



June 8, 2023

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified IT companies/suppliers for Microsoft 365 tenancy and migration services from August 1 2023 until August 1 2024.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before July 25, 2023 to proposals@itsmorefuninthephilippines.co.uk or jing@itsmorefuninthephilippines.co.uk.

Thank you and we look forward to receiving your proposals.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Gerard Panga", is written over the typed name.

Gerard O. Panga
Tourism Attaché

Philippine Department of Tourism- London



Philippine Department of Tourism – London

June 8, 2023

TERMS OF REFERENCE

We are looking for an IT company who can provide the following services:

- 1) SMB kickstart package (up to 5 users)
- 2) Migration of 5 user mailboxes and 3 shared mailboxes
- 3) Set up new Microsoft 365 tenant
- 4) Implementation of Microsoft licenses to the user accounts
- 5) Project Management for supported platforms
- 6) Technical support for the contract duration
- 7) Must be a UK registered company

The company should be a Microsoft Gold partner for productivity and platform

Please send your proposal to jing@itsmorefuninthephilippines.co.uk
or proposal@itsmorefuninthephilippines.co.uk. Deadline for submission by July 25, 2023

Prepared by:

Gerard O. Panga
PDOT – London
Tourism Attaché