



Department of Tourism
MIMAROPA Region

TERMS OF REFERENCE

Renewal of One (1) year Web Hosting of Tourism Live Inventory of Statistics and Tourist Arrivals (TourLISTA), teleconferencing and online subscription

I. Specific Requirements

1. One (1) unit web host server with website domain named (dotmimaropa.ph) and 2 TB (Terabytes) of Google Cloud Subscription
□ Duration: 1 year (12 months) - December 2024 to December 2025
2. One (1) year subscription of video conferencing platform that enables virtual meetings and online communication
3. Amenable to send-bill arrangement/government procedure
4. Must have had previous projects with the government

II. Must conform with the following specifications:

1. **1 Year of Cloud Hosting**
2. **6GB RAM**
3. **Data Speed SSD 250 GB**
4. **CPU 4 Core**
5. **Data transfer, Unlimited**
6. **Unlimited text alert**
7. **Can store up to 300 websites**
8. **100 email accounts**
9. **Data resources**
10. **Dedicated IP**
11. **Website domain**
12. **Two Terabytes of Google Cloud Subscription**
13. **1 Year Security Suite Subscription for 10 devices**

III. Budget and Payment Scheme

The approved budget is **One Hundred Thousand Pesos (Php 100,000.00)** inclusive of all applicable government taxes on a send-bill arrangement (Government Procedure).

Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

IV. Contact Person for Payment Processing

Name: **JAY S. DE GUZMAN**
Contact Number: **0917-137-8529**
Email Address: **tdd.mimaropa@gmail.com**

V. Documentary Requirements

- 1. Mayors Permit**
- 2. PhilGEPS Certification**
- 3. Notarized Omnibus Sworn Statement**
- 4. SEC/ DTI Permit**
- 5. Tax Clearance**

The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

Kindly submit your quotation for the above requirement addressed to:

MS. JAY S. DE GUZMAN

Tourism Operations Officer II

Department of Tourism MIMAROPA Region

Email: dot4b.bacsecretariat@gmail.com / tdd.mimaropa@gmail.com

For Land Bank Payment Purposes:

Bank Name: _____

Account Number: _____

Account Name: _____

Note: Other Bank has bank charges