Bid Notice Abstract

Request for Proposal (RFP)

Reference Number	7472362
Procuring Entity	MARITIME INDUSTRY AUTHORITY (MARINA)
Title	Procurement of Email Hosting-Service for the Year 2021
Area of Delivery	Metro Manila

Solicitation Number:	2021-02-031	**Status**	**Pending**
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	**Associated Components**	1
Classification:	Goods	**Bid Supplements**	0
Category:	Internet Services		
Approved Budget for the Contract:	PHP 995,000.00		
Delivery Period:	10 Month/s	**Document Request List**	0
Client Agency:			
Contact Person:	Atty. Maximo I. Bañares The BAC Chairperson MARINA Building, A. Bonifacio Drive corner 20th St Port Area, Manila Manila Metro Manila Philippines 1018 63-2-85246518 63-2-85246518 2021marinabac@gmail.com	**Date Published**	16/02/2021
		Last Updated / Time	15/02/2021 10:01 AM
		Closing Date / Time	22/02/2021 13:00 PM

Description

Procurement of Email Hosting-Service for the Year 2021

(Please see attached file)

Created by	Atty. Maximo I. Bañares
Date Created	15/02/2021

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TERMS OF REFERENCE

PROCUREMENT OF EMAIL HOSTING/SERVICE FOR THE YEAR 2021

I.   Background

The Maritime Industry Authority (MARINA) intends to procure an email hosting/service for the year 2021.

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

To procure a 150 users/mailbox of email with a five (5) Terabyte of email storage per user compared with the current 30 Gigabyte of email storage.

III.   Approved Budget for the Contract

The Approved Budget of the Contract (ABC) is Nine Hundred and Ninety-Five Thousand Pesos (PhP 995,000.00), inclusive of VAT and other applicable government taxes to be charged against the 2021 GAA.

IV.   Qualification of Email Provider

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
    - Email and Calendar
    - Groups and collaborative inboxes
    - Chat and chat rooms
    - Secure cloud-based file storage per user (5 TB)
    - Intelligent office and real time collaboration suite: Docs, Spreadsheets, Slides, Forms, Digital Whiteboard, Task and Notes etc.
    - Video conferencing with Meet
    - Directory management
    - Other Google services: Blogger, YouTube, and more
    - Cloud Search for internal search and assist (across Google services, only)
    - Vault for eDiscovery and information governance
    - Supported browsers
    - Access across devices (computers, phones, tablets)
    - Works without Internet (offline access)
    - Microsoft Outlook support
    - IMAP and POP mail support

VII. Hangouts Chat

1. Direct messaging
2. Chat rooms
3. Support up to 8000 Maximum room size
4. Native desktop client
5. Native apps for Android and iOS
6. G Suite integration
7. 3rd party integrations
8. Allow History On/Off

VIII. Calendar

1. To-dos
2. Group calendars
3. Snyc Calendar with a phone or tablet
4. Group calendars
5. Resource booking (rooms, buildings, equipment)
6. Add video conferencing to events
7. Sync Exchange and Google calendars
8. Set a default duration for events

IX. Groups

1. Search
2. Groups for Business
3. Admin managed Groups
4. Forums and collaborative inboxes

X. Google Currents, formerly known as Google+

1. Set up your profile
2. Post and share content
3. Share posts
4. Add and manage tags
5. Comment on a post
6. Edit or delete a post or comment
7. Follow people or Streams
8. Create communities
9. Find and join a community
10. Invite people to join a community
11. Update a community
12. Remove posts or people

XI. Drive

1. 5 TB secure cloud storage per user
2. Drive app for iOS and Android
3. Access all your drive files directly from your Mac or PC
4. Shared drives for teams

5. Advanced Drive auditing and reports (Drive audit log)
6. Advanced Drive sharing permissions
7. Manage Document Approvals
8. Manage Drive metadata (custom labels and fields)
9. Turn Docs creation on or off

XII. Docs

1. Create, edit, collaborate
2. Works anywhere, anytime—even offline
3. Changes saved automatically
4. Real-time collaboration
5. Smart editing and styling tools
6. Wide variety of templates
7. Instant research and recommendations with Explore
8. Voice typing
9. Supports file types, like Office
10. Revision history
11. Action items
12. Customizable templates

XIII. Sheets

1. Create, edit, collaborate
2. Works anywhere, anytime—even offline
3. Changes saved automatically
4. Real-time collaboration
5. Powerful spreadsheets
6. Smart editing and calculating tools
7. Templates
8. Instant insights with Explore
9. Supports file formats, like Office
10. Pivot tables
11. Create a form or survey
12. Revision history
13. Customizable templates

XIV. Slides

1. Create, edit, collaborate
2. Works anywhere, anytime—even offline
3. Changes saved automatically
4. Real-time collaboration
5. Wide variety of templates
6. Get design recommendations instantly with Explore
7. Give a presentation
8. Connect with your audience
9. Supports other files, like Office
10. Revision history
11. Customizable templates

XV. Forms

1. Create, edit, and format
2. Works anywhere, anytime—even offline
3. Responsive experience
4. Smart suggestions
5. Real-time results
6. Build it together
7. Customizable forms
8. Wide variety of templates
9. Quizzes
10. Reminder emails
11. Manage responses
12. Collect emails
13. Collect files
14. Add images and videos
15. Customizable templates

XVI. Device management

1. Fundamental endpoint management (many features)
2. Android app management
3. Advanced endpoint management (many features)
4. Selectively distribute mobile apps
5. Devices audit log
6. Report inactive company owned devices
7. Company owned Android devices

XVII. Admin

1. Admin roles with delegated access
2. Control release cycle timing—rapid or delayed
3. Mobile Admin app
4. Single-sign-on (SSO) across applications
5. (SAML, OAuth, Open ID Connect) and SCIM provisioning
6. Password strength requirements
7. 2-Step Verification and user managed security keys

XVIII. Schedule of Requirements

March 1, 2021 to   December 31, 2021

XIX. Mode of Payment

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

Prepared by:

Fe M. Calaoagan

FE M. CALAOAGAN
Chief, Information and Technology Division

Noted by:

LUISITO U. DELOS SANTOS
Officer-In-Charge – Office of the Director
Management Information and Systems Service

Republic of the Philippines
Department of Transportation and Communications
MARITIME INDUSTRY AUTHORITY

PURCHASE REQUEST

Office:	**MISS**	PR No. :	2021-02-031
Division/Section: Information Technology Division		SAI No. :	FEB 01 2021

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Email Hosting/Service		P995,000	P 995,000
		- 150 Users/mailbox of email			
		- 5TB Storage / Mailbox			
		- Schedule of Requirements:			
		March 1, 2021 - December 31, 2021			
		TOTAL			995,000.00

Requisitioning Officer

Signature:		
Printed Name:	**LUISITO U. DELOS SANTOS**	
Designation:	Officer-In-Charge, MISS	

Purpose: *For official e-mail accounts (marina.gov.ph) and e-mail storage space of MARINA*

CERTIFICATION

☑ FUNDS AVAILABLE
☐ NO FUNDS AVAILABLE

RALPH A. NARVAEZ
Chief, Budget Division, MFAS

☐ Approved	☐ Disapproved

PR Approver

Signature:	
Printed Name:	**VADM ROBERT A EMPEDRAD AFP (Ret)**
Designation:	Administrator 2/1/21

Note: Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP, special projects, etc.)