

## REQUEST FOR QUOTATION (RFQ)

12 August 2024

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

**Proposal No.** TPB-PR.2024.08.211

**PR No.** 8.011

**REQUIREMENTS: SUPPLY, DELIVERY, INSTALLATION, AND CONFIGURATION SERVICES FOR THE DOOR ACCESS CONTROL SYSTEM**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT 1	<p><b>SCOPE OF WORK / SERVICES</b></p> <p><b>A. Project Overview:</b> This project aims to enhance the security and operational efficiency of the Tourism Promotions Board (TPB) office by implementing an advanced electronic access control system.</p> <p><b>B. Deliverables:</b></p> <p><b>-System Design and Planning: (Data Structured Network Cabling and Layout)</b> <i>Assessment:</i> Evaluate current access control needs and security requirements. <i>Design:</i> Develop a detailed design plan based on the general types of hardware and software provided.</p> <p><b>-Hardware Installation:</b> <i>Access Control Devices:</i> Install access control devices such as card readers, biometric scanners, and keypads at designated entry and exit points. <i>Installation Infrastructure:</i> Set up the necessary infrastructure, including power supplies, network cabling, and network connections. Including roughing-ins material</p> <p><b>-Software Deployment:</b> <i>Access Control Software:</i> Deploy centralized software for managing user permissions and monitoring access events. Ensure the software integrates with existing systems if applicable.</p>	PhP680,000.00	PhP680,000.00

	<p><b>-Authentication Setup:</b>  <i>Types of Authentication:</i> Configure authentication methods, including RFID cards, biometric systems, PIN codes, or any updated new technology available on the market.</p> <p><b>-Integration and Testing:</b>  <i>Integration:</i> If applicable, integrate the new access control system with existing security systems and office infrastructure.  <i>Testing:</i> Perform thorough testing to ensure functionality, reliability, and security.</p> <p><b>-Training and Support:</b>  <i>Training:</i> Provide training sessions for TPB staff on using the new system.  <i>Support:</i> Offer ongoing technical support and maintenance for 1 year upon project completion and end-user acceptance.</p> <p><b>-Documentation:</b>  <i>Documentation:</i> Prepare comprehensive documentation, including system design, installation procedures, user manuals, and maintenance guides.</p> <p><b>C. Project Phases and Timeline</b>  <i>Phase 1: Assessment and Planning (2 weeks)</i>  - Conduct initial assessments and develop a project plan  <i>Phase 2: Design (2 weeks)</i>  - Finalize system design based on the defined specifications.  <i>Phase 3: Installation and Integration (4 weeks)</i>  - Install hardware, deploy software, and integrate with existing systems.  <i>Phase 4: Training and Rollout (2 weeks)</i>  - Train staff and roll out the system across the office.  <i>Phase 5: Maintenance and Support (ongoing)</i>  - Provide ongoing support and regular maintenance to ensure continued system functionality maintenance for 1 year upon project completion and end-user acceptance.</p>		
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*Overall, the Project Duration is 10 weeks, excluding ongoing support.*

**PROJECT IMPLEMENTATION SCHEDULE**

The project will commence upon receipt of the Notice to Proceed (NTP) by the Bidder, the Bidder’s signed acknowledgment, and the document’s return to TPB. The project will end upon the issuance of the final User Acceptance Test (UAT) of the end-user.

**CONTRACT DURATION**

The contract shall commence from the acceptance of the Notice to Proceed (NTP) until the full implementation of the project.

***Note:** Complete details and deliverables stated in the Statement of Compliance to the Technical Specifications*

**ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS**

1. Company Profile
2. SEC/DTI Registration Certificate
3. Must be an ICT Company operating for at least five (5) years, experienced in dealing with different government offices and private companies.
4. Must provide a Reseller Certificate for the proposed product.
5. Must provide brochures or images of the proposed product.
6. Must have experience in integrating systems and servers using SangFor Technologies. Must provide Sangfor certification for the following
  - For the Personnel – must provide Sangfor Network or Server Certification
  - For the Bidder – must provide a reseller certificate of SangFor Technologies.

**LEGAL REQUIREMENTS**

1. PhilGEPS Registration Certificate
2. Business/Mayor’s permit
3. Income/Business Tax Return

	<p>4. Notarized Omnibus Sworn Statement</p> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Statement of Compliance</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 the invoice.		
ABC	Approved Budget for the Contract (ABC) is <b>PhP680,000.00</b> 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 **16 August 2024 on or before 1700H**, duly signed by your representative and deliver to the Procurement and General Services Division, Administrative Department, 6th Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City.

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.

  
**ROSELLE D. ROMERO**  
12 August 2024  
 Acting Head, Procurement and General Services Division  
 Administrative Department

Contact Person

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