

RFQ NO.: 2024-045
 RFQ TYPE: **Goods and Services**

DATE: 2 May 2024

REQUEST FOR QUOTATION

- The John Hay Management Corporation (JHMC), through its Bids and Awards Committee (BAC) and approved Annual Procurement Plan (APP) for 2024 invites qualified suppliers to submit a price quotation, with the total Approved Budget for the Contract (ABC) **Three Hundred Fifty Thousand Pesos (PhP 350,000.00)** for **Procurement of Corporate Email System & Collaboration Application Software** as described below:

Unit	Item Description	Quantity
lot	<p>At least 52 Licenses for Business Starter (May 11, 2024 to May 10, 2025)</p> <ul style="list-style-type: none"> ● Custom and secure business email ● 100 participant video meetings ● 30 GB cloud storage per user ● Security and management controls ● Standard Support <p>At least 11 Licenses for Business Standard (May 11, 2024 to May 10, 2025)</p> <ul style="list-style-type: none"> ● Custom and secure business email + eDiscovery, retention, S/MIME encryption ● 150 participant video meetings + recording, attendance tracking, noise cancellation, in-domain live streaming ● 2TB Storage ● Advanced security, management, and compliance controls, including Vault, DLP, data regions, and enterprise endpoint management ● Enhanced Support (paid upgrade to Premium Support) 	1
<i>To be procured by lot</i>		

Quotations received in excess of the ABC shall be automatically rejected.

- 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. The sealed Quotation must indicate the RFQ No. for the procurement for easy reference.
5. Quotations must be delivered or emailed on or before **7 May 2024, 9:00 AM** to the address below:

DARWIN C. PEREZ

Head, BAC Secretariat
John Hay Management Corporation
John Hay Special Economic Zone
Baguio City
Mobile Number: (074) 422-4360
Email address: bac@jhmc.com.ph

6. The proposal/s shall contain the following:
 - Proposal
 - PhilGEPS Registration Number
 - Mayor's/ Business Permit

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

7. A **Notarized Omnibus Sworn Statement** shall be submitted by the winning bidder prior to signing of the contract.
8. 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

GDS-100/SVP



JOHN HAY MANAGEMENT CORPORATION
a member of The **BCDA** Group



Certificate Numbers:
SCP000466Q
SCUK004591E

<i>Name and Signature</i>	
<i>Company Name</i>	
<i>Address</i>	
<i>Contact Number</i>	
<i>Date</i>	