

TERMS OF REFERENCE

SUBSCRIPTION OF GOOGLE WORKSPACE BUSINESS PLUS / EMAIL HOSTING

I. Background

The Maritime Industry Authority (MARINA) intends to procure Google Workspace Business Plus / Email Hosting for its top-level officials as well as MARINA Central Office service units.

Google Workspace provides a custom email for MARINA and includes collaboration tools like Gmail, Calendar, Meet, Chat, Docs, Sheets, Slide, Forms, Sites and more to connect the people, no matter where in the world they are.

II. Objective

1. To procure a Google Workspace (email, video conferencing, cloud storage, and file sharing), an integrated workspace that unites all the productivity tools in one easy-to-use solution to help people, team, and the MARINA do their best work-together.

III. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is Two Million One Hundred Seventy-seven Thousand and Two Hundred Eighty Pesos (Php P2,177,280.00), inclusive of VAT and other applicable government taxes to be charged against the 2024 General Appropriations Act (GAA).

IV. Mode of Procurement

The mode of procurement is Competitive Bidding.

V. Eligibility

1. Class "A" Documents Legal Documents

- 1.1 Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
- 1.2 Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas. In case of recently expired Mayor's/Business permit the same shall be accepted together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit; Provided that the renewed permit shall be submitted as a post-qualification requirement within five (5) calendar days from the receipt of notice from the BAC in accordance with Section 34.2 of the IRR of Ra 9184.
- 1.3 Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
- 1.4 Valid PhilGEPS Certificate of Registration

2. Technical Documents

- 2.1 Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the bidding documents.

3. Financial Documents

- 3.1 The bidder's audited financial statements, showing, among others, the bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly

accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

3.2 The bidder's computation of Net Financial Contracting Capacity (NFCC).

VI. Class "B" Document

For Joint Venture agreement (JV), each partner of the JV shall submit their PhilGEPS Certificates of Registration. The partner responsible to submit the NFCC shall likewise submit the statement of all of its ongoing contracts and Audited Financial Statements.

VII. Below are the minimum Technical Specifications:

Gmail Business email

- Customer email & email hosting
- Phishing and spam protection that blocks more than 99.9% of attacks
- Ad-free email experience

Google Calendar

- Easily schedule
- Integrated with Gmail with ability to share to protect team or publish on the web for appointments
- Access with your mobile device
- Browse and reserve rooms

Google Drive and Editors

- The one place to store all the files
- Access files anywhere, from any devices and share files with anyone and work on them together
- Built-in Google Docs
- Share, comment, and collaborate on files

Google Meet and Chat

- Video call meeting length maximum of 24 hours
- 100 to 250 participants in one call
- Live-stream up to 250 participants and 100,000 viewers
- Digital whiteboarding
- Works on computers, Android and Apple Devices
- Video and chat directly on the Gmail app without opening another browser

Google Sites

- An easy way to create secure web pages for intranets and team projects. No coding or HTML required.
- Organize information in a central
- Build collaborative sites faster with templates for project workspaces, team sites, intranets and more.
- Anytime, anywhere access
- Works across operating systems
- System and site-level security

Admin

- 2-step verification
- Advanced Protection Program
- Endpoint management
- Vault-retain, archives and search data

Quantity of Licenses

- One-Fifty (150)

Storage per user

- five (5) Terabyte

VIII. Additional requirements to the Technical Specifications (*documentary evidence must be submitted as part of the bid*)

1. Certification from Google that the service provider/bidder is an authorized Premier Level Partner or reseller of Google products and/or services.
2. The service provider/bidder must have certified administrators of the product being offered.
3. The service provider/bidder must be an ICT Provider for at least ten (10) years in the Philippines.
4. The service/provider/bidder must have at least three (3) successful similar projects with proof of satisfactory service from its clients. (Note: Similar projects are those related to Supply or provision of GWS or G Suite licenses)

IX. Confidentiality

- a. Each party (the "Receiving Party") agrees to keep strictly confidential all data, information, and documents obtained from the other party (the "Disclosing Party") such as, but not limited to, the terms of an Agreement, technical information and know-how, and other information provided by the Disclosing Party to the Receiving Party during the course of the negotiations and performance of an Agreement, whether or not such is labeled as "confidential" or "proprietary" (the "Information").
- b. Neither party may disclose the Information to any third party, or to any of its employees, agents, officers and representatives, except on a need-to-know basis, except upon written consent by the Disclosing Party, or pursuant to an applicable law or order from a competent court or regulatory body; provided, that in the event of a legally-mandated disclosure, the Receiving Party shall first inform the Disclosing Party in writing of such order or requirement at least three (3) days prior to the intended date of disclosure.

X. Maintenance and Technical Support

The winning bidder shall render 24x7 Support (Technical Online and Phone Support from Email Service Provider), available 24 hours a day 7 days a week. This will function as the escalation support by the MARINA IT technical support who will act as the main point of contact by end-users.

XI. Contract Period

The contract period shall cover twelve (12) months, **September 26, 2024 to September 25, 2025.**

XII. Mode of Payment

MARINA shall pay the email provider on a monthly basis, upon the receipt of the billing statement from the winning bidder or service provider.

Prepared by:


ADRIAN G. RAMOS
End-User Representative

Reviewed by:


ATTY. PATRICK D. FERRARO
Head, TWG-IT

Approved by:


JOSEPH VICTOR S. GENERATO PhD
Management Information Systems Service
Director