



Department of Tourism  
MIMAROPA Region

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

**I. Specific Requirements**

1. One (1) unit web host server with website domain named (dotmimaropa.ph)
  - ✓ Duration: 1 year (12 months) - November 2023 to November 2024
2. Two (2) Terabytes of Google Cloud Subscription
3. Amenable to send-bill arrangement/government procedure
4. Must have handled government project for at least Two (2) years

**II. Minimum Requirements**

1. Mayor's/Business Permit
2. Proof of PhilGEPS Registration
3. Omnibus Sworn Statement
4. DTI / SEC Permit

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

- ✓ 1 Year of Cloud Hosting
- ✓ 6GB RAM
- ✓ Data Speed SSD 250 GB
- ✓ CPU 4 Core
- ✓ Data transfer, Unlimited
- ✓ Unlimited text alert
- ✓ Can store up to 300 websites
- ✓ 100 email accounts
- ✓ Data resources
- ✓ Dedicated IP
- ✓ Website domain
- ✓ Two Terabytes of Google Cloud Subscription
- ✓ 1 Year Security Suite Subscription for 10 devices

**IV. Budget and Payment Scheme**

The approved budget is **Eighty Thousand Pesos (Php 80,000.00)** 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.

**V. Contact Person**

Name: Jay S. De Guzman  
Contact Number: 0917-137-8529  
Email Address: dot4b.bacsecretariat@gmail.com

**VI. Deadline for Submission of Quotations**

Date: 10 November 2023 (Friday)  
Time: 10:00 AM

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:

**MS. JAY S. DE GUZMAN**

Tourism Operations Officer II  
Department of Tourism MIMAROPA Region  
Address: 2/F DOT Bldg., 351 Sen. Gil Puyat Ave., Makati City  
Email: [tdd.mimaropa@gmail.com](mailto:tdd.mimaropa@gmail.com)

For Land Bank Payment Purposes:

Bank Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Account Name: \_\_\_\_\_

**Note: Other Bank has bank charges**