


DATE: **21 April 2025**
PAP CODE: **GDS-098**
PROCUREMENT MODE: **SVP**

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

1. The John Hay Management Corporation (JHMC), through its Bids and Awards Committee (BAC) and approved Annual Procurement Plan (APP) for 2025 invites qualified suppliers to submit a price quotation, with the total Approved Budget for the Contract (ABC) **Four Hundred Fifty Thousand Pesos (Php 450,000.00)** for **Procurement of Corporate Email System and Collaboration Application Software** as described below:

Unit	Description	Quantity
Lot	<p>At least 52 Licenses for Business Starter (May 11, 2025 to May 10, 2026)</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 24 Licenses for Business Standard (May 11, 2025 to May 10, 2026)</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 	1

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

	JOHN HAY MANAGEMENT CORPORATION		Document Code	JHMC-BAC-Form 01
	REQUEST FOR QUOTATION		Revision Number	0
			Page Number	2 of 2
	INTERNAL FORM		Effectivity Date	22 January 2025

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. The sealed Quotation must indicate the RFQ No. for the procurement for easy reference.
5. Quotations must be delivered or emailed on or before **25 April 2025, 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:



OVP-202504-BAC-034

JANE THERESA G. TABALINGCOS
BAC Chairperson