



019 Apolinario Mabini St.,
Indang, Cavite 4122
+63 935 948 2783

October 9, 2017
NAMM IT Solutions

Cherrylou D. De Mesa
OIC - Schools Division Superintendent
Department of Education
Trece Martires City

11:00
RECORDS SECTION
10/9/17 | 10-15/17

Dear Ma'am De Mesa,

This letter is intended to formally propose I.T. Technical Assistance and Support to public schools in Cavite. As a team, we are experienced in various fields in Information Technology to handle and support the needs of every public schools. Since we all know that the technology is fast evolving and used in our daily lives. We are the team that are committed to manage all computer related issues that could save cost and time.

A service contract from us offers a significant savings compared to old routine which the client need to bring the damaged computers to repair shop. It also takes the responsibility from your shoulders. We guaranteed 100% support from setting up stage up to maintaining and managing technical problems. We also included the detailed proposal.


Sincerely,



Marcus Nestorius V. Austria
Consultant



Neil Aldrin P. Penales
Owner




Arhel M. Del Barrio
Consultant

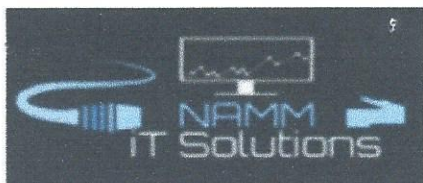
TO: All School Heads

November 10, 2017

For your information, and guidance of all concerned.



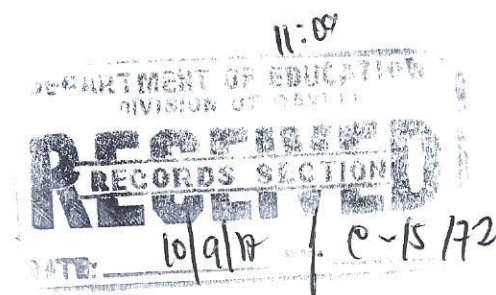
ELIAS A. ALICAYA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent
✓ CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent



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Summary

We are pleased to offer this IT Services Proposal for your review and approval. The solution detailed in this proposal has been created with your needs and budget in mind, and we are confident you'll find that it offers great value to your organization. Please review the proposed solution carefully to ensure it meets your expectations. Should you have any concerns what so ever, please reach out via call or email to [Number/Sender.Email]. If you are willing to move forward with the solution as it is described in this proposal, simply sign your approval at the bottom.

About

Our company is dedicated in providing excellent and efficient IT support services from small to medium business, schools and other establishments that needs IT assistance. We come up with this because we know that small to medium enterprise always had trouble with their computers. Specifically with software and hardware related issues, network connection, file sharing and file storage.

Proposed Solution

Our approach is to implement a lean, scalable solution with a proactive approach to problem solving that keeps your business operating at peak performance at a >99% rate. Your IT solution includes business hours on-call system support. A member of our team will be available during office hours 5 days a week to accept and address inbound support issues. We will also manage all software and platform updates, backups, and bug fixes remotely and on-site.

Our support services cover the following:

- Operating System/Software Deployment & Updates
- Operating System/Software Management
- Technical Support
- Security Monitoring & Response
- Database and File Sharing Administration
- Hardware Support and Repair
- Network Administration and Maintenance
- Preventive Maintenance Every 6 Months
- User Management
- User Training

In addition to the above listed services, we offer on-site services at an additional cost. This service includes:

- Replacement of Computer Components and Peripherals

Service Costs

The solution described in this IT services proposal is priced on an annual basis, broken down into monthly payment cycles as described in the table below. Our standard service contract is one year from the start date or depending on the client's preference.

Name	Price	QTY
Monthly Service Rate	Php 1,300.00	1-5 computers
Monthly Service Rate	Php 1,800.00	6-10 computers
Monthly Service Rate	Php 2,400.00	11-15 computers
Monthly Service Rate	Php 3,100.00	16-20 computers
Monthly Service Rate	Php 3,900.00	21-25 computers
Monthly Service Rate	Php 4,800.00	25-30 computers
Monthly Service Rate	Php 5,800.00	30-35 computers

SERVICE AGREEMENT

This service agreement is made on _____ by and between _____ (the "organization") and NAMM iT Solutions (the "provider").

WHEREAS the _____ is a public organization duly organized and existing under Philippine laws, who wishes to avail an IT support service.

WHEREAS the provider is a private corporation engaged in providing excellent and efficient IT support services from small to medium business, schools and other establishments that needs IT assistance.

WHEREAS the provider's support services will cover the following:

- Operating System/Software Deployment & Updates
- Operating System/Software Management
- Technical Support
- Security Monitoring & Response
- Database and File Sharing Administration
- Hardware Support and Repair
- Network Administration and Maintenance
- Preventive Maintenance Every 6 Months
- User Management
- User Training

General terms and conditions:

1. The provider shall hold the company free from any and all liability or accountability regarding the service.
 2. The provider will cater the assistance of _____ () computers for a period of ___ months from _____ to _____.
 3. The company/ organization agrees to pay the provider the amount of _____ every _____ of the month.
-

4. The provider shall provide all the support for the accomplishment of the service agreement, all at its sole expense.
5. The provider shall be responsible to support and maintain the enlisted computers.
6. The company/ organization shall be responsible to buy all the peripheral components of the computer that is needed for replacement.
7. The company/ organization agrees to pay an additional amount if they wish to increase the number of computers to be maintained.
8. The company/ organization agrees to pay the provider an amount that they have agreed if they wish to downgrade or cancel the service upon contract.
9. The provider shall be responsible for the connectivity of the printer to the supported computers but not for its repair.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures on the date and place above written.

Neil Aldrin P. Penales
Owner- NAMM iT Solutions

Company/ Organization

Signed in the presence of:

Republic of the Philippines)
City of _____)

ACKNOWLEDGEMENT

BEFORE ME, a notary public for and in the City of _____, on this ____ day of _____, personally appeared _____ and _____, exhibiting to me their government issued identification indicated below:

Known to me and to me known to be the same persons who executed the foregoing instrument consisting of three (3) pages including this page and acknowledged that the same is their free act and deed.

NOTARY PUBLIC

Doc No. ____;
Page No. ____;
Book No. ____;
Series of 2017.



This certifies that

NAMM IT SOLUTIONS
(City/Municipality)

INDANG, CAVITE, REGION 4-A (CALABARZON)

is a business name registered in this office pursuant to the provisions of Act 3883, as amended by Act 4147 and Republic Act No. 863, and in compliance with the applicable rules and regulations prescribed by the Department of Trade and Industry.

This certificate issued to

NEIL ALDRIN PULIDO PENALES

019 APOLINARIO MABINI ST., BARANGAY 4 (POB.), INDANG CAVITE, REGION 4-A
(CALABARZON)

is valid from 3 October 2017 to 3 October 2022 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled.

In testimony whereof, I hereby sign this

**Certificate of
Business Name Registration**

and issue the same on this 3rd day of October 2017 in the Philippines.


RAMON M. LOPEZ
Secretary

Certificate No. 04963773

This certificate is not a license to engage in any kind of business and valid only at the scope indicated herein.

TRN 8386680