

**REQUEST FOR QUOTATION (RFQ)**

12 March 2024

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

**Quotation No.** TPB-PR.2024.03.087 -2<sup>ND</sup> POSTING  
**PR No.** 2.009

**REQUIREMENTS: SERVICES PROVIDER FOR THE DOMAIN NAME REGISTRATION OF MICECON WEBSITE**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
<b>LOT 1</b>	<p><b>SCOPE OF WORK/SERVICES:</b> Provision of renewal of domain name registration for MICECON Website “micecon.ph” for one (1) year (2024-2025)</p> <p><b>Features and Functionalities</b> I. MICECON Domain Name Registration II. Technical Contact Person with the following responsibilities: a. Maintenance of the domain name servers b. Implement updates and changes to the name servers, if necessary c. Interact with regulatory agencies for technical concerns.</p> <p><b>PROJECT IMPLEMENTATION SCHEDULE</b> Must be delivered within seven (7) calendar days upon receipt of notice to proceed, after which liquidated damages shall be imposed.</p> <p><b>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</b> 1. Company Profile 2. SEC/DTI Registration Certificate 3. BIR Certificate of Registration</p>	PhP6,000.00	PhP6,000.00

	<p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor’s permit</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for the Contract (ABC) is PhP6,000.00 inclusive of all applicable taxes		

Please submit your **quotation** together with the legal documents enumerated above to the email address **genesis\_lee@tpb.gov.ph** not later than **18 March 2024 on or before 1700H**, duly signed by your representative and deliver to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

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.

  
**ROSSELLE D. ROMERO**

Acting Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

**(MISS) GENESIS WEIYN B. LEE**  
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