



Office of the President of the Philippines
PRESIDENTIAL MANAGEMENT STAFF
Malacañang

PMS-BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

Date: 12 March 2021

The Office of the President-Presidential Management Staff (OP-PMS), through its Bids and Awards Committee (BAC), hereby invites all interested providers to quote their *lowest price* for the **Renewal of Existing Licenses and Procurement of Additional Licenses for Google G-Suite Cloud Computing and Collaboration Tools/Software for the Office of the President – Presidential Management Staff**, subject to the General Conditions stated herein, and to submit the said quotation duly signed by its representative not later than **24 March 2021**.

Quotations shall be in accordance with the attached Terms of Reference, to be submitted in coordination with:

Contact Person : Tricia Ann Coleen M. Bautista
Contact No. : (0917) 596-7104 / 8876-84-50 loc. 1054
Submission via e-mail : bac@pms.gov.ph

GENERAL CONDITIONS:

1. All quotations must be printed on the company's letterhead.
2. The PhilGEPS Registration Certificate/Number, Mayor's or Business Permit, Income or Business Tax Return and Omnibus Sworn Statement shall be attached to the quotation.
3. The prospective bidders may submit an offer that provides for superior quality and/or better terms and conditions at **no extra cost** to the PMS.
4. All quotations shall be considered as **fixed prices** and are, therefore, **not subject to price escalation** during contract implementation.
5. All transactions are subject to withholding of appropriate taxes and fees.

The PMS reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

The PMS assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.


Asec. MA. VIVIAN R. PUNO
Chairperson, PMS-Bids and Awards Committee



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Terms of Reference

Renewal of Existing Licenses and Procurement of Additional Licenses for Google G-Suite Cloud Computing and Collaboration Tools/Software for the Office of the President-Presidential Management Staff

I. Background

To ensure that the Office of the President-Presidential Management Staff (OP-PMS) provides responsive staff support to the Presidency in the light of the New Normal, the OP-PMS needs the latest, reliable, and secure cloud computing productivity tools and software.

The Google G-Suite is a suite of cloud computing productivity and collaboration tools. It comprises of Gmail, Google Meet, Calendar, and currents for communication. For productivity and collaboration, it has a Drive for on-line storage, Docs, Sheets, Slides, Keep, Forms, and Sites. The Enterprise edition features add custom email addresses at a domain, option for unlimited cloud storage, additional administrative tools, and advanced settings, as well as 24x7 phone and email support.

II. Objectives

As the OP-PMS aims to be responsive in delivering the Presidency's requirements in the New Normal, where operations and support offices are able to respond even in alternative work arrangements such as work from home, the OP-PMS seeks the renewal of Google G-Suite Basic and Enterprise Edition to ensure continuous access in and update to the latest software and technologies from Google and maximize the use of licensed tools to help in staff productivity, including the provision of free training. This project aims to provide managed messaging and collaboration services for OP-PMS' end-users for renewal of accounts / licenses for **100 G-Suite Basic Edition and 3 G-Suite Enterprise Edition with 1 Year subscription.**

III. Specific Deliverables by the Supplier

The following shall be delivered:

1. 100 users/license for Google G-Suite Basic 1-Year Subscription
2. Three (3) users/license for Google G-Suite Enterprise 1-Year Subscription

IV. Schedule of Delivery

The Google G-Suite Basic Edition and Enterprise Edition licenses shall be delivered to the OP-PMS within 30 calendar days upon issuance of Purchase Order.

V. Remuneration and Terms of Payment

The OP-PMS shall pay the Service Provider the full amount upon acceptance of the required deliverables, subject to deduction of all applicable taxes.

VI. Approved Budget for the Contract

The approved budget amounts to Three Hundred Ninety-Eight Thousand Pesos (**PhP398,000.00**), inclusive of applicable taxes.

Prepared by:

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Noted by:

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February 26, 2021