

11 October 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2024-10-277

PR No. 10.016 / 2024-08-170

REQUIREMENTS: SUPPLY AND DELIVERY OF ZOOM SOFTWARE LICENSES FOR TOURISM PROMOTIONS BOARD

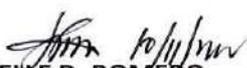
Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
<p>LOT 1</p>	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>Zoom Business Pro Plan with the following features and arrangements:</p> <ul style="list-style-type: none"> • Licenses to be allocated to all TPB departments and/or divisions • Up to 30 hours meeting duration or more • Up to 300 participant capacity or more • Up to 5GB Cloud storage for recording or more (per license) • Team Chat capability • Unlimited Whiteboards • Built-in Essential Apps • Built-in mail & calendar integration • Custom Mail Domain • Calendar Client • AI features such as post-meeting summaries, recordings with searchable transcripts, AI chat bot, and message personalization assistant • Unlimited Clips • Built-in Notes • AI-generated actionable documents • Automated Meetings Captions • Unit: 24 licenses • Duration: 12 months <p>Webinar add-on with the following features and arrangements:</p> <ul style="list-style-type: none"> • License to be allocated on as-needed basis • Up to 500 participants or more • Up to 24 hours webinar duration or more • Pre-registration for attendance reports • Private and Panelist chat 		<p>PhP450,000.00</p>

	<ul style="list-style-type: none"> • Q&A dialog box for live text question and answers • Virtual hand raising • Unit: 1 license • Duration: 12 months <p>PROJECT IMPLEMENTATION SCHEDULE</p> <p>Must be delivered on or before the expiration date of the current license (29 December 2024)</p> <p>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Company Profile 2. SEC/DTI Registration Certificate <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. Latest Income/Business Tax Return 4. Notarized Omnibus Sworn Statement <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. Technical Specification 2. Statement of Compliance <p>NOTE:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten in your company letterhead. 2. Price validity shall be for a period of thirty (30) calendar days. 		
Terms	30 days upon receipt of invoice		
ABC	The total Approved Budget for Contract (ABC) is PhP450,000.00 inclusive of all applicable taxes		PhP450,000.00

Please submit your quotation and legal documents thru email at kristine_aclan@tpb.gov.ph / bac_sec@tpb.gov.ph not later than **18 October 2024 on or before 5:00 PM**, 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
 Acting Head
 Procurement and General Services Division

Contact person: KRISTINE HEIZELLE B. ACLAN

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 PR No. 10.016