

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2024-11-348
 PR No. 11.051 / 2024-11-239
 Requirements: SUPPLY AND DELIVERY OF ADDITIONAL ADOBE ACROBAT PROFESSIONAL LICENSES

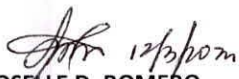
Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
	<p>DELIVERABLES</p> <p>Provision of twenty (25) Adobe Acrobat Pro for Enterprise Licenses for the Tourism Promotions Board valid for four (4) months</p> <p>REQUIRED FEATURES AND FUNCTIONALITIES</p> <ul style="list-style-type: none"> • PDF Handling and Editing <ul style="list-style-type: none"> - Add annotations such as comments, highlights, and notes - Recognize and make the scanned text searchable through OCR - Merge multiple PDF files into one PDF file - Split a PDF file into multiple PDF files - Remove pages from a PDF file - Rotate or change the page orientation to portrait or landscape - Rearrange the order of pages - Extract pages then save them as another PDF file - Insert pages into a PDF file - Crop or trim the outer edges of page content - Compare to PDF files to spot differences • File Type Conversion <ul style="list-style-type: none"> - Convert Word, Excel, and PowerPoint files to PDF - Convert PDF to Word, Excel, or PowerPoint - Convert JPG, PNG, and GIF to PDF - Convert PDF to JPG, PNG, or GIF - Convert HTML web pages to PDF - Convert files into a PDF using the Print dialog box • Sharing and Signing <ul style="list-style-type: none"> - Attach signature right in the app interface - Request signatures right in the app interface - Collect feedback from multiple people in one file - Send a file to others for commenting or viewing • Security <ul style="list-style-type: none"> - Redact contents in a PDF file - Prevent copying, editing, or printing of PDF content - Password-protect a PDF file • Basic PDF reader features should remain functional even beyond the subscription period which should at least include the following 		PhP250,000.00

	<ul style="list-style-type: none"> - Viewing/reading - Add comments - Highlight text - Insert notes <ul style="list-style-type: none"> • Available in desktop, mobile, and web app versions • License management via a web-based admin console • 24/7 technical support throughout subscription duration (provide warranty certificate) <p>REQUIRED BIDDER QUALIFICATIONS</p> <ul style="list-style-type: none"> • Must be an IT company operating for at least five (5) years • Must be an authorized reseller of the brand/product being proposed and submit certificate as a reseller <p>PROJECT IMPLEMENTATION SCHEDULE Must be delivered within seven (7) calendar days upon receipt of Notice to Proceed, after which liquidated damages shall be imposed.</p> <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. BIR Certificate of Registration 4. Omnibus Sworn Statement <p>ATTACHMENTS</p> <ol style="list-style-type: none"> 1. Technical Specifications/ Terms of Reference 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	Thirty (30) working days from the receipt of invoice/ billing.		
ABC	PhP250,000.00 inclusive of all applicable fees and taxes.		PhP250,000.00

Please submit your **quotation, with the technical and legal** documents duly signed by your authorized representative to email address ada_cruz@tpb.gov.ph/ bac_sec@tpb.gov.ph not later than **06 December 2024, 12:00 NN**, subject to the Terms and Conditions stated herein.

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 Management Division

Contact person: Ada Cruz

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SUPPLY AND DELIVERY OF ADDITIONAL ADOBE ACROBAT PROFESSIONAL LICENSES

Bidders must state here either “**Comply**” or “**Not Comply**” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	<p>DELIVERABLES</p> <p>Provision of twenty (25) Adobe Acrobat Pro for Enterprise Licenses for the Tourism Promotions Board valid for four (4) months</p> <p>REQUIRED FEATURES AND FUNCTIONALITIES</p> <ul style="list-style-type: none"> • PDF Handling and Editing <ul style="list-style-type: none"> - Add annotations such as comments, highlights, and notes - Recognize and make the scanned text searchable through OCR - Merge multiple PDF files into one PDF file - Split a PDF file into multiple PDF files - Remove pages from a PDF file - Rotate or change the page orientation to portrait or landscape - Rearrange the order of pages - Extract pages then save them as another PDF file - Insert pages into a PDF file - Crop or trim the outer edges of page content - Compare to PDF files to spot differences 	
2	<ul style="list-style-type: none"> • File Type Conversion <ul style="list-style-type: none"> - Convert Word, Excel, and PowerPoint files to PDF - Convert PDF to Word, Excel, or PowerPoint - Convert JPG, PNG, and GIF to PDF - Convert PDF to JPG, PNG, or GIF - Convert HTML web pages to PDF - Convert files into a PDF using the Print dialog box 	
3	<ul style="list-style-type: none"> • Sharing and Signing <ul style="list-style-type: none"> - Attach signature right in the app interface - Request signatures right in the app interface - Collect feedback from multiple people in one file - Send a file to others for commenting or viewing 	
4	<ul style="list-style-type: none"> • Security <ul style="list-style-type: none"> - Redact contents in a PDF file - Prevent copying, editing, or printing of PDF content - Password-protect a PDF file 	
5	<ul style="list-style-type: none"> • Basic PDF reader features should remain functional even beyond the subscription period which should at least include the following <ul style="list-style-type: none"> - Viewing/reading - Add comments - Highlight text - Insert notes 	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

6	<ul style="list-style-type: none"> Available in desktop, mobile, and web app versions 	
7	<ul style="list-style-type: none"> License management via a web-based admin console 	
8	<ul style="list-style-type: none"> 24/7 technical support throughout subscription duration (provide warranty certificate) 	
9	<p>REQUIRED BIDDER QUALIFICATIONS</p> <ul style="list-style-type: none"> Must be an IT company operating for at least five (5) years Must be an authorized reseller of the brand/product being proposed and submit certificate as a reseller 	
10	<p>PROJECT IMPLEMENTATION SCHEDULE</p> <p>Must be delivered within seven (7) calendar days upon receipt of Notice to Proceed, after which liquidated damages shall be imposed.</p>	
11	<p>CONTRACT DURATION</p> <p>The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed until the completion of the software subscription and services.</p>	

Name of Company/Bidder

Signature over Printed Name
of Representative

Date

TECHNICAL SPECIFICATIONS

Supply and Delivery of Additional Adobe Acrobat Professional Licenses for TPB

1. BACKGROUND

The Adobe Acrobat X has reached its end of support on 15 November 2015. This leaves TPB computers installed with the said software prone to cybersecurity threats since security updates are no longer available to patch discovered vulnerabilities of the software.

Another area for concern is some TPB personnel use web-based services to do advanced operations such as merging and splitting of PDF documents. These services may or may not have data privacy and confidentiality terms leaving personal and confidential information which may be contained in the documents accessible to unwanted parties.

To prevent potential cybersecurity breach, the TPB procured the latest version of Adobe Acrobat Pro and started its deployment during the 1st quarter of 2023.

This procurement activity is therefore being undertaken to increase the number of available Adobe Acrobat Pro licenses to cover all TPB computers that can be installed with Adobe Acrobat Pro software licenses simultaneously.

2. OBJECTIVES

- 2.1. To improve cybersecurity by eliminating the use of end-of-life software and 3rd-party online-services to do advanced PDF handling operations.
- 2.2. To increase the number of available software licenses for Adobe Acrobat Pro for TPB

3. SCOPE OF WORK/SERVICES/DELIVERABLES

DELIVERABLES

Provision of twenty-five (25) Adobe Acrobat Pro for Enterprise Licenses for the Tourism Promotions Board valid for four (4) months

REQUIRED FEATURES AND FUNCTIONALITIES

- 3.1. **PDF handling and editing**
 - 3.1.1. Add annotations such as comments, highlights, and notes
 - 3.1.2. Recognize and make the scanned text searchable through OCR
 - 3.1.3. Merge multiple PDF files into one PDF file
 - 3.1.4. Split a PDF file into multiple PDF files
 - 3.1.5. Remove pages from a PDF file
 - 3.1.6. Rotate or change the page orientation to portrait or landscape
 - 3.1.7. Rearrange the order of pages
 - 3.1.8. Extract pages then save them as another PDF file
 - 3.1.9. Insert pages into a PDF file
 - 3.1.10. Crop or trim the outer edges of page content
 - 3.1.11. Compare to PDF files to spot differences

- 3.2. **File type conversion**
 - 3.2.1. Convert Word, Excel, and PowerPoint files to PDF
 - 3.2.2. Convert PDF to Word, Excel, or PowerPoint
 - 3.2.3. Convert JPG, PNG, and GIF to PDF
 - 3.2.4. Convert PDF to JPG, PNG, or GIF
 - 3.2.5. Convert HTML web pages to PDF
 - 3.2.6. Convert files into a PDF using the Print dialog box
- 3.3. **Sharing and Signing**
 - 3.3.1. Attach signature right in the app interface
 - 3.3.2. Request signatures right in the app interface
 - 3.3.3. Collect feedback from multiple people in one file
 - 3.3.4. Send a file to others for commenting or viewing
- 3.4. **Security**
 - 3.4.1. Redact contents in a PDF file
 - 3.4.2. Prevent copying, editing, or printing of PDF content
 - 3.4.3. Password-protect a PDF file
- 3.5. Basic PDF reader features should remain functional even beyond the subscription period which should at least include the following
 - 3.5.1. Viewing/reading
 - 3.5.2. Add comments
 - 3.5.3. Highlight text
 - 3.5.4. Insert notes
- 3.6. Available in desktop, mobile, and Web app versions
- 3.7. License management via a web-based admin console
- 3.8. 24/7 technical support throughout the subscription duration (provide warranty certificate)

4. REQUIRED BIDDER QUALIFICATIONS

- 4.1. Must be an IT company operating for at least five (5) years
- 4.2. Must be an authorized reseller of the brand/product being proposed and submit a certificate as a reseller

5. PROJECT IMPLEMENTATION SCHEDULE

Must be delivered within seven (7) calendar days upon receipt of Notice to Proceed, after which liquidated damages shall be imposed.

6. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **TWO HUNDRED AND FIFTY THOUSAND PESOS (PHP250,000.00)**, inclusive of all applicable fees and taxes.

7. PAYMENT SCHEDULE

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.

Milestone	Payment (% of the contract amount)	Activity
1	100%	Delivery software licenses Documentation: <ul style="list-style-type: none"> • Certificate of completion and acceptance signed by the MIS Department Head

8. CONTRACT DURATION

The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed until the completion of the software subscription and services.

9. PROJECT OFFICERS CONTACT INFORMATION

	Primary	Alternate
Name	Jose Teodoro Delos Reyes	Ian Carlo Santos
Email Address	jt_delosreyes@tpbp.gov.ph	ian_santos@tpb.gov.ph
Phone/Viber #	+639760409961	+639167963111