

28 November 2019

REQUEST FOR QUOTATION

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

Quotation No. TPB-PR 2019.11.1030

Requirements : Supply and Delivery of Document Tracking System Software Package for TPB's Use

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 Lot	<p>Document Tracking System Software</p> <p><u>Technical Specifications</u></p> <p>A. Software Build</p> <ol style="list-style-type: none"> 1. VB.net plus MySQL with Integration to Java Android Mobile 2. Must run on Windows environment 3. MySQL 10.2 Database Server 4. Android Studio APK Platform <ul style="list-style-type: none"> • Room persistency DB for Mobile and APi for JDBC (latest version) • Can run in Desktop Computer, Mobile Handheld Devices and option for scalability for Web User Interface/Mobile App • Download inspection data to the host system and generate reports <p>B. Software Functionalities</p> <ul style="list-style-type: none"> • Document Master List • Manage item types and location types • Create item and location hierarchy • Unlimited user • Defined fields • Customable Functionality • Chain of custody tracking (Document Movement) • Transfer items to locations and employees • Set retention dates and intervals 	960,000.00	960,000.00

	<ul style="list-style-type: none"> • Flag items as disposable after retention • Gatepass Generator • Identifiable icons • Enhanced employee access groups/levels • Maintenance Files • Generate reports • System Audit Trailing <p>Other functionalities</p> <ul style="list-style-type: none"> • Real time and Offline capability • Room for Customization (Reports/ minor features) • No Licensing Features • Track Document per Employee with an ID to transfer and receive documents • Create Locations where materials can be located • Print barcodes for Locations and Employees • Use a mobile Handheld or Web Portal to scan document transfers performed <p>C. Implementation / Training</p> <ul style="list-style-type: none"> • Implementation Procedure must be submitted for review and approval. • Provision of comprehensive training for System admins and Users knowledge based support and learning. The end-users training /workshop can either be conducted in TPB's premises or provider's training facility. • Appropriate Operation Manuals shall be provided. • All expenses during the conduct of comprehensive training shall be borne by the winning bidder. <p>D. Maintenance and Technical Support</p> <ul style="list-style-type: none"> • 24/7 technical online support • On the day support (offsite / actual support) • System patches and updates made free available for the period of one (1) year <p>E. Warranty</p> <ul style="list-style-type: none"> • The Bidder warrants that it shall conform strictly to the terms and condition of this Terms of Reference. • A warranty period of twelve (12) months shall commence upon issuance of the Certificate of Acceptance. 		
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	<p>F. Bidder's Qualification</p> <ul style="list-style-type: none"> • Five (5) years in ICT dealing with system application and development. • Must have experienced dealing with Government agencies. • Must have deploy the same system to Private and Government Offices. <p>Attached are the Technical Specification for reference.</p>		
Terms	30 days upon receipt of invoice		
Delivery	As stated		
ABC	PhP960,000.00 inclusive of service charge and all applicable taxes		

Please submit your **quotation and legal documents in a sealed envelope** not later than **4 December 2019, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila, addressed to the undersigned.

Thank you very much.

(Sgd.)

ROSELLE D. ROMERO

Acting Head

Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Contact No

5259318 loc. 246 / 5257312

Note: All entries must be typewritten in your company letterhead.

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. PhilGEPS Registration Certificate
2. Mayor/Business Permit
3. Income/Business Tax Return Certificate
4. Omnibus Sworn Statement
5. Company Profile