



Republic of the Philippines
 Province of Pampanga
 Bids and Awards Committee
 Provincial Capitol, City of San Fernando, (P) / (045) 435-5122

P.R. No./Date/End User: 23-1345/3-29-23/GO
 Purpose: Business Email Licenses and Cloud Storage for various offices-Batch I

RFQ No. 230335
 APR 13 2023

REQUEST FOR QUOTATION

Company Name: _____
 Address: _____
 Tel. No. : _____

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this Office duly signed by you or your representative not later than 4:00 p.m. APR 13 2023 :

APPROVED BUDGET FOR
 THE CONTRACT (ABC):
 PHP 171,000.00

FRANCIS V. MASLOG
 Vice-Chairperson *Rms*
 Bids and Awards Committee

TERMS AND CONDITIONS:

- All quotations may be typewritten or handwritten, placed in a sealed envelope.
- All quotations shall be valid for one hundred twenty (120) calendar days from the submission of the same.
- Any erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative.
- Interested suppliers are required to submit their valid current Mayor's Permit, PhilGEPS Registration Number, and Income/BIR Tax Return (for ABCs above P500,000.00) upon submission of quotation. In lieu of the Mayor's Permit and PhilGEPS Registration Number, the PhilGEPS Certificate of Platinum Membership may be submitted. For new businesses, submit the BIR Certificate of Registration in lieu of the ITR.
- The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for everyday of delay.
- The Provincial Government of Pampanga reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected supplier/s.
- The PGP also reserves the right to waive any required formality in the proposals received, and select the proposal which it determine to be the most advantageous to the government.

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
	1	lot	Cloud-Based Email Service and Storage		
			-at least fifteen (15) Business Email Licenses		
			-Account must be activated for at least 12 months		
			Inclusion per account:		
			-Up to 2TB cloud storage to access files any time anywhere		
			-Email Business Service License (with Phishing and spam protection, Ad-free)		
			-Additional Functionality: Online Meeting Platform with Voice and Video Conferencing, can accommodate up to 150 participants, up to 24 hrs length, with Digital Whiteboarding, Meeting Recording, Breakout Rooms, QA, Pools, Attendance Tracking)		
			Admin Account Access and Control:		
			-Security & Management		
			-Group-based policy control		
			-Advance Protection and Endpoint Management		

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Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
			Professional Services Inclusion:		
			-Implementation and Configuration		
			-Online Administration Training for up to 5 participants		
			-Online End user training for up to 25 participants		
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X Page 2 of 2		
			Total Lot Price		

Note.: The winning supplier shall submit a duly signed and notarized Omnibus Sworn Statement prior to notice of award.

THE BIDS AWARDS COMMITTEE:

Having carefully read and accepted your Terms and Conditions, including the technical specifications, I/We offer to supply/deliver the item/s as noted above.

Supplier's authorized representative signature over printed name
Designation: _____
Contact No.: _____
Email Address: _____

BAC Canvasser

* JCL

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