



REQUEST FOR QUOTATION

The Civil Aviation Authority of the Philippines (CAAP-Main Office), through its Canvass and Contract Committee (CCC), will undertake a Small Value Procurement for the "**Email Cloud Hosting with 350 email accounts**" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

RFQ No. : **C19-072-06**
Name of Project : **Email Cloud Hosting with 350 email accounts**
Approved Budget for: **Php999,000.00**
Specifications : See the attached Annex "B" for specifications
Location : Procurement Division, CAAP, MIA Road, Pasay City
Delivery Term : **30 calendar days** from the receipt of Notice for Compliance

Interested suppliers are required to submit their valid and current following documents in a sealed envelope:

1. Mayor's Permit;
2. Income/Business Tax Return for ABC's above P500,000;
3. PHILGEPS Registration Number;
4. Tax Clearance;
5. Omnibus Sworn Statement for ABC's above P50,000; (**a.** Form must be in accordance with Section 25.3, 2016 IRR **b.** Authorized representative must attach Special Power of Attorney (SPA) for Sole Proprietorship Certificate/Secretary Certificate for Corporation)
6. Price quotation from (Annex "A" & "B") during submission of offer/Quotation and,
7. Brochure if applicable

Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.

Quotations exceeding the Approved Budget for the Contract shall be rejected.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form. In case two or more bidders are determined to have submitted the Lowest Calculated/Lowest Calculated and Responsive Quotation, CAAP-CCC shall adopt and employ "draw lots" as the tie breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

The CAAP-TIAC shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CAAP shall rescind the contract once the cumulative amount of liquidated damaged reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

OSCAR B. DEMETILLO, JR.
CCC-Chairperson



PRICE QUOTATION FORM

Date: _____

The Chairperson
 Canvass and Contract Committee
 Procurement Division, CAAP,
 MIA Road, Pasay City

Sir/Ma'am:
 After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description			
E-mail Cloud Hosting with 350 email accounts			
Specification	QTY.	Unit Price	Total Price
Email Cloud Hosting with 350 email accounts	1 pc		
Please see attached specifications at Annex "B"			
		• Inclusive of Delivery	
		Total (Inclusive of VAT)	

(Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

 Name/Signature of Representative

 Position

 Name of Company

 Contact No.

 Email Address



Email cloud hosting services terms features and specifications;

1. 350 email accounts with at least 30GB storage for email and documents
2. 350 accounts with the following features;
 - HD video meetings/chat
 - Calendar as schedule organizer
 - Cloud drive with auto sync that supports popular formats (Microsoft, video, audio and PDF)
 - Supports group real time editing and collaboration on a single file or document with revision history
 - Must have features like word processing, spread sheets presentation tools Includes management and protection tool for mobile devices.
3. 100% compliance to information security and data privacy requirements users and data storage (two factor authentication, end to end encryption, mandatory password strength, security dashboard)
4. Administrative console for managing end-users, applications and devices.
5. Capabilities and accessibility to all major desktop and mobile operating systems.
6. 99% availability with zero downtime
7. Service Level Agreement for 1 (one) full year (365 days).
8. 24x7 phone and email support
9. Technical support on site deployment for 21 days upon acceptance, this is to support all technical and users issue with the new email system.
10. On-site project manager from initial acceptance to final acceptance.
11. *Change* manager assigned on site to ensure proper migration and to guide users to the new email system
12. On-site and off-site delivery of technical and users support
13. Sixteen (16) hours of training session for both end users and administrators (30 participants). This training sessions must include certificates for all participants
14. Bid amount must be VAT/tax inclusive

A handwritten signature in black ink, consisting of a large, stylized initial 'A' followed by a horizontal line and a long, sweeping tail.