

**REQUEST FOR QUOTATION (RFQ)**

16 September 2024

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

**Quotation No.** TPB-PR.2024.09.250

**PR No.** 9.001

**REQUIREMENTS: SUPPLY AND DELIVERY OF JOTFORM SOFTWARE LICENSES FOR THE TOURISM PROMOTIONS BOARD**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
<b>LOT 1</b>	<p><b>SCOPE OF SERVICES</b></p> <p>JotForm Gold Plan with the following features:</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 submissions in 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> <li>• Unit: 2 licenses</li> <li>• Duration: 12 months</li> </ul> <p><b>PROJECT IMPLEMENTATION SCHEDULE</b></p> <p>Must be delivered on or before the expiration date of the current license (07 February 2025)</p> <p><b>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. SEC/DTI Registration Certificate</li> </ol>	PhP240,000.00	PhP240,000.00

	<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> <li>3. Latest Income/Business Tax Return</li> <li>4. Notarized Omnibus Sworn Statement</li> </ol> <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 invoice		
ABC	The total Approved Budget for Contract (ABC) is <b>PhP240,000.00</b> inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **20 September 2024 on or before 1700H**, subject to the Technical Specifications attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 6th Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City.

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.

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

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