



Republic of the Philippines
City Government of Muntinlupa
National Road Putatan Muntinlupa City
BIDS and AWARDS COMMITTEE
www.muntinlupacity.gov.ph

REQUEST FOR QUOTATION

Date: 4/11/2025
Quotation No:2025-0242

Company Name: _____

Address: _____

Business Permit No.: _____

TIN: _____

PhilGEPS Registration No.(required): _____

The **City Government of Muntinlupa**, through its Bids and Awards Committee, intends to procure **Renewal of the Subscription for Cpanel Email Hosting w/c includes SSL Certificate Subscription & Support Maintenance**, which will be undertaken in accordance with **Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic Act No.9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided.

A copy of the following documents are also required to be submitted along with your quotation/proposal:

1. Mayor's/Business Permit: (Certified True Copy)	4. PhilGEPS Registration (Certified True Copy)
2. Omnibus Sworn Statement (original)	5. Certificate of Registration (Certified True Copy)
3. Latest Income Tax (Certified True Copy)	6. Tax Clearance (Certified true copy)

Quotations/Proposals must be submitted to the BAC Office of the City Government of Muntinlupa for checking & validation.

For any clarification, you may contact **Bids & Awards Committee** at telephone no.(02)8861-1127

INSTRUCTIONS:

- (2) Do not alter the contents of this in any way.
- (3) technical specifications with asterisks(*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your
- (4) Failure to follow these instructions will disqualify your entire quotation.

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

Procurement Project			Approved Budget for the Contract (ABC)		
Renewal of the Subscription for Cpanel Email Hosting w/c includes SSL Certificate Subscription & Support Maintenance			Five Hundred Fifty Three Thousand Five Hundred Sixty Pesos Only		
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
150	users	Cpanel Email Hosting			
		• https://webmail.muntinlupacity.gov.ph			
		• Email hosting (5gb-10gb per user)			
		• Domain			
		• Aliases			
		• Email routing			
		• Email and folder sharing			
		• Collaboration tool			
		• IMAP & POP access			
		• Email client			



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		• 250mb attachment in email				
		• Exchange active sync				
		• Mobile app for iOS & android using gmail app				
		• Calendar sharing				
		• Group cal				
12	months	SSL certificate subscription				
12	months	Support maintenance				
		• Onsite or remote assistance support				
		• 24/7 (call, remote support (anydesk or tem viewer), email or text				
		• Troubleshooting empowerment to system administrator and web administrator				
		• Reports and recommendations				
		• Updates & patching of email server				
		• Troubleshooting issues pertaining to email				
		• Log, prioritize, assign & troubleshoot server				
		• Handles problem recognition, isolation, resolution & follow-up for difficult user				
		problems to the next level of technical staff				
Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
150	users	Cpanel Email Hosting				
		• https://webmail.muntinlupacity.gov.ph				
		• Email hosting (5gb-10gb per user)				
		• Domain				
		• Aliases				
		• Email routing				
		• Email and folder sharing				
		• Collaboration tool				
		• IMAP & POP access				
		• Email client				
		• 250mb attachment in email				
		• Exchange active sync				

