



REPUBLIC OF THE PHILIPPINES  
**PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE**  
*Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon*  
Malacañang, Manila

**BIDS AND AWARDS COMMITTEE – II**

Project: PCOO GMAIL ACCOUNT HOSTING  
PR No.: 2020-09-0456  
Approved Budget: for FIVE HUNDRED TWENTY SIX  
the Contract THOUSAND FOUR HUNDRED  
PESOS (P 526,400.00)

Date: 10/02/2020  
Quotation Number 2020-10-0135  
Mode of SMALL VALUE  
Procurement: PROCUREMENT

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than **06 October 2020** at **11:00 AM** at the New Executive Bldg., JP Laurel St., San Miguel Manila, or through e-mail via [psu.pcoo@gmail.com](mailto:psu.pcoo@gmail.com).

**General Conditions:**

- Suppliers shall submit their quotations using this Prescribed Form. Failure to do so shall be render the quotation unresponsive.
- Delivery period within **THREE (3) CALENDAR DAYS** from receipt of the Purchase Order Form.
- Payment will be on a **SEND BILL ARRANGEMENT**; i.e. full payment will be made after the completion of the event or delivery of the service.
- Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by PCOO.
- Price validity shall be for a period of sixty (60) calendar days.
- Price quotations shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES**.
- The supplier awarded with the contract shall submit the following updated documents **prior to payment**:
  - ✓ Mayor's / Business Permit
  - ✓ PhilGEPS Registration Number
  - Income/Tax Return
  - ✓ Omnibus Sworn Statement
  - Professional License/Curriculum Vitae (*for Consulting Services*)
  - ✓ BIR Form 2303 (Certificate of Registration)

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Email : \_\_\_\_\_  
Representative : \_\_\_\_\_  
TIN No : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

Item No.	Technical Specifications	Qty.	Unit	Unit Price	Total
	<p><b>PCOO GMAIL ACCOUNT HOSTING</b></p> <p><b>125</b></p> <p><b>Technical Specifications:</b></p> <ul style="list-style-type: none"><li>• 125 mail accounts</li><li>• Scalable Storage</li><li>• Built-in Spam filtering /Anti-Virus</li><li>• Mobile aware</li><li>• Secure POP-IMAP capability</li><li>• App Integration</li><li>• Third-party encryption transit</li><li>• 24-hour lockdown algorithm</li><li>• Anti Child Pornography Policy</li><li>• Cloud ready</li></ul> <p><b>Duration of mail hosting: Oct. 25, 2020 - Oct. 24, 2021</b></p> <p><b>Scope of Work:</b></p> <ul style="list-style-type: none"><li>• With secured mail accounts</li><li>• 2 weeks migration from current email hosting provider</li><li>• 30 GB storage for emails and documents per user</li><li>• 100% compliance to Information Security and Data Privacy and GPDR (General Protection Data Regulation) requirements for user access and data storage (two-factor authentication, end-to-end encryption, security dashboard)</li><li>• Admin Console to centrally manage all end users, applications and devices</li></ul>				



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	<ul style="list-style-type: none"><li>• Full platform accessibility across any device running on all major desktop/mobile operating systems</li><li>• 99.9% availability with zero scheduled downtime and SLA guarantee</li><li>• 9x5 technical support for Admin Console uptime and/or technical related issues across hangout, email, SMS and direct phone</li><li>• Provide online office applications (word processing, spreadsheet &amp; slides presentations)</li><li>• Free training for administrator and end-users</li></ul> <p><b><u>Other terms and conditions</u></b></p> <ul style="list-style-type: none"><li>• Guaranteed 99.99% uptime</li><li>• Built-in Secondary authentication</li><li>• Must have authorized dealer in the Philippines</li></ul> <p>****Nothing follows****</p> <p><b>TOTAL AMOUNT</b></p>				
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After having carefully **read and accepted your General Conditions**, I quote you on the item at prices noted above.

\_\_\_\_\_  
Printed Name / Signature

\_\_\_\_\_  
Date