

November 13, 2023

### REQUEST FOR QUOTATION

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below:

**RFQ No. TPB-RFQ 2023.11.303**  
**PR No. 10.0090**

**Requirements: Supply and Delivery of Jotform Software License**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 lot	<p><b>SCOPE OF WORK / SERVICES</b></p> <ul style="list-style-type: none"> <li>- two (2) Jotform Gold Plan licenses with validity period covering 15 months and 12 months respectively.</li> </ul> <p><b>PROJECT IMPLEMENTATION SCHEDULE</b></p> <ul style="list-style-type: none"> <li>- Must be delivered within seven (7) calendar days upon receipt of notice to proceed, after which liquidated damages shall be imposed.</li> </ul> <p><b>TECHNICAL REQUIREMENT</b></p> <ul style="list-style-type: none"> <li>- Must be an IT company operating for at least three (3) years.</li> </ul> <p><b>FEATURES AND FUNCTIONALITIES</b></p> <ul style="list-style-type: none"> <li>- can store at least 100 unique forms</li> <li>- can receive at least 10,000 submissions per month</li> <li>- at least 100 GB account storage allocation</li> <li>- can support at least 1,000,000 form views per month</li> <li>- can store at least 100,000 submission storage</li> <li>- can support 1,000 fields per form</li> <li>- HIPAA compliance available</li> <li>- License management via a web-based admin console</li> </ul>	Php350,000.00	Php350,000.00

**TERMS OF PAYMENT**

- Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of a billing statement and complete supporting documents subject to usual accounting rules and regulations.
- Payments will be made through a Landbank of the Philippines (LPB) deposit. In case the supplier does not have an LBP account, bank charges will be shouldered by the supplier.

<b>Milestone</b> - 1
<b>Payment (% of the contract amount):</b> 100%
<b>Activity: -</b> Delivery software licenses <b>Documentation: -</b> - Certificate of completion and acceptance signed by the MIS Department Head - Warranty Certificate

**CONTRACT DURATION**

- The subscription shall be effective for twelve (12) months from the date of commencement.

**PROJECT OFFICER CONTACT INFORMATION**

Primary  
Mr. Nollie Jay Rafer  
Alternate  
Mr. Jose Teodoro B. Delos Reyes

**Email Address**

[nj\\_tafer@tpb.gov.ph](mailto:nj_tafer@tpb.gov.ph)  
[Jose-delosreyes@tpb.gov.ph](mailto:Jose-delosreyes@tpb.gov.ph)

Landline:  
8525-9318 loc 217 & 216

**LEGAL REQUIREMENT:**

- PhilGEPS Certificate
- Mayor’s Business Permit
- SEC/DTI Registration Certificate
- BIR Registration /TIN/Income
- Company profile (New Supplier)
- Statement of Compliance to the Technical Specification (**Annex “A”**)
- Omnibus Sworn Statement (**Annex “B”**)

**ATTACHMENTS:**

	a. Statement of Compliance to the Technical Specification ( <b>Annex "A"</b> ) b. Omnibus Sworn Statement ( <b>Annex "B"</b> ) <b>NOTE:</b> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days.		
Terms	30 days from receipt of Invoice		
Delivery	7 days from the receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>Php350,000.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to the email address [bhong\\_ducusin@tpb.gov.ph](mailto:bhong_ducusin@tpb.gov.ph) not later than **17 November 2023 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)

Thank you very much.



**JANET G. VILLAFRANCA**

Officer-in-Charge,  
Procurement and General Services Division

Contact person: Jose T. Ducusin, Jr  
Contact number: 02 8525 -7312 / 8525 – 9318 to 27

<b><u>TECHNICAL SPECIFICATION</u></b>			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification			
Item	Description	Total Quantity	Bidder's Statement of Compliance (Comply/Not Comply)
<b>Supply and Delivery of Jotform Software License</b>		1 LOT	
<b>FEATURES AND FUNCTIONALITIES</b>			
	<ul style="list-style-type: none"> <li>- can store at least 100 unique forms.</li> <li>- can receive at least 10,000 submissions per month.</li> <li>- at least 100 GB account storage allocation</li> <li>- can support at least 1,000,000 form views per month.</li> <li>- can store at least 100,000 submission storage.</li> <li>- can support 1,000 fields per form.</li> <li>- HIPAA compliance available</li> <li>- License management via a web-based admin console</li> </ul>		

**I hereby certify to Comply with all the above Technical Specifications.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Representative

\_\_\_\_\_  
Date

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided

therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

- 10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or**

**the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_,  
Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*