



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MALACAÑANG, MANILA

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "Subscription of Web-based E-mail Application for 75 Users" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Subscription of Web-based E-mail Application for 75 Users
Location : 3/F Boncodin Hall, General Solano, San Miguel, Manila
Specifications : See attached specification Annex A"
Approved Budget : One Hundred Twenty Nine Thousand Six Hundred Fifty Four Pesos
for the contract (P129,654.00)
Delivery Date : On or Before April 1, 2013

Interested suppliers are required to submit their valid and current Mayor's Permit and PhilGEPS Registration Certificate, and price quotation (Annex "B").

Submission of quotation and eligibility documents is on or before 5:00p.m. of March 20, 2013 at the Administrative Service, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila, Manila. Tele Fax No. 735-4979. Open submission may be submitted, manually or through facsimile.

For inquiry, you may contact us at tel. no. 735-4902.

Very truly yours,


ATTY. SOFIA C. YANTO
Director, Administrative Service



Annex "A"

Platform: Cloud (can be accessed by any web browser) for 75 concurrent users.

Each account must be able to provide the following:

1. Personalized agency domain
2. Universally accessible through the Local Area Network or through the Internet with any communication enabled digital device (e.g. PC, mobile devices, tablets, or any internet/networking compliant digital device) through a browser or similar application
3. Capable of office document creation, sharing and collaboration.
4. Capable of sending and receiving e-mails with documents and other attachments
5. Capable of creating and sharing calendaring/scheduling information
6. Capable of instant messaging and chatting over the Local Area Network or over the Internet
7. Capable of delivering on-line voice communication and voice/multimedia conferencing over the internet (e.g., voice over internet and video conferencing capability)
8. Customization capabilities to address unique agency requirements
9. Easy to use, uncomplicated and user friendly
10. Not involve too much hardware, software, or personal acquisition
11. Reliable and consistent (24/7 availability, 99.9% uptime)
12. Secure (anti-virus, anti-hacking, anti-spam capability)
13. Disaster proof (and/or has disaster recovery systems)
14. Capable of providing DBM with a Service Level Agreement indicating the quality of services to be rendered
15. Capable of providing DBM with a Security Certification certifying that the procedures and processes used are in compliance with standards for security requirements for information and information systems

PRICE QUOTATION FORM

Date

The Administrative Service
Department of Budget and Management
Mabini Hall, Malacanang, Manila

Sir/Madam:

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	Specification	Qty	Unit Price	Total Price
Subscription of Web-based E-mail Application	See attached Specification Annex "A"	75		
Grand Total				

(Amount in Words) _____

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

Very truly yours,

Name/Signature of Representative

Name of Company