



Office of the President of the Philippines
PRESIDENTIAL MANAGEMENT STAFF
Malacañang

PMS-BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

The Office of the President-Presidential Management Staff (OP-PMS), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers/distributors to quote their *lowest price* on the items listed below subject to the General Conditions stated herein and submit the same duly signed by their authorized representatives not later than **31 August 2020 (Monday)**:

NAME OF PROJECT : PROCUREMENT OF 100 LICENSES FOR
GOOGLE G-SUITE CLOUD COMPUTING AND
COLLABORATION TOOLS/SOFTWARE

TERMS OF REFERENCE :

I. Background

To ensure that the Presidential Management Staff (PMS) provides responsive staff support to the Presidency in the light of the New Normal, the 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 similar to Microsoft Office 365. 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 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 PMS seeks the procurement of Google G-Suite Basic 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 PMS' end-users with accounts / licenses for 100 number of users with 1 Year subscription.

III. Specific Deliverables by the Supplier

100 users / licenses for Google G-Suite Basic Edition for a 1-Year subscription.

License Coverage:

Includes Gmail, Meet, Chat, Calendar, Drive, Docs, Sheets, Slides, Forms, Drawings, Sites, Keep, Tasks, Contacts, Groups, Google+, Jamboard, Classroom, Identity Platform, G Suite Admin, and G Suite Mobile Management

IV. Transfer of Technology

1. Administration management console technical training for technical personnel (IT administrator and Help Desk)
2. End-user training workshops (train the trainer) for PMS early adopters and selected end-users
3. All trainings must include a certificate of completion signed by a certified professional trainer.

V. Schedule of Delivery

The Google G-Suite Basic Edition licenses shall be delivered to the PMS within three (3) calendar days upon receipt of the Notice to Proceed.

VI. Remuneration and Terms of Payment

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

VII. Approved Budget for the Contract

The approved budget amounts to Three Hundred Thousand Pesos (**₱300,000.00**), inclusive of applicable taxes.

GENERAL CONDITIONS

1. All quotations must be typewritten in the company's letterhead.
2. PhilGEPS Registration Number, Mayor's or Business Permit and Notarized 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.
6. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.
7. A penalty of one-tenth of one percent (0.001) of the total value of the unperformed portion for every day of delay shall be imposed until such goods or services are finally delivered or performed and accepted by PMS.

For further inquiries, please coordinate with Atty. Julius P. Alegrado or Ms. Tricia Ann Coleen M. Bautista at telephone number 8733-4888 or at cellphone number 09175967104. The Quotation may be submitted through e-mail at bac@pms.gov.ph.

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.

Ma. Vivian R. Puno

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*Assistant Secretary and Chairperson,
PMS-Bids and Awards Committee*

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