Duration: 1 year (12 months) - December 2022 to December 2023

**III. Budget and Payment Scheme**

The approved budget for the contract is **Ninety Thousand Pesos (Php 90,000.00)** inclusive of all applicable government taxes on a send-bill arrangement (Government Procedure).

Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

**IV. Contact Person for Payment Processing**

Name: **JAY S. DE GUZMAN**  
Contact Number: **0917-137-8529**  
Email Address: **tdd.mimaropa@gmail.com**

**V. Deadline for Submission of Quotations**

Date: **22 November 2022 (Tuesday)**  
Time: **5:00 PM**

The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

Kindly submit your quotation for the above requirement addressed to:

**ATTY. BEVIENNE G. MALATEO**

Regional Director

Department of Tourism MIMAROPA Region

Address: 2/F DOT Bldg., 351 Sen. Gil Puyat Ave., Makati City

Email: [dot4b.bacsecretariat@g.mail.com](mailto:dot4b.bacsecretariat@g.mail.com)

For Land Bank Payment Purposes:

Bank Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

**Note: Other Bank has bank charges**