

December 26, 2024

**REQUEST FOR QUOTATION**

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

**RFQ No. TPB-RFQ 2024.12.375**

**PR No. 12.016 (11.239)**

**Requirements: Supply and Delivery of Additional Adobe Acrobat Professional Licenses for TPB**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<p><b>Additional Adobe Acrobat Professional Licenses</b></p> <p><b>SCOPE OF WORK:</b></p> <p><b>DELIVERABLES:</b></p> <ul style="list-style-type: none"> <li>Provision of fifteen (15) additional Adobe Acrobat Pro Enterprise Licenses for the Tourism Promotions Board valid for three (3) months</li> </ul>	Php250,000.00	Php250,000.00
	<p><b>REQUIRED FEATURES AND FUNCTIONALITIES</b></p> <ul style="list-style-type: none"> <li><b>PDF handling and editing</b> <ul style="list-style-type: none"> <li>Add annotations such as comments, highlights, and notes</li> <li>Recognize and make the scanned text searchable through OCR</li> <li>Merge multiple PDF files into one PDF file</li> <li>Split a PDF file into multiple PDF files</li> <li>Remove pages from a PDF file</li> <li>Rotate or change the page orientation to portrait or landscape</li> <li>Rearrange the order of pages</li> <li>Extract pages then save them as another PDF file</li> <li>Insert pages into a PDF file</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>• Crop or trim the outer edges of page content</li> <li>• Compare to PDF files to spot differences</li> </ul>		
	<p><b>File type conversion</b></p> <ul style="list-style-type: none"> <li>• Convert Word, Excel, and PowerPoint files to PDF</li> <li>• Convert Word, Excel, and PowerPoint files to PDF</li> <li>• Convert JPG, PNG, and GIF to PDF</li> <li>• Convert PDF to JPG, PNG, or GIF</li> <li>• Convert HTML web pages to PDF</li> <li>• Convert files into a PDF using the Print dialog box</li> </ul>		
	<p><b>Sharing and Signing</b></p> <ul style="list-style-type: none"> <li>• Attach signature right in the app interface</li> <li>• Request signatures right in the app interface</li> <li>• Collect feedback from multiple people in one file</li> <li>• Send a file to others for commenting or viewing</li> </ul>		
	<p><b>Security</b></p> <ul style="list-style-type: none"> <li>• Redact contents in a PDF file</li> <li>• Prevent copying, editing, or printing of PDF content</li> <li>• Password-protect a PDF file</li> </ul> <p>- Basic PDF reader features should remain functional even beyond the subscription period which should at least include the following</p> <ul style="list-style-type: none"> <li>• Viewing/reading</li> <li>• Add comments</li> <li>• Highlight text</li> <li>• Insert notes</li> </ul>		
	<ul style="list-style-type: none"> <li>- Available in desktop, mobile, and Web app versions</li> <li>- License management via a web-based admin console</li> <li>- 24/7 technical support throughout the subscription duration (provide warranty certificate)</li> </ul>		

	<p><b>BIDDER QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>- Must be an IT company operating for at least five (5) years specializing in website hosting, development, and maintenance</li> <li>- Must be an authorized reseller of the brand/product being proposed and submit a certificate as a reseller</li> <li>- Must load the additional licenses to TPB's existing Adobe VIP Account with VIP number: <b>FC502CF7141ESF07E41A</b></li> </ul>								
	<p><b>ADDITIONAL TECHNICAL /ELIGIBILITY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>a. Company profile (New Supplier only)</li> <li>b. SEC/DTI Registration Certificate</li> </ul> <p><b>LEGAL REQUIREMENT:</b></p> <ul style="list-style-type: none"> <li>a. PhilGEPS Certificate</li> <li>b. Mayor's /Business Permit</li> <li>c. BIR Registration /Income/Business Tax Return</li> <li>d. Statement of Compliance to the Technical Specification (<b>Annex "A"</b>)</li> <li>e. Omnibus Sworn Statement (<b>Annex "B"</b>)</li> </ul> <p><b>ATTACHMENTS:</b></p> <ul style="list-style-type: none"> <li>a. Statement of Compliance to the Technical Specification (<b>Annex "A"</b>)</li> <li>b. Omnibus Sworn Statement (<b>Annex "B"</b>)</li> </ul>								
	<p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>1. <b>Quotation</b> - All entries must be typewritten on your company letterhead.</li> <li>2. Price Validity shall be for a period of thirty (30) calendar days.</li> </ul>								
Terms	<p><b>PAYMENT SCHEDULE</b></p> <p>Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of a billing statement and complete supporting documents subject to usual accounting rules and regulations.</p> <p>Payments will be made through a Land bank of the Philippines (LPB) deposit. In case the supplier does not have an LBP account, bank charges will be shouldered by the supplier.</p> <table border="1" data-bbox="363 1800 954 1953"> <thead> <tr> <th>Milestone</th> <th>Payment (% of the contract amount)</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>100%</td> <td>           Delivery software licenses  <b>Documentation:</b> <ul style="list-style-type: none"> <li>• Certificate of completion and acceptance signed by the MIS Department Head</li> </ul> </td> </tr> </tbody> </table>	Milestone	Payment (% of the contract amount)	Activity	1	100%	Delivery software licenses <b>Documentation:</b> <ul style="list-style-type: none"> <li>• Certificate of completion and acceptance signed by the MIS Department Head</li> </ul>		
Milestone	Payment (% of the contract amount)	Activity							
1	100%	Delivery software licenses <b>Documentation:</b> <ul style="list-style-type: none"> <li>• Certificate of completion and acceptance signed by the MIS Department Head</li> </ul>							

Delivery	<b>PROJECT TIMELINE</b> Must be delivered within seven (7) calendar days upon receipt of Notice to Proceed, after which liquidated damages shall be imposed.		
	<b>Project Officer</b> <b>Name:</b> Jose Teodoro Delos Reyes <b>Email Address:</b> jt_delosreyes@tpbp.gov.ph <b>Phone/Viber #</b> +639760409961 <b>Name:</b> Ian Carlo Santos <b>Email Address:</b> ian_santos@tpb.gov.ph <b>Phone/Viber #</b> +639167963111		
ABC	The approved budget for the contract (ABC) Is <b>Php250,000.00</b> inclusive of applicable taxes		

Please submit your **quotation and Legal Documents** enumerated above, duly signed by your authorized representative to email address [bhong\\_ducusin@tpb.gov.ph](mailto:bhong_ducusin@tpb.gov.ph) not later than **2 January 2025 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery to the Procurement Management Division, Finance Department, Tourism Promotions Board, 6<sup>th</sup> Floor, Five E-Com Center, Harbord 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 Management Division  
Finance Department

Contact person: Jose T. Ducusin, Jr

<b>STATEMENT OF COMPLIANCE WITH TECHNICAL SPECIFICATION</b>			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification			
<b>Item</b>	<b>Description</b>	<b>Total Quantity</b>	<b>Bidder's Statement of Compliance (comply /not comply)</b>
A.	<b>Supply and Delivery of Additional Adobe Acrobat Professional Licenses for TPB</b>		
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**I hereby certify to Comply with all the above Technical Specifications.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Representative

\_\_\_\_\_  
Date

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting:**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. [Select one, delete the rest:]

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**



**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_,  
Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*