

TECHNICAL SPECIFICATIONS

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

I. BACKGROUND

Recognizing that the use of paper-based forms for collecting responses and conducting surveys is inefficient, ineffective, and prone to errors, the TPB uses online/web-based forms to address these challenges.

While there are free online form tools available on the internet, most of them lack features and functionalities needed by the TPB such as condition-based questions and analytical reports.

The procurement of professional online form creator software is therefore needed to address the challenges of paper-based forms and to satisfy the requirements of project officers in creating sophisticated online forms to gather data/responses.

II. OBJECTIVE

To enable the collection of responses and conducting surveys using web-based forms with advanced and analytic features

III. SCOPE OF WORK / SERVICES

Item	Unit	Quantity	Duration (in months)
JotForm Gold Plan with the following features: <ul style="list-style-type: none">▪ can store at least 100 unique forms▪ can receive at least 10,000 submissions per month▪ at least 100 GB account storage allocation▪ can support at least 1,000,000 form views per month▪ can store at least 100,000 submissions in storage▪ can support 1,000 fields per form▪ HIPAA compliance available▪ License management via a web-based admin console	License	2	12

IV. PROJECT IMPLEMENTATION SCHEDULE

Must be delivered on or before the expiration date of the current license (07 February 2025)

V. TECHNICAL AND ELIGIBILITY REQUIREMENTS

- **Bidder Qualifications**

Must be an IT company operating for at least three (3) years

- **Bidder Responsibilities**

Should there be a new service provider for TPB's JotForm accounts, the winning service provider must coordinate with the current service provider to ensure a seamless transition.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for this project is **TWO HUNDRED FORTY THOUSAND PESOS ONLY (PHP240,000.00)** inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

- Payment will be made once the following has been delivered:
 - Software licenses have been delivered with proof (screenshots)
 - Certificate of completion and acceptance signed by the MIS Department Head
 - Certificate of warranty
- Payment will be on a send-bill arrangement to be settled within thirty (30) working 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.

VIII. CONTRACT DURATION

The subscription shall be effective for twelve (12) months from the start of the project implementation schedule

IX. PROJECT OFFICERS CONTACT INFORMATION

	Primary	Alternate
Name	Jose Teodoro B. Delos Reyes	Ian Carlo Q. Santos
Email Address	jt_delosreyes@tpbp.gov.ph	ian_santos@tpb.gov.ph
Phone/Viber #	09760409961	09167963111