

TERMS OF REFERENCE

PROCUREMENT OF EMAIL HOSTING/SERVICE

I. Background

The Maritime Industry Authority (MARINA) intends to procure an email hosting/service.

Email service providers enable users to send, receive and review e-mail from their Web browsers. Email services offer easy access and storage of e-mail messages for users who are not connected to the Internet from their usual location.

II. Objective

1. To procure a 150 users/mailbox of email.

III. Approved Budget for the Contract

The Approved Budget of the Contract (ABC) is Five Hundred Thousand Pesos (PhP 500,000.00), inclusive of VAT and other applicable government taxes to be charged against the 2020 GAA.

IV. Email Provider's Qualification

1. The email provider must be an ISO 9001:2015 (Quality Management Systems) and ISO 27001:2013 (Information Security Management Systems) certified

V. Technical Specification

1. Product Suite
 - Intelligent office suite
 - Secure cloud-based file storage per user (30 GB)
 - Access across devices
 - Compatible with MS Office
 - 24/7 support by phone, email, and online
 - Alert center
 - G Suite Marketplace with hundreds of business apps
2. Gmail
 - Enhanced productivity and intelligence
 - Preview attachments
 - Delegation
 - Email receipts
 - Recover messages for up to 30 days after they're deleted
 - Global spam settings with compliance filters
 - Maximum recipients per message, user, or day
 - Attachment size limit
 - Email retention

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- Create aliases
 - Content management
3. Hangout Meet
 - Maximum number of participants (25)
 - Native apps for android and iOS
 - Presentations
 4. Hangouts Chat
 - Direct messaging
 - Chat rooms
 - G Suite integration
 5. Calendar
 - Resource Booking
 - To-dos
 - Group calendars
 - Ssync Calendar with a phone or tablet
 6. Groups
 - Search
 - Groups for Business
 - Admin managed Groups
 - Forums and collaborative inboxes
 7. Google
 - Google +
 - Home stream
 - Communities
 - Collections
 - Photos and videos
 8. Drive
 - 30 GB cloud storage
 - Drive app for iOS and Android
 - Access all your drive files directly from your Mac or PC
 9. Docs
 - Create, edit, collaborate
 - Changes saved automatically
 - Customized templatesSupport file types, like Office
 10. Sheets
 11. Slides
 12. Forms
 13. Admin
 - Administration Controls
 - Automated migration tools

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VI. Schedule of Requirements

February to December 31, 2020 (effective upon receipt of Notice to Proceed)

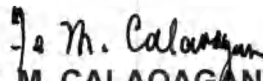
VII. Mode of Payment

MARINA shall pay the email provider on a monthly basis upon the submission of the billing statement.

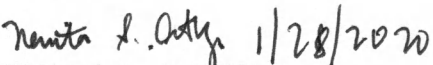
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