

REQUEST FOR QUOTATION

REFERENCE NO.: **MR23-02-019**

We are inviting all interested contractors/suppliers to submit their best quotation for the **PROCUREMENT OF ONE (1) YEAR E-MAIL HOSTING SERVICES WITH STORAGE FOR FILES FOR THE NDC (ADDITIONAL 30 USERS).**

Requirements:

Requirements	Qty.	Estimated Unit Price	Estimated Total Cost
NDC'S E-mail Hosting - Email Hosting for One (1) Year - Workspace Business Starter (30 GB Disk Space) for thirty (30) users - Admin Access for E-mail Accounts - 24/7 technical assistance by Gmail Technical Support/Gmail Public Help Desk - An on-call account manager to address any concerns - Retain NDC's existing email accounts with their specific files - Access to web-based documents, spreadsheets and presentation	1 lot		Php 130,000.00
TOTAL		Php	130,000.00

Approved Budget : ₱130,000.00 (VAT Inclusive)

Mode of Procurement : Small Value Procurement

Deadline of Submission of Quotation : February 20, 2023

Eligibility Requirements :

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. 2021 Income Tax Return or Latest Business Tax Return (certified true copy)
4. Omnibus Sworn Statement (Notarized and in accordance with GPPB Circular 04-2020 dated September 16, 2020)

Note: In lieu of the Mayor's Permit and PhilGEPS Registration Number, you may submit a valid Certificate of PhilGEPS Registration (Platinum Membership).

Please submit your quotation and eligibility requirements in a sealed envelope at the address stated below.

Name of Bidder: BIDS AND AWARDS COMMITTEE National Development Company 7/F NDC Building, 116 Tordesillas St. Salcedo Village, Makati City Fax: 840-4862 Attention: BAC Secretariat Reference Number: MR23-02-019
--

All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment – Government Terms
2. Delivery Period – thirty (30) calendar days

(SIGNED)

AGM SATURNINO H. MEJIA

Chairperson, Bids and Awards Committee