



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8084922
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Service Provider to Provide One (1) Year Subscription to GSUITE for PCSSD
Area of Delivery

Solicitation Number:	RFQ No. 2021 - 10 - 0133	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Services	Date Published	15/10/2021
Approved Budget for the Contract:	PHP 80,840.00	Last Updated / Time	14/10/2021 13:29 PM
Delivery Period:	1 Year/s	Closing Date / Time	18/10/2021 12:00 PM
Client Agency:			
Contact Person:	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS

I. PROJECT

One (1) Year Subscription to GSuite for PCSSD

II. DATE / PERIOD COVERED

November 2021 to November 2022

III. ACCOUNT USERS

Eight (8) PCSSD Personnel

IV. MINIMUM REQUIREMENTS

Must be registered with the Philippine Government Electronic Procurement Systems (PhilGEPS)

V. SCOPE OF WORK / WORK DELIVERABLES

One (1) year subscription to GSuite/Workspace Business Standard Plan with the following applications and features:

A. Communications:

- Gmail
- Custom and secure business email
- Phishing and spam protection that blocks malicious software and other online attacks
- Ad-free email experience
- Meet and/or Hangout
- Up to 150 participants

- Up to 24 hours meeting length
 - Meeting recordings saved to Google Drive
 - Breakout rooms
 - Moderation controls
 - Calendar
 - Browse and reserve conference rooms
- B. Collaboration:**
- Docs, Sheets, Slides
 - Keep shared notes
 - Sites website builder
 - Forms survey builder
 - Interoperability with Office files
 - Easier analysis with Smart Fill, Smart Cleanup, and Answers
 - Writing assistance with Smart Compose, grammar suggestions, and spelling autocorrect
 - Custom branding for document and form templates

C. Storage:

- Drive
- 2 TB cloud storage per user
- Support for over 100 file types
- Shared drives for the team
- Target audience file sharing

D. Security and Management:

- 2-step verification
- Group-based policy controls
- Advanced protection for sensitive information and harmful downloads
- Endpoint management for troubleshooting and central control

VI. APPROVED BUDGET FOR THE CONTRACT

The service provider shall be paid the amount of EIGHTY THOUSAND EIGHT HUNDRED FORTY PESOS (PHP 80,840.00) upon submission of the billing statement and turnover of the platform account and subscription, inclusive of all applicable government taxes in accordance with government procedures.

VII. CONTACT INFORMATION

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 Patricia Betina Javier
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 Office Address : Philippine Commission on Sports Scuba Diving
 5th Floor PCSSD The New DOT Building 351
 Sen. Gil Puyat Ave. Makati City
 Approved by:
 ROWENA M. SORIOSO
 OIC-Executive Director
 PCSSD

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Service Provider	Procurement of Service Provider to Provide One (1) Year Subscription to GSUITE for PCSSD	1	Lot	80,840.00

Other Information

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above Php500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 18 October 2021 at 12:00 pm. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco
Date Created 14/10/2021

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