

FUNDS AVAILABLE-₱ 12,419,020.57

DATE: 4/2/2025

Contract Agreement Form for the Procurement of Goods

ACCOUNTING OFFICER

CONTRACT AGREEMENT

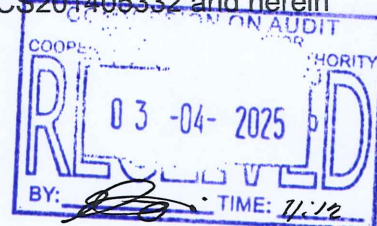
THIS AGREEMENT made the MAR 31 2025 day of 20 between:

The **COOPERATIVE DEVELOPMENT AUTHORITY (CDA)**, a government agency created by virtue Republic Act No. 11364 with principal office address at 827 Aurora Blvd., Brgy. Immaculate Conception, Quezon City, herein represented by its **CHAIRMAN, USEC. ALEXANDER B. RAQUEPO** and herein referred to as the **PROCURING ENTITY**;  
-and-

The **MAROONSTUDIOS, INC.**, a business entity organized and existing by virtue of Philippine Laws, with business address located at Unit 1218 12F, Corporate 145 Bldg. Mother Ignacia Ave. Quezon City, herein represented by its Authorized Representative, **MR. ALDO KARLO J. ACOSTA**, with SEC Registration Number CS201405332 and herein referred to as the **"SUPPLIER."**

(Collectively referred to as "Parties")

WITNESSETH THAT:



**WHEREAS**, the **PROCURING ENTITY** invited Bids for certain goods<sup>1</sup> and ancillary services<sup>2</sup>, particularly **PROCUREMENT OF ONE (1) YEAR SUBSCRIPTION OF CLOUD BASED ELECTRONIC MAIL SYSTEM FOR THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) FOR THE YEAR 2025-2026 WITH PROJECT ID NO. CDA-GOODS-2025-01.**

**WHEREAS**, the approved funding for the project is in the amount of **TWELVE MILLION SIX HUNDRED FIFTY-THOUSAND THREE HUNDRED SEVENTY PESOS & 4/100 (Php12,655,370.04).**

**WHEREAS**, the **SUPPLIER** submitted a bid for the supply of those goods and services in the sum of **TWELVE MILLION, SIX HUNDRED NINETEEN THOUSAND TWENTY PESOS & 57/100 (₱12,619,020.57)** at ₱12,018.12/year/license (hereinafter called "the Contract Price").

**WHEREAS**, the **SUPPLIER** complied with the legal, technical and financial requirements.

**WHEREAS**, upon compliance with the procurement process under Republic Act No. 9184, or the "Government Procurement Reform Act", this Contract was awarded to the **SUPPLIER**;

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. **SCOPE OF CONTRACT** This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of R.A. No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

<sup>1</sup> 'goods' refer to the subscription-based cloud services, including Gmail for Business, Google Drive, productivity applications (Docs, Sheets, Slides), Google Meet, Calendar, and security features.

<sup>2</sup> 'Ancillary services' include setup, user migration, configuration, technical support, training, and maintenance to ensure the effective deployment and use of the system within the CDA.

Further, in this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:

- i. Philippine Bidding Documents (PBDs);
  - i. Schedule of Requirements;
  - ii. Technical Specifications (See **Annex A**);
  - iii. General and Special Conditions of Contract; and
  - iv. Supplemental or Bid Bulletins, if any
- ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. The **SUPPLIER**, commits to deliver all stated in the “Commitment of Deliverables by the Supplier” following the subscription-based services for **Google Workspace** for the **one-year period from March 30, 2025, to March 30, 2026.** (See Annex B)

4. In consideration for the sum of **TWELVE MILLION, SIX HUNDRED NINETEEN THOUSAND TWENTY PESOS & 57/100 (P12,619,020.57)**, **MAROONSTUDIOS, INC.** agrees to supply/provide the **PROCURING ENTITY** a **ONE (1) YEAR SUBSCRIPTION OF CLOUD BASED ELECTRONIC MAIL SYSTEM FOR THE YEAR 2025-2026 WITH PROJECT ID NO. CDA-GOODS-2025-01** along with the goods<sup>3</sup> and ancillary services<sup>4</sup> or obligations within the period provided in the Bidding documents.

5. **FORM AND SCHEDULE OF PAYMENT**

The form of payment shall be limited to LDDAP or check payable to **MAROONSTUDIOS INC.** through Union Bank at Account No. 1023 9001 6405.

The **PROCURING ENTITY** agrees to pay 100% of the contract price upon the completion of the delivery of 1,050 Google Workspace Subscription licenses for 1,050 user accounts, configuration of cloud services and upon final deployment and conduct of training or such terms indicated in the Bidding Documents.

Availability of funds for this Contract shall be subject to accounting and auditing rules and regulations. Delay in payment due to compliance with accounting rules and regulations and/or other circumstances beyond the control of the **PROCURING ENTITY** shall not be taken as a violation of the terms of the Contract.

<sup>3</sup> Ibid

<sup>4</sup> Ibid

6. MID-TERM ASSESSMENT AND PERFORMANCE REVIEW

A mid-term assessment shall be conducted jointly by both Parties to evaluate the Supplier's performance in delivering the agreed services. This review shall take place six (6) months after the commencement of services and shall assess compliance with the agreed deliverables, user satisfaction, and system performance. Any necessary adjustments or corrective actions shall be agreed upon and documented to ensure full compliance with the contract terms.

7. CONFIDENTIALITY AND DATA SHARING

In the implementation and performance of their obligations under this Contract, the Parties shall:

Ensure privacy and security of any and all confidential, privileged, personal and/or sensitive information that the parties and their officers, employees, or agents may have access to; and

Store, process, use and dispose of such information in accordance with Republic Act No. 10173 or the "Data Privacy Act of 2012", and applicable National Privacy Commission issuances.

In case of dispute, controversies or claims arising in relation to the confidentiality and data sharing clause, the Parties agree to freely and voluntarily submit themselves to necessary consultation and mediation for purposes of amicable settlement.

The Parties agree that a data subject shall have the right to enforce his or her rights as stipulated in Republic Act No. 10173 against any of the Parties, for the respective breach of their obligations, with regard to the data subject's personal data/information. The Parties agree to respond to generally available non-binding mediation procedures initiated by a data subject. If they do participate in the proceedings, the Parties may elect to do so remotely (i.e. by telephone or other electronic means). The Parties also agree to consider participating in any other arbitration, mediation or other dispute resolution proceeding for data protection disputes prescribed by the National Privacy Commission.

If a Party is compelled by law to disclose any personal data outside of this COS, it shall notify the other Party of such fact one (1) month before disclosing the personal data.

In case of a personal data breach, the Party to which the breach happened takes responsibility in the implementation of the necessary breach reporting procedure, but the other Party shall cooperate therefore and for the mitigation of further damage.

The foregoing obligation on confidentiality shall survive and subsist even after the termination or cancellation of this Contract.

8. RELATIONSHIP OF PARTIES

This Contract does not create an employer-employee relationship between the PROCURING ENTITY and the SUPPLIER;

That the services rendered hereunder are not considered and will not be credited as government service; and

That the SUPPLIER is not entitled to benefits enjoyed by regular personnel of the PROCURING ENTITY.

9. WARRANTY AND REPRESENTATION

The PARTIES warrant that the signatories of this contract have the legal capacity to enter and execute this contract.

10. PROHIBITION OF ASSIGNMENT/SUBCONTRACT

This Contract shall be binding upon the respective successors, executors, administrators, representatives and assigns of the PARTIES hereto. The SUPPLIER, however, may not assign or subcontract this Contract or any portion of the service specified herein without the prior written consent of the PROCURING ENTITY.

11. LIQUIDATED DAMAGES

If for any other reason other than force majeure, the SUPPLIER fails to satisfactorily perform the services within the period specified in this Contract inclusive of duly granted time extensions if any, the PROCURING ENTITY shall impose liquidated damages at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay until actual performance. Once the cumulative amounts of liquidated damages reach ten percent (10%) of the amount of the Contract, the PROCURING ENTITY may rescind or terminate the Contract, without prejudice to other causes of action and remedies available under the circumstances.

12. MISCELLANEOUS PROVISIONS

- a. DISPUTE RESOLUTION CLAUSE. In case of conflict between or among the PARTIES or among the PARTIES arising from the Contract of the Service, all PARTIES agree to freely and voluntarily submit themselves to necessary consultation and mediation for purposes of amicable settlement. In the event that the PARTIES fail to reach an amicable settlement of their dispute, the PARTIES hereby agree to submit themselves to arbitration under Philippine Jurisdiction, in accordance with Republic Act No. 876 or the "Arbitration Laws", and Republic Act No. 9285 or the "Alternative Dispute Resolution Act", as may be applicable.
- b. WAIVER. Failure by either party to insist upon the other, the strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as a modification of any of the provisions of this COS or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.
- c. VENUE OF ACTIONS. In case the PARTIES failed to settle the dispute through the alternative modes of dispute resolution, all suits arising out of this Contract shall be filed in the courts of Quezon City.
- d. MODIFICATIONS, AMENDMENTS, REVISIONS, Any amendments to this Agreement shall be mutually agreed upon by both PARTIES and shall be contained in a written instrument signed by the authorized representatives of the PARTIES. Said instrument shall constitute an integral part of this Agreement.

Should circumstances necessitate the revision of agreements embodied in this Contract, the concerned PARTIES shall, prior to such revision, coordinate in the process of revision and grant a reasonable grace period of implementation of such revision.

- e. CANCELLATION AND TERMINATION. The PROCURING ENTITY reserves the right to cancel or terminate this Contract at any time should the actuations or continued association of the SUPPLIER be considered as prejudicial to the PROCURING ENTITY.



Either PARTY may terminate this Contract, for any reason as may be deemed appropriate which includes but is not limited to default or breach of any of the conditions provided in this Agreement, before the expiration of the period, giving the other party prior written notice not less than fifteen (15) days before the intended day of termination.

- f. **FORCE MAJEURE.** Neither party shall be liable for any delay or failure to perform its obligations pursuant to this Contract if such delay is due to force majeure. Force Majeure shall mean events beyond the control of and affecting either party which cannot be foreseen or if foreseeable can neither be prevented nor avoided despite the exercise of due diligence. Provided, that, the PARTY is notified within twenty-four (24) hours of the occurrence of such force majeure.
- g. **SEPARABILITY.** If any one or more of the provisions contained in this Contract or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid, illegal or unenforceable term or provision.
- h. **EFFECTIVITY.** This Contract shall have a duration of one (1) year from \_\_\_\_\_ until \_\_\_\_\_ 20\_\_\_\_.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

  
**USEC. ALEXANDER B. RAQUEPO**  
Chairman

*for:*

**COOPERATIVE DEVELOPMENT  
AUTHORITY**

  
**MR. ALDO KARLO J. ACOSTA**  
Authorized Representative

*for:*

**MAROONSTUDIOS, INC.**

SIGNED IN THE PRESENCE OF:

**Asec. SANTIAGO S. LIM**  
Administrator II

  
**CARLA JEAN L. CRUZ**

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)  
QUEZON CITY ) S.S.

BEFORE ME, this MAR 31 2025 day of March in Quezon City, Philippines, personally appeared the following persons:

| Name  | Proof of Identification | Date and Place Issued     |
|---|-------------------------|---------------------------|
| ALEXANDER B. RAQUEPO<br>Chairman/<br>Head of the Procuring Entity   |                         |                           |
| ALDO KARLO J. ACOSTA<br>Authorized and Designated<br>Representative | passport                | June 4, 2022 / DFA Manila |

All known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free will and voluntary act and deed and that of the agency or organization they represent. This document refers to Contract Agreement consisting of five (5) pages including the page where the acknowledgement is written and signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this MAR 31 2025 day of March 2025, in Quezon City, Philippines.

Notary Public

Doc. No. 10 ;  
Page No. 3 ;  
Book No. Xciv ;  
Series of 2025.

**ATTY. FELIZARD M. IBARRA**  
Notary Public for Quezon City Until Dec. 31, 2025  
Roll No. 80835  
PTR No. 6986788, 01/07/2025, Q.C.  
IBP No. 331161, December 19, 2023  
MCLE Comp. No. VIII-0000973 / until April 14, 2025  
ADM Matter No. NP. 088 / (2025-2026)  
Lot 29 Block VI, No. 1160 Quirino Highway  
Brgy. Kaligayahan, Quezon City

## Annex A

# Detailed Technical Specifications / Requirements

### PROJECT DESCRIPTION

- To sustain the cloud-based computing, productivity, and collaboration tools that empower the Cooperative Development Authority (CDA) officials and employees to organize their work, collaborate, plan, and work efficiently.
- The general objective of this project is to renew the present Google Workspace (GWS) 1-Year Cloud-based Service Subscription for CDA's corporate email, storage, collaboration and office productivity suite.
- Specifically, it aims to retain the following CDA's integrated online services:
  - i. Corporate Email;
  - ii. Corporate Chat System;
  - iii. Corporate Video Conferencing;
  - iv. Corporate Calendar;
  - v. Corporate Cloud Drive & Office Productivity Tools;
  - vi. Corporate Groups;
  - vii. Corporate Endpoint Security Management; and
  - viii. Corporate Account, Drive & Access Security and Support.

### 1. SCOPE OF WORKS

1.1 The Contractor shall provide licenses and support for One Thousand Fifty (1,050) user licenses of Cloud-Based Electronic Mail System Subscription with the following features and functionalities:

1.1.1 1TB minimum storage per license for 1,050 user accounts;

1.1.1.1 Corporate Email:

1.1.1.1.1 With Ad Free Email service;

1.1.1.1.2 Can use @cda.gov.ph domain for Emailing;

1.1.1.1.3 Can delegate users read, send, and delete messages on the account owner's behalf;

1.1.1.1.4 Can access to Gmail mailbox via alternative ports;

1.1.1.1.5 Can receive from multiple POP addresses;

1.1.1.1.6 Can block specific senders/bypass spam filters with allow list or approved senders;

1.1.1.1.7 Can control the amount and time period of email and chat messages stored for users;

1.1.1.1.8 With an inbound mail gateway is a server where incoming mail passes through;

1.1.1.1.9 With outbound mail gateway servers are typically used for archiving or spam filtering;

1.1.1.2 Corporate Chat System:

1.1.1.2.1 Can help businesses collaborate fluidly & efficiently from anywhere in direct messages & group conversations;

1.1.1.2.2 With a central place where people can chat, share files, assign tasks, and stay connected;

1.1.1.2.3 Can control how users chat with people outside the organization;

1.1.1.2.4 With admin setting to set default and restrict adjustability;

1.1.1.2.5 With admin setting to set unchangeable default;

1.1.1.3 Corporate Video Conferencing:

1.1.1.3.1 Can set up meeting conferences;

1.1.1.3.2 Can join meeting conferences;

- 1.1.1.3.3 Allows a minimum of 250 participants that can join a meeting simultaneously;
- 1.1.1.3.4 Can allow a 24 hours maximum length of meeting;
- 1.1.1.3.5 With integrated digital whiteboarding;
- 1.1.1.3.6 Can join breakout rooms;
- 1.1.1.3.7 Can use the hand raising if participants want to say something;
- 1.1.1.3.8 With moderation and safety controls;
- 1.1.1.3.9 Ability for host to decide if participants must ask to join the video meeting;
- 1.1.1.4 Corporate Calendar:
  - 1.1.1.4.1 With personal account calendar;
  - 1.1.1.4.2 Can share calendar;
  - 1.1.1.4.3 Can see time consumption across meetings and collaborators;
  - 1.1.1.4.4 Can add meeting rooms & other resources to an event;
- 1.1.1.5 Corporate Drive & Office Productivity Tools:
  - 1.1.1.5.1 Cloud storage available for online drive, email & other files;
  - 1.1.1.5.2 With folder permissions in cloud drive;
  - 1.1.1.5.3 With files permissions in cloud drive;
  - 1.1.1.5.4 With shared cloud drive files for team;
  - 1.1.1.5.5 With folders permissions in shared cloud drives;
  - 1.1.1.5.6 With files permissions in shared cloud drives;
  - 1.1.1.5.7 With moving folders from My Drive to Shared drives;
  - 1.1.1.5.8 Can install application to sync Drive data;
  - 1.1.1.5.9 With cloud-based collaboration office productivity tools such as: Document processing, spreadsheet, and presentation applications;
  - 1.1.1.5.10 With note taking and sharing;
  - 1.1.1.5.11 With WYSIWYG website builder;
  - 1.1.1.5.12 With survey builder;
- 1.1.1.6 Corporate Groups:
  - 1.1.1.6.1 Can manage user groups;
  - 1.1.1.6.2 Drive & Access Security and Support:
  - 1.1.1.6.3 With Single Sign-On (SSO);
  - 1.1.1.6.4 With 2-Step Verification;
  - 1.1.1.6.5 With administration console;
  - 1.1.1.6.6 With notifications about potential issues within CDA's domain;

1.2 The Contractor shall provide one (1) license for generative artificial intelligence application.

## **2. TRAINING**

- 2.1 Training will be provided by the winning provider for the following:
  - 2.1.1 Administration management console technical training for 5 designated IT personnel;
  - 2.1.2 End-user training workshops (train-the-trainer) for 50 designated personnel or two 4-hour training sessions for select end users in the organization;
  - 2.1.3 All training must include a certificate of completion signed by a Certified Trainer. On-site training and hands-on facilities will be provided by CDA;
  - 2.1.4 Travel and accommodation for onsite services outside Metro Manila should be covered by the Agent;

## **3. DELIVERY PERIOD AND COMPLETION**

- 3.1 Provision of 1,050 corporate licenses with a pooled/shared storage capacity of 1,050 TB for a one-year subscription. The service and support coverage will be for one year, from March 30, 2025, to March 30, 2026, following successful installation and acceptance. Delivery is required within 15 days before the expiration date or by March 30, 2025, upon receipt of the Notice to Proceed (NTP);



- 3.2 During the subscription period, technical support shall be available twenty-four (24) hours a day and seven days a week. Technical support may be delivered in the form of a telephone call, electronic mail, and/or on-site support as requested by the CDA;
- 3.3 The Service Provider should ensure that the email service is up and running 24/7. The Service Provider should provide an escalation procedure in reporting issues and concerns;
- 3.4 Issues and concerns reported during the implementation period, shall be resolved to the satisfaction of the CDA within four (4) hours from receipt of the report;
- 3.5 The Service Provider should protect the CDA email service against any breach and threatened breach;
- 3.6 The Contractor must provide data migration services.

#### **4. SERVICE LEVEL AGREEMENT**

4.1 CDA shall maintain a Service Level Agreement (SLA) with the Contractor, with provisions for liquidated damages as indicated below for their non-compliance which shall be charged against any money due or which may become due to the Contractor, or collected from any securities or warranties posted by the Contractor.

4.1.1 Component:

4.1.1.1 Subscription of Licenses and Support

4.1.2 Description:

4.1.2.1 The Contractor shall provide licenses and support for 1,050 user licenses of Cloud- based Email System covering the period of 2025-2026 (12 months, upon receipt of the Notice to Proceed)

4.1.3 Liquidated Damages:

4.1.3.1 1/10th of 1% of the contract price for the undelivered portion shall be imposed per day of delay.

#### **5. WARRANTIES OF CONTRACTOR**

5.1 For the subscription of the licenses and support, the warranties shall include the following:

5.1.1 The contractor warrants that it shall conform strictly to the terms and conditions of these Detailed Technical Specifications;

5.1.2 The contractor warrants that the technical staff assigned are qualified to provide the deliverables required to the satisfaction of the CDA;

5.1.3 The contractor shall secure, maintain at its own expense all registration, licenses, or permits required by National or Local Laws and shall comply with the rules, regulations, and directives of Regulatory Authorities and Commissions. The contractor undertakes to pay all fees or charges payable to any instrumentality of government or any other duly constituted authorities relating to the use or operation of the installation;

5.1.4 The contractor's technical staff assigned to support CDA shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standard and established safety regulations, rules and practices;

5.1.5 The contractor's technical staff assigned to support CDA shall coordinate with the Information and Communications Technology Division (ICTD) in the implementation of this project;

5.1.6 The contractor shall be liable for loss, damage, or injury caused directly or indirectly by the fault or negligence of its technical staff assigned. It shall assume full responsibility thereof and the CDA shall be fully released from any liability arising therefrom;

5.1.7 The contractor shall neither assign, transfer, pledge, nor subcontract any part or interest to the contract being bidden out; and

5.1.8 The contractor shall identify the certified technical support personnel that will be given authority to access and operate the Cloud-based Electronic Mail System. The CDA shall be informed within five (5) calendar days, through a formal notice, of any change or replacement of technical staff assigned.

#### **6. CONFIDENTIALITY OF DATA**

6.1 All technical staff assigned by the Contractor shall be required to sign a Non-Disclosure Agreement (NDA);

6.2 The Contractor agrees to hold all the foregoing information in strict confidence. The Contractor further agrees not to reproduce or disclose any confidential information to third parties without the prior written approval of the CDA; and

6.3 Any violation of this clause shall be subject to corresponding sanctions, penalties, and/or fines under the Republic Act No. 10173 or the "Data Privacy Act of 2012", without prejudice to any other applicable criminal and/or civil liability.

## **7. SECURITY**

7.1 Any breach of security will result in appropriate measures, penalties, and/ or fines in accordance with the relevant security protocols, and policies, without, waving any other potential criminal and/or civil consequences.

## **8. QUALIFICATION OF BIDDER**

8.1 Prospective bidder/s shall provide the following certifications and/or certificates:

8.1.1 Must be a Premier Google Cloud Partner or hold the highest level of Partnership, specifying expertise in the Global Public Sector - Government and must have specialization in work transformation.

8.1.2 Must have at least three (3) years of partnership or resellership of the product being offered.

8.1.3 Must have an updated National Privacy Commission (NPC) Certification with Data Privacy Data Officer.

8.1.4 Must have 2 national agencies and 1 local agency as clients, each with at least 1,000 licenses.

8.1.5 Must have the following certified personnel to administer and support the email services to the agency. They must be Filipino citizens, regular & full-time employees of the company/bidder, and must provide proof of nationality, company ID and Certificate of Employment. Each employee must possess one (1) certificate, and that employee should not coincide with other certifications.

8.1.5.1 Eight (8) Professional Google Workspace Administrators

8.1.5.2 Four (4) Google Workspace Deployment Specialists/  
Credentials

8.1.6 Must not have a history of blacklisting (or any recommendations towards such) in PhilGEPS as raised by any government agency in the past five (5) years.

## **9. PROJECT STANDARDS AND REQUIREMENTS**

9.1 The requirements are expressed as indicative and functional terms to guide the Service Provider in the provision of services that will ensure the overall health of the system to include its performance, interoperability, integration, and informative exchange.

## **10. APPROVED BUDGET FOR THE CONTRACT**

10.1 The Approved Budget for the Contract is **TWELVE MILLION SIX HUNDRED FIFTY-FIVE THOUSAND THREE HUNDRED SEVENTY PESOS & 4/100 (in figure: PHP12,655,370.04)** VAT inclusive. Chargeable against the 2025 ICT Software Subscription funds.

## **11. BILLING AND PAYMENT**

11.1 100% - Upon completion of the delivery and configuration of cloud services; and Upon final deployment and conduct of training.

# Annex B

## COMMITMENT OF DELIVERABLES BY THE SUPPLIER

The **SUPPLIER**, commits to delivering the following subscription-based services for **Google Workspace** for the **one-year period from March 30, 2025, to March 30, 2026**. The deliverables and timeframes are as follows:

### 1. Deliverables and Timeframes

| No | Deliverable                                  | Description   | Timeframe  | Completion Date |
|----|--|---|--|-----------------|
| 1  | Project Kickoff & Subscription Activation    | Activate Google Workspace licenses and configure domain settings for CDA. | Within 5 days of NTP issuance                            | April 3, 2025   |
| 2  | Provision of 1,050 Google Workspace Licenses | Supply 1,050 corporate user licenses with a pooled storage of 1,050 TB.   | Within 15 days before expiration of current subscription | April 13, 2025  |

| No | Deliverable                                | Description   | Timeframe                               | Completion Date |
|----|--|---|---|-----------------|
| 3  | Configuration of Google Workspace Services | Set up corporate email, Drive, Chat, Meet, security policies, Calendar, Groups, Endpoint Security, and admin configurations.      | Within 5 days after activation          | April 3, 2025   |
| 4  | Security & Compliance Implementation       | Implement Single Sign-On (SSO), 2-Step Verification, security logs, endpoint security, access controls, and domain-wide policies. | Within 10 days of deployment completion | April 13, 2025  |

|           |  |   |  |  |
|-----------|--|---|--|--|
| 5         | <b>Data Migration<br/>(If Required)</b>                    | Assist in the migration of existing emails, files, and settings from the previous system.                 | <b>Within 15 days of deployment completion</b> | April 18, 2025   |
| 6         | <b>Technical Training for IT Personnel</b>                 | Conduct <b>administration training for 5 IT personnel</b> on managing the Google Workspace admin console. | <b>Within 20 days of deployment completion</b> | April 23, 2025   |
| 7         | <b>End-User Training for CDA Personnel</b>                 | Provide <b>two (2) four-hour training sessions</b> for 50 designated personnel (train-the-trainer model). | <b>Within 25 days of deployment completion</b> | April 28, 2025   |
| 8         | <b>Issuance of Training Certificates</b>                   | Provide <b>certificates of completion</b> for all trained personnel.                                      | <b>Within 5 days after training</b>            | May 3, 2025  |
| <b>No</b> | <b>Deliverable</b>   | <b>Description</b>  | <b>Timeframe</b>                               | <b>Completion Date</b>   |
| 9         | <b>24/7 Technical Support &amp; Issue Resolution</b>       | Ensure <b>round-the-clock technical support</b> for system issues via call, email, or on-site support.    | <b>Throughout subscription period</b>          | March 30, 2026   |
| 10        | <b>Quarterly System Monitoring &amp; Compliance Review</b> | Conduct <b>performance and security checks</b> every three months.  | <b>Quarterly throughout the subscription</b>   | June 30, 2025<br>September 30, 2025<br>December 30, 2025<br>March 20, 2026 |



|    |  |  |                                       |                |
|----|--|--|---------------------------------------|----------------|
| 11 | <b>Google Workspace Application Management</b> | Ensure continued access and optimization of <b>Gmail, Google Chat, Google Meet, Google Calendar, Google Drive, Google Docs, Google Sheets, Google Slides, Google Forms, Google Keep, Google Sites, Google Groups, Google Admin Console, Endpoint Management, and Security &amp; Compliance Center.</b> | <b>Throughout subscription period</b> |                |
| 12 | <b>Final Review &amp; Project Completion</b>   | Conduct final review and <b>issue Certificate of Project Completion.</b>   | <b>End of subscription period</b>     | March 30, 2026 |

**2. Responsibilities & Commitment**

1. The **SUPPLIER** commits to delivering the above-listed services in accordance with the agreed-upon timeframes, ensuring **uninterrupted email and collaboration services** for the **PROCURING ENTITY**.
2. The **PROCURING ENTITY** agrees to provide the necessary **cooperation, approvals, and coordination** required for the seamless execution of the deliverables.
3. Any **delays or required modifications** must be **formally documented** and agreed upon in writing by both parties.
4. **Non-compliance** with the deliverables outlined in this contract may result in **penalties or service credits** as per the agreed **Service Level Agreement (SLA)**.