

## 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)			
Renewa	ewal 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		
		ITEM DESCRIPRION		liance	REMARKS
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	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				
	<del>                                     </del>	gmail app  • Calendar sharing		1		
	<del> </del>	Group cal		++		+
	+	- Group car		1 1		1
12	months	SSL certificate subcription				
12	HIOTICIS	SSE certificate subtribution				
12	months	Support maintenance				
	1110111111			1		+
		Onsite or remote assistance support				
		• 24/7 (call, remote support (anydesk or				1
	-	tem viewer), email or text  • Troubleshooting empowerment to		-		
	1	system administrator and web				
		administrator		1 1		
		Reports and recommendations				
		Updates & patching of email server				
		Troubleshooting issues pertaining to				
		email				
		Log, prioritize, assign & troubleshoot server				
	<del>                                     </del>	Handles problem recognition,		+		
	1	isolation, resolution & follow-up for				1
		difficult user				
		problems to the next level of technical staff				
	Su	mmary of Approved Budget		OFFER	RED 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				

# SOL NG MUNITAL UPA

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	1	Mobile app for iOS & android using		1	
		gmail app			
		Calendar sharing			
		Group cal			
12	months	SSL certificate subcription		<del></del>	+
12	months	Support maintenance			
		Onsite or remote assistance support			
3		• 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			
			₱553,650.00	Total Offered quotation (in Php)	Php

#### TERMS AND CONDITIONS:

- 1. Bidders shall provide correct and accurate information required in this form.
- 2. Bidders must quote for all or all the items.
- 3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- 4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- $5.\ Quotations\ exceeding\ the\ Approved\ Budget\ for\ the\ contract\ shall\ be\ rejected.$
- 6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- 7. Any interlineations, erasures overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 8. The Item/s shall be delivered according to the requirements specified in the Technical Specifications.
- 9. The GSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

Signature	over Printed Name
Positi	ion/Designation
Office	Telephone No.
Mobile I	Phone No./Fax No.
Em	ail address/es