



## REQUEST FOR QUOTATION

Procurement Project Title:	<b>PROCUREMENT OF ONE (1) LOT GOOGLE WORKSPACE: 300 LICENSES FOR BUSINESS STARTER, 50 LICENSES FOR ENTERPRISE (1) YEAR SUBSCRIPTION)</b>		
Approved Budget for the Contract (ABC):	1,876,200.00	Purchase Request No.:	25-03-026
End-User: CPSD	MISD	Delivery Period:	within 90 days or less from the date of PO
Source of Funds:	GAA	Deadline for Submission of bids:	25 March 2025 – 5:00 PM

Date: 21 March 2025

The **Philippine Information Agency (PIA)**, through its **Procurement Section – Administrative Division**, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Interested bidders are hereby invited to submit a quotation/proposal, signed by their duly authorized representative, **on or before the deadline indicated above**, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information below:

**Procurement Section/Bids and Awards Committee Secretariat**  
**Philippine Information Agency**  
**2<sup>nd</sup> Flr PIA Bldg. Visayas Avenue Diliman Quezon City**  
**Email: [piacentral.bids@pia.gov.ph](mailto:piacentral.bids@pia.gov.ph)**  
**Tel No. 8920-43-38**

1. Suppliers are required to submit the following prior to notification of award:
  - a. Valid & current Mayor's/Business permit for 2025;
  - b. Valid & current PhilGEPS Registration Certificate/Number;
  - c. Income Tax Return (for ABCs above P500K)
  - d. Omnibus Sworn Statement (for ABCs above P50K);
  - e. Bids should be valid for a period of 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

**ATTY. ALLAN VINCENT B. LORENZO**  
*BAC- Chairperson*

**TERMS AND CONDITIONS:**

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **SIXTY (60) calendar days** from the deadline of submission.
4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract is automatically rejected.
6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
7. Bidders must state their compliance in the "Statement of Compliance" against each of the individual specifications parameters in the Item Description or attachments, if any.
8. In case of tie of bids among suppliers that have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PIA-BAC shall adopt and employ the "draw lots" procedure as the tie-breaking method to determine the single winning supplier in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. Item/s delivered shall be inspected and/or tested on the scheduled date and time of the PIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
11. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other banks, bank transfer fees shall be charged against the creditor's account.
12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
13. 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. The PIA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies applicable to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
15. The PIA reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the government.
16. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

## SUPPLIERS QUOTATION

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>UNIT</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT COST</b>	<b>TOTAL AMOUNT</b>
<b>Lot</b>	<b>GOOGLE WORKSPACE</b>	<b>1</b>		
	300 User Licenses for Business Starter			
	50 User Licenses for Enterprise			
	<b>Approved Budget for the Contract (ABC):</b>	<b>GRAND TOTAL</b>		
	<u>Php 1,876,200.00</u>	Amount in Words: _____ _____ _____		
		In Figures: Php _____		

After having carefully read, understood, and accepted the conditions specified in the Request for Quotation, Technical Specification, and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

<i>Company Name:</i>	
<i>Company Address:</i>	
<i>Submitted by: (Authorized Representative)</i>	<i>_____</i>
<i>Designation</i>	<i>Signature Over Printed Name</i>
<i>Telephone No / Mobile No</i>	
<i>Email Address:</i>	
<i>Date Submitted:</i>	

### **TECHNICAL SPECIFICATIONS**

Note: Bidders must state either “**Comply**” or “**Not Comply**” in the column “Statement of Compliance” in each of the individual specification parameters:

<b>PROJECT TITLE: Procurement of One (1) Year Subscription of Google Workspace (300 Licenses for Business Starter and 50 Licenses for Enterprises)</b>				
<b>QTY</b>	<b>UNIT</b>	<b>DESCRIPTION</b>	<b>REMARKS</b> <i>(Brand Name/ Model, etc.)</i>	<b>STATEMENT OF COMPLIANCE</b>
		<p><b>Executive Summary</b></p> <p>Currently, the Philippine Information Agency is subscribed to a software-as-a-service collaborative and productivity tool that is cloud-based for its day-to-day operations and collaboration with stakeholders, the Google Workspace. The subscription will end on 31 March 2025 and to have uninterrupted and seamless operation of the agency, there is a need to procure or renew the service.</p> <p><b>Purpose</b></p> <p>The procurement is for the continuous and uninterrupted utilization agency’s collaborative tools and productivity platform, the Google Workspace.</p>		
		<p><b><u>Technical Specifications:</u></b></p> <p><b>Compatible with the existing productivity and collaboration tools of the agency which includes;</b></p> <ul style="list-style-type: none"> <li>• Create Documents, Spreadsheets, Presentations, Forms <ul style="list-style-type: none"> <li>○ <i>Create documents, spreadsheets and presentations from anywhere. Share them with teammates and work together on the same file, at the same time.</i></li> </ul> </li> <li>• Thirty Gigabytes (30 GB) of Cloud Storage for Business Starter and Five Terabytes (5 TB) pooled storage for Enterprise.</li> </ul>		

		<ul style="list-style-type: none"> <li>○ <i>Storage for all work in one place and quickly find what is needed with Google-powered search. Accessible anytime and can be shared, control over files or work.</i></li> <li>• Can email, chat and video meetings. Can meet face-to-face with co-workers or customers anytime and anywhere.</li> <li>• Accessing work with one login. Administrative controls with two-step verification to enhance security for the whole agency.</li> </ul>		
		<p><b><u>Business-grade email</u></b></p> <ul style="list-style-type: none"> <li>• Customized email for Philippine Information Agency &lt;user@pia.gov.ph&gt;</li> <li>• Phishing and spam protection that blocks more than 99.9% of attacks</li> <li>• Ad-free email experience</li> </ul>		
		<p><b><u>Meet Video and voice conferencing</u></b></p> <ul style="list-style-type: none"> <li>• Up to 300 participants</li> <li>• 24-hours Meeting length (maximum)</li> <li>• US or international dial-in phone numbers</li> <li>• Digital whiteboarding</li> </ul>		
		<p><b><u>Google Drive</u></b></p> <ul style="list-style-type: none"> <li>• Secure cloud storage with 30GB per user for Business Starter and 5 TB pooled storage for Enterprise</li> <li>• Drive file streaming and secured file sharing</li> </ul>		
		<p><b><u>Google Chat</u></b></p> <ul style="list-style-type: none"> <li>• Team messaging</li> </ul>		
		<p><b><u>Google Calendar</u></b></p> <ul style="list-style-type: none"> <li>• Integrated with Gmail with ability to share to project</li> </ul>		

		team or publish on the web for appointments <ul style="list-style-type: none"> <li>• Accessible with mobile devices</li> <li>• Browse and reserve rooms</li> </ul>		
		<b><u>Google Docs, Sheets, Slides</u></b> <ul style="list-style-type: none"> <li>• Collaborative content creation</li> <li>• Keep Shared Notes</li> <li>• Sites website builder</li> <li>• Forms survey builder</li> <li>• Interoperability with Office files</li> <li>• Easier analysis with Smart Fill, Smart Cleanup, and Answers</li> <li>• Writing assistance with Smart Compose, grammar suggestions, and spelling autocorrect</li> </ul>		
		<b><u>Security Management</u></b> <ul style="list-style-type: none"> <li>• Can do 2-step verification</li> <li>• Have group-based policy controls</li> <li>• Have advanced Protection Program</li> <li>• With fundamental endpoint management</li> </ul> <p>And other services offered under the Google Workspace - Business Starter and Google Workspace Enterprise package.</p>		
		<b><u>Scope of Work</u></b> <p>[Supplier]</p> <ul style="list-style-type: none"> <li>• Certification that the goods and services has been delivered (300 user licenses of Google Workspace Business Starter, 50 licenses Google Workspace Enterprise)</li> <li>• Provision for 24/7 technical support from local and/or Google Workspace engineers as package</li> <li>• Shall coordinate with the previous supplier for migration, if needed.</li> </ul> <p>[Procuring Entity - PIA]</p>		

		<p>Certification or screenshot of administration panel/dashboard that validates that the licenses are:</p> <ul style="list-style-type: none"> <li>• Good for one year</li> <li>• 300 user licenses for Google Workspace - Business Starter and 50 for Google Workspace - Enterprise</li> </ul> <p><b>III. DETAILED TECHNICAL REQUIREMENTS</b></p> <p>License 300 users – Google Workspace Starter</p> <p>License 50 users – Google Workspace Enterprise</p>		
		<p><b>IV. APPROVED BUDGET FOR THE CONTRACT (ABC)</b></p> <p>The approved budget for the goods is <b>ONE MILLION EIGHT HUNDRED SEVENTY-SIX THOUSAND TWO HUNDRED PESOS only (Php1,876,200.00).</b></p>		
		<p><b>V. Period Covered</b></p> <p>The subscription is good for One (1) year and may be renewed in accordance with the government procurement law, the RA 9184.</p>		
		<p><b>VI. Delivery Period</b></p> <p>Within Seven (7) days after the issuance of Contract/Purchase Order.</p>		
<b>DELIVERY PERIOD: 7 days after issuance of PO/Contract</b>				

<b>PRICE VALIDITY: Sixty (60) Calendar Days</b>	
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I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall render our bid in automatic disqualification.

Name of Company/Bidder:	
Authorized Representative:	<div style="text-align: center;">_____ Signature Over Printed Name</div>
Date:	





Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11907348  
**Procuring Entity** PHILIPPINE INFORMATION AGENCY  
**Title** PROCUREMENT OF ONE (1) LOT GOOGLE WORKSPACE: 300 LICENSES FOR BUSINESS STARTER, 50 LICENSES FOR ENTERPRISE (1) YEAR SUBSCRIPTION)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	25-03-026	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	2
<b>Category:</b>	Information Technology	<b>Date Published</b>	21/03/2025
<b>Approved Budget for the Contract:</b>	PHP 1,876,200.00	<b>Last Updated / Time</b>	21/03/2025 00:00 AM
<b>Delivery Period:</b>	7 Day/s	<b>Closing Date / Time</b>	25/03/2025 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Jupalyn Laderas Benedicto Procurement Officer Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338  jupalyn.benedicto@pia.gov.ph		

#### Description

##### REQUEST FOR QUOTATION

Procurement Project Title: PROCUREMENT OF ONE (1) LOT GOOGLE WORKSPACE: 300 LICENSES FOR BUSINESS STARTER, 50 LICENSES FOR ENTERPRISE (1) YEAR SUBSCRIPTION)

Approved Budget for the Contract (ABC): 1,876,200.00 Purchase Request No.: 25-03-026

End-User:

MISD Delivery Period: within 90 days or less from the date of PO

Source of Funds: GAA Deadline for Submission of bids: 25 March 2025 – 5:00 PM

Date: 21 March 2025

The Philippine Information Agency (PIA), through its Procurement Section – Administrative Division, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Interested bidders are hereby invited to submit a quotation/proposal, signed by their duly authorized representative, on or before the deadline indicated above, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information below:

Procurement Section/Bids and Awards Committee Secretariat

Philippine Information Agency  
 2nd Flr PIA Bldg. Visayas Avenue Diliman Quezon City  
 Email: piacentral.bids@pia.gov.ph  
 Tel No. 8920-43-38

1. Suppliers are required to submit the following prior to notification of award:

- a. Valid & current Mayor's/Business permit for 2025;
- b. Valid & current PhilGEPS Registration Certificate/Number;
- c. Income Tax Return (for ABCs above P500K)
- d. Omnibus Sworn Statement (for ABCs above P50K);
- e. Bids should be valid for a period of 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

ATTY. ALLAN VINCENT B. LORENZO  
 BAC- Chairperson

#### ANNEX "A"

##### TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of SIXTY (60) calendar days from the deadline of submission.
4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract is automatically rejected.
6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
7. Bidders must state their compliance in the "Statement of Compliance" against each of the individual specifications parameters in the Item Description or attachments, if any.
8. In case of tie of bids among suppliers that have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PIA-BAC shall adopt and employ the "draw lots" procedure as the tie-breaking method to determine the single winning supplier in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. Item/s delivered shall be inspected and/or tested on the scheduled date and time of the PIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
11. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other banks, bank transfer fees shall be charged against the creditor's account.
12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
13. 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. The PIA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies applicable to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
15. The PIA reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the government.
16. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

##### SUPPLIERS QUOTATION

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

UNIT DESCRIPTION	QTY	UNIT COST	TOTAL AMOUNT
Lot			
GOOGLE WORKSPACE 1			
300 User Licenses for Business Starter			
50 User Licenses for Enterprise			
Approved Budget for the Contract (ABC):			
Php 1,876,200.00 GRAND TOTAL			
Amount in Words: _____			

In Figures: Php \_\_\_\_\_

After having carefully read, understood, and accepted the conditions specified in the Request for Quotation, Technical Specification, and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Company Name:

Company Address:

Submitted by: (Authorized Representative)

Signature Over Printed Name

Designation

Telephone No / Mobile No

Email Address:

Date Submitted:

#### TECHNICAL SPECIFICATIONS

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" in each of the individual specification parameters:

PROJECT TITLE: Procurement of One (1) Year Subscription of Google Workspace (300 Licenses for Business Starter and 50 Licenses for Enterprises)

Technical Specifications:

Compatible with the existing productivity and collaboration tools of the agency which includes;

Create Documents, Spreadsheets, Presentations, Forms

Create documents, spreadsheets and presentations from anywhere. Share them with teammates and work together on the same file, at the same time.

Thirty Gigabytes (30 GB) of Cloud Storage for Business Starter and Five Terabytes (5 TB) pooled storage for Enterprise.

Storage for all work in one place and quickly find what is needed with Google-powered search. Accessible anytime and can be shared, control over files or work.

Can email, chat and video meetings. Can meet face-to-face with co-workers or customers anytime and anywhere.

Accessing work with one login. Administrative controls with two-step verification to enhance security for the whole agency.

Business-grade email

Customized email for Philippine Information Agency user@pia.gov.ph

Phishing and spam protection that blocks more than 99.9% of attacks

Ad-free email experience

Meet Video and voice conferencing

Up to 300 participants

24-hours Meeting length (maximum)

US or international dial-in phone numbers

Digital whiteboarding

Google Drive

Secure cloud storage with 30GB per user for Business Starter and 5 TB pooled storage for Enterprise

Drive file streaming and secured file sharing

Google Chat

Team messaging

Google Calendar

Integrated with Gmail with ability to share to project team or publish on the web for appointments

Accessible with mobile devices

Browse and reserve rooms

Google Docs, Sheets, Slides

Collaborative content creation

Keep Shared Notes

Sites website builder

Forms survey builder

Interoperability with Office files

Easier analysis with Smart Fill, Smart Cleanup, and Answers

Writing assistance with Smart Compose, grammar suggestions, and spelling autocorrect

Security Management

Can do 2-step verification

Have group-based policy controls

Have advanced Protection Program

With fundamental endpoint management

And other services offered under the Google Workspace - Business Starter and Google Workspace Enterprise package.

Scope of Work

[Supplier]

Certification that the goods and services has been delivered (300 user licenses of Google Workspace Business Starter, 50 licenses Google Workspace Enterprise)

Provision for 24/7 technical support from local and/or Google Workspace engineers as package

Shall coordinate with the previous supplier for migration, if needed.

[Procuring Entity - PIA]

Certification or screenshot of administration panel/dashboard that validates that the licenses are:

Good for one year

300 user licenses for Google Workspace - Business Starter and 50 for Google Workspace – Enterprise

### III. DETAILED TECHNICAL REQUIREMENTS

License 300 users – Google Workspace Starter

License 50 users – Google Workspace Enterprise

### IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the goods is ONE MILLION EIGHT HUNDRED SEVENTY-SIX THOUSAND TWO HUNDRED PESOS only (Php1,876,200.00).

### V. Period Covered

The subscription is good for One (1) year and may be renewed in accordance with the government procurement law, the RA 9184.

### VI. Delivery Period

Within Seven (7) days after the issuance of Contract/Purchase Order.

DELIVERY PERIOD: 7 days after issuance of PO/Contract

PRICE VALIDITY: Sixty (60) Calendar Days

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall render our bid in automatic disqualification.

Name of Company/Bidder:

Authorized Representative:

Signature Over Printed Name

Date:

### Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	PROCUREMENT OF ONE (1) LOT GOOGLE WORKSPACE: 300 L	PROCUREMENT OF ONE (1) LOT GOOGLE WORKSPACE: 300 LICENSES FOR BUSINESS STARTER, 50 LICENSES FOR ENTERPRISE (1) YEAR SUBSCRIPTION)	1	Lot	1,876,200.00

**Created by** Ronelio N Hernandez

**Date Created** 20/03/2025

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.