

## Request for Quotation

19 November 2020

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

Quotation No. **TPB-RFQ 2020-11-393**

PR No. 11.038

**Requirements:** Tourism Promotions Board News Letter System/Mailing List System

Unit	Particulars	Unit Cost	Total Cost
Lot 1	<p>Tourism Promotions Board News Letter System/Mailing List System</p> <p><b>TERMS OF REFERENCE</b> (as of November 19, 2020)</p> <p>The TPB Newsletter System, is an email marketing platform that can promote events, businesses across email, social, landing pages, shoppable landing pages, postcards, and more — all from a single platform.</p> <p>It helps also to collect data about contacts and turn those insights into action. With a holistic view of your audience, you can learn what they like and create campaigns that feel like conversations.</p> <p><b>Drag and Drop Content Editor with Source Code Editor</b></p> <p>Create a professional-looking email in no time! Choose to start with a template email template library, or build a new design from scratch.</p> <p>Can add the blocks and style that you want using the intuitive drag &amp; drop builder to perfectly match the brand.</p> <p><b>Unlimited Contacts with Customer Relationship Management</b></p> <p>The newsletter system can upload unlimited contacts, and organize the contact details based on groupings and location.</p> <p>Store all of the information about contacts, including notes from a previous call or meeting and relevant documents that you upload directly into the CRM contact profile. It can manage necessary updates once, without having to remember everywhere else your contact data lives.</p> <p><b>Ready-made templates</b></p> <p>The newsletter should have ready-made templates for user-friendly and easy to use campaign designs.</p>	<p>PhP990,000 .00</p>	<p>PhP990,000 .00</p>

	<p><b>User-friendly Sign up Forms for subscribers.</b></p> <p>The newsletter system can build professional signup forms in minutes using the drag &amp; drop form builder! Choose colors, add images, and create text that matches your brand and encourages your website visitors to sign up.</p> <p><b>It has an Advance API System with transactional API and promotional API.</b></p> <p>The system has API, SMTP Relay, or eCommerce plugins, or marketing automation. That is used for websites or applications and sets up for order confirmation emails, password reset messages, and other email notifications with ease.</p> <p><b>Advanced Report</b></p> <p>The email system should have advanced reporting capabilities that can show the number of sent email messages, blocked, deferred or undelivered email messages.</p> <p>It can be downloaded via excel, or pdf.</p> <p><b>No Downtime</b></p> <p>The email system has no downtime, and the server should be 24/7 available.</p> <p><b>Others:</b></p> <ul style="list-style-type: none"> <li>• The system can track down the number of unsubscribe requests.</li> <li>• The email campaigns should be mobile friendly.</li> <li>• The system can generate its own API Forms.</li> <li>• The provider should be responsible for management including but not limited to creating, customizing and maintaining the newsletter campaigns, monitoring the email communications, and reports.</li> </ul> <p><b>TECHNICAL AND SYSTEM REQUIREMENTS</b></p> <p><b>Email Gateway / Email Marketing System</b></p> <ul style="list-style-type: none"> <li>❖ Mobile-friendly email designer</li> <li>❖ Email template library</li> <li>❖ Email &amp; SMS personalization</li> <li>❖ No daily sending limit</li> <li>❖ Send time optimization</li> <li>❖ Facebook ads</li> <li>❖ Retargeting ads</li> <li>❖ Has HTTP API Integration</li> <li>❖ Up to 1 Million emails/month</li> <li>❖ Facebook ads</li> <li>❖ Marketing automation</li> <li>❖ 5 Landing pages (up to 20)</li> <li>❖ 3 users access (up to 10)</li> <li>❖ Phone support</li> </ul>		
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	<p><b>SUPPLIER REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• The Provider Must be a VAS-License company under National Telecommunications Commission (NTC) (Must submit an equivalent Certificate)</li> <li>• The Provider Must be a Department of Information and Communications Technology (DICT) accredited cyber security provider (Certificate of Accreditation).</li> </ul> <p style="text-align: center;"><b>*** Nothing Follows ***</b></p>		
Terms	30 days upon receipt of invoice.		
Delivery	TBA		
ABC	<b>PhP990,000.00</b> inclusive of all applicable fees and taxes		

The last day for submission of **quotation** is not later than 05:00 p.m. on **25 November 2020, thru e-mail at farhan\_ambiong@tpb.gov.ph**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.



**ELOISA A. ROMERO**  
 Administrative Officer V  
 Procurement and General Services Division

Contact Person **FARHAN M. AMBIONG**  
 Contact No 8 525-9318 local 268

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. SEC/DTI Certificates (valid)
2. Business or Mayor`s Permit/Certification (valid)
3. Tax Clearance/Annual Income Tax Return (2020)
4. Company Profile
5. PhilGEPS Certificate/Membership (valid)
6. Notarized Omnibus Sworn Statement

**Omnibus Sworn Statement**

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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;

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 following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure 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.

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

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_