

## REQUEST FOR QUOTATION

REFERENCE NO.: **MR24-01-003**

We are inviting all interested contractors/suppliers to submit their best quotation for the **PROCUREMENT OF ONE (1) YEAR EMAIL HOSTING SERVICES WITH STORAGE FOR FILES FOR THE NATIONAL DEVELOPMENT COMPANY (NDC):**

### SCOPE OF WORK:

- a. Email Hosting for One (1) year;
- b. Workspace Business Starter (30GB Disk Space each) for 80 Users;
- c. Admin Access for email accounts;
- d. 24/7 technical assistance by Gmail Technical Support/Gmail Public Helpdesk;
- e. An on-call Account manager to address any concern;
- f. Retain NDC's existing email accounts with their specific files;
- g. Access to web-based document, spread sheet, and presentation.

**PERIOD OF ENGAGEMENT:** One (1) Year.

### CONFIDENTIALITY:

NDC is engaging the email hosting services for one (1) year with storage of files. All data and information obtained by the supplier company in the course of the rendition of services and/or as an incident to this contract shall be held in strict confidence and may not be disclosed at any time except with prior written consent and approval of the NDC.

**Approved Budget** : ₱390,000.00 (inclusive of all applicable taxes)

**Submission of Quotation and Eligibility Requirements** : January 17, 2024

**Mode of Procurement** : Small Value Procurement

### Eligibility Requirements :

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. Omnibus Sworn Statement (Notarized and 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: 8840-4862  
Attention: BAC Secretariat

Reference Number: MR24-01-003

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

1. Terms of Payment – Government Terms
2. Delivery Period – One (1) year

**(SIGNED)**

**AGM LEOPOLDO JOHN F. ACOT**

Chairperson, Bids and Awards Committee