

# TECHNICAL SPECIFICATIONS

## 1. PROJECT TITLE

Procurement of One (1) Year Cloud Email Delivery Services Subscription for the Bureau.

## 2. DESCRIPTION

The project aims to enable the organization to properly send email notifications to end-users of the Bureau's current and future web applications such as the Online Fidelity Bonding System (OFBS), National Asset Registry System (NARS), the Bureau will be subscribing a cloud email delivery service that will enable the Bureau to send 700,000 system generated emails per month.

## 3. APPROVED BUDGET OF THE CONTRACT (ABC) PHP 450,000.00

(Inclusive of all applicable taxes and charges)

## 4. DELIVERY PERIOD

Activation of the Cloud Email Delivery Services Subscription within thirty (90) calendar days after payment.

## 5. PROJECT SCOPE

Subscription to the Cloud Email Delivery Services for a period of One (1) Year

PART I. SPECIFICATIONS	INDICATE THE PRODUCT BEING OFFERED	BIDDER'S STATEMENT
<ul style="list-style-type: none"><li>• Sendgrid (1year subscription)</li><li>• Activation of the Service Subscription.</li><li>• 700,000 emails per month limit.</li><li>• Dedicated IP address.</li><li>• SMTP Relay.</li><li>• Subuser Management.</li><li>• Integration to web app support</li></ul>		

<b>PART II. BIDDER'S COMPLIANCE</b>	<b>BIDDER'S STATEMENT</b>
<p><b>1. STATEMENT OF BIDDER'S EXISTENCE AND EXPERTISE</b></p> <p>1.1. Must submit certification from manufacturer or distributor that the bidder is authorized to bid, sell, support and maintain the products being offered. If distributor will certify the bidder, they must submit certification from Manufacturer acknowledging the distributor as partner of the product being offered.</p> <p>1.2. The bidder must be operating in the Philippines for the past Five (5) years as an IT company.</p> <p>1.3. The bidder must have a technical expert in the company that has implemented the proposed solution and must provide proof.</p> <p>1.4. The bidder must have 1 similar contract in the last 3 years and must submit proof of completion.</p> <p><i>Note: Similar projects are those related to Supply and Installation of an Email Cloud Services</i></p>	

<b>PART III. OTHER CONDITION AND REQUIREMENTS</b>	<b>BIDDER'S STATEMENT OF COMPLIANCE</b>
<p><b>1. PROJECT PLANNING, IMPLEMENTATION AND SERVICES</b></p> <p>1.1. Organize project briefing / kick-off meeting and submission of inception report for approval before implementation.</p> <p>1.2. Support in the integration and setup of the email service.</p> <p><b>2. TRAINING AND SUPPORT</b></p> <p>2.1. Must provide training to at least 2 (two) Technical Personnel of Management Information Systems Service (MISS) on the proper administration and configuration of the cloud email services</p>	
<p><b>3. SERVICE ACCEPTANCE</b></p> <p>3.1. A "Certificate of Completion" shall be issued after the testing period, provided that the following conditions are met:</p> <p>3.1.1. Hand-over of all necessary paper licenses (if applicable), installers, duly signed delivery receipts with breakdown of items being delivered.</p> <p>3.1.2. Hand-over of the full inventory of procured equipment.</p>	
<p><b>4. WARRANTY AND SUPPORT</b></p>	

4.1. Product warranty for 1 year (Phone, Email and Remote Support).	
4.2. The vendor must notify users / clients if there are possible updates and patches.	
<b>5. MODE OF PAYMENT</b>	
5.1. Monthly payment shall be made upon submission of required monthly service reports and billing invoice.	
<b>6. OTHER CONDITIONS</b>	
6.1. Freebies (if any/existing) 6.1.1. The vendor must submit a list specifying the quantity, name, and description of all included freebies marked as "Freebies". 6.2. Delivery of the Equipment All deliveries including freebies, can be delivered to the Systems Administration Division (SAD), under the following conditions: 6.2.1. Proper coordination of the Vendor with the Property and Supply Management Division (PSMD) and SAD prior to the delivery. 6.2.2. No deliveries shall be accommodated without the following: 6.2.2.1. Detailed Delivery Receipts which identifies the quantity, the name of the equipment/unit (including freebies), serial numbers and costings. 6.2.2.2. Delivery Receipts must be received and acknowledged by the PSMD.	
<b>7. NON-GRAFT CLAUSE</b>	
7.1. The winning supplier warrants that it has not given nor promised to give any money or gift to any officer or employee of the BTr, or any member of the Bids and Awards Committee, BAC secretariat or TWG, to secure this contract.	

Prepared by:

Approved by:

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