

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

DATE: 16 April 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 50 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 20 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) <p>- With re-orientation/training to JHMC Board of Directors (BOD) and employees</p>	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.

- The price quotation shall be quoted in Philippine Pesos, inclusive of all taxes to be paid if the contract is awarded.
- The sealed Quotation must indicate the RFQ No. for the procurement for easy reference.
- Quotations must be delivered or emailed on or before **23 April 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

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

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

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



JANE THERESA C. TABALINGCOS
BAC Chairperson

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GDS-100/SVP

Name and Signature	
Company Name	
Address	
Contact Number	
Date	