

RFQ NO.: 2018-005  
RFQ TYPE: Services

DATE: February 22, 2018

### REQUEST FOR QUOTATION

1. The John Hay Management Corporation (JHMC), through its Bids and Awards Committee (BAC) and approved Annual Procurement Plan (APP) for 2018 invites qualified suppliers to submit a price quotation, with the total Approved Budget for the Contract (ABC) at **Ninety Five Pesos (PhP 95,000.00)** for the Procurement of Corporate Email Subscription for JHMC as described below:

UNIT	ITEM DESCRIPTION	QUANTITY	ESTIMATED TOTAL COST
Lot	<b>Corporate Email Address</b>  - 1 year - 50 Users		95,000.00
<b>TOTAL</b>			<b>PhP 95,000.00</b>

**Bids received in excess of the ABC shall be automatically rejected.**

2. All particulars relative to this procurement shall be conducted in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184.
3. The price quotation shall be quoted in Philippine Pesos, inclusive of all taxes to be paid if the contract is awarded.
4. Quotations must be delivered on or before March 1, 2018 at 5:00 PM to the address below:

LEA QUISOBEN-MAGUILAO, CPA, REA, REB  
Head, BAC Secretariat  
John Hay Management Corporation  
Cottage 627, Camp John Hay, Baguio City

5. The proposals shall contain the following:
- Proposal
  - Mayor's Permit
  - PhilGEPS Registration Number
  - Omnibus Sworn Statement

*Note: Certificate of Platinum Membership may be submitted in lieu of the Mayor's Permit and PhilGEPS Registration Number*

6. The delivery period shall be 7 calendar days upon receipt of the approved Purchase Order and the delivery site shall be at the aforementioned address.
7. JHMC reserves the right to accept or reject any quotation; to annul the bidding process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders; to waive any minor defects or infirmities therein; and to accept such quotation as may be considered advantageous to the government.

Approved for Posting:

**(SGD) JANE THERESA G. TABALINGCOS**  
BAC Chairperson

**SCOPE OF SERVICES**  
**PROCUREMENT OF**  
**CLOUD-BASED HOSTED E-MAIL SERVICE PROVIDER**

**I. BACKGROUND**

The John Hay Management Corporation (JHMC) through its Information and Communications Technology Division (ICTD) has regularly evaluate its JHMC E-Mail System to maintain and establish a reliable alternative source of communication.

Currently, the JHMC is using a free email services and forwarders through a webhosting service provider which is hard to maintain due to limited controls and supports.

With this, the JHMC deemed it necessary to replace its existing e-mail services through submission of proposal of interested parties that shall provide JHMC with efficient, reliable and cost effective cloud-based hosted e-mail services based on the listed features below.

**II. OBJECTIVE**

The **John Hay Management Corporation (JHMC)** seeks to procure the services of interested service provider to provide a reliable, spam filtered, ease of use, secured, archive capabilities, integrated with other business tools and productivity suites, and storage cloud-based hosted e-mail services.

**III. APPROVED BUDGET FOR THE CONTRACT**

Ninety-Five Thousand Pesos (Php 95,000.00) inclusive of all applicable taxes.

**IV. FEATURES AND BENEFITS**

1. E-Mail
  - a. Domain Business E-Mail for 50 users
  - b. Apps on mobile devices (iOS and Android)
  - c. Conversations that go beyond email with chat and video
2. Video Conferencing
  - a. HD video meetings for up to 25 people
  - b. Easy to use from anywhere
  - c. Built-in Screen Sharing

3. Calendar
  - a. Smart scheduling for meetings
  - b. Access from laptop, tablet or phone
4. Cloud Storage Space
  - a. At least 30GB of storage per user.
  - b. Sync files with a computer automatically
  - c. View files without an extra software
5. Online Office Apps (Word Processing, Worksheets, Forms, Slides)
  - a. Commenting, chat and real-time editing
  - b. Works with all popular file types
  - c. Unlimited revision history
  - d. Crunching data made simple
  - e. Keep working from any device
  - f. Create a form as easily as creating a document
  - g. Send professional looking surveys
  - h. Analyze responses with automatic summaries
  - i. Easy-to-design slides
6. Social Networking Service
  - a. Bring insights and answers together
  - b. Filter content to find what's most relevant as required
  - c. Integrated into email, calendar and docs
7. Administrator Console
  - a. Security and control
  - b. Mobile device management
  - c. 24/7 support and reliability

## **V. RESPONSIBILITIES OF THE SERVICE PROVIDER**

1. 100% compliance to information security and data privacy requirements for user access and data storage (multi-factor authentication, end-to-end encryption, mandatory password strength, security dashboard);
2. 99.9 availability with zero (0) scheduled downtime and SLA guarantee;
3. Deployment and training workshop for end-users and ICT Administrator; and
4. 9x5 technical support.

## **VI. MODE OF PROCUREMENT**

Small Value Procurement through Request for Proposals from interested parties.

## VII. CONTRACT TERM

The Contract shall be for a period of twelve (12) months from March 2018 to February 2019.

The Contract may be renewed annually subject to the result of evaluation and assessment of the quality of service provided pursuant to Government Procurement Policy Board Resolution No. 019-2006 entitled “*APPROVING AND ADOPTING THE GUIDELINES ON THE PROCUREMENT OF WATER, ELECTRICITY, TELECOMMUNICATIONS AND INTERNET SERVICE PROVIDERS*”. The evaluation/ assessment shall be conducted by JHMC at least two (2) months before the expiration of the contract.

In the event that the procurement activities required has not undertaken or cannot award a new contract for the new service provider prior to the expiration of the term of the original contract due to circumstances beyond its control, the contract shall be automatically extended on a monthly basis.