

Request for Quotation

27 May 2021

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

Quotation No. **TPB-RFQ 2021-05-193**

PR No. 3.015

Project Title: Expansion of the Travel Philippines App, Development of the E-resource portal, and provide guidance to TPB and its SMART Tourism Goals

Requirements: Hiring of Technical Consultant

Unit	Particulars	Unit Cost	Total Cost
Lot 1	<p>Hiring of a Technical Consultant in the expansion of the Travel Philippines App, Development of the E-resource portal, and provide guidance to TPB and its SMART Tourism Goals</p> <p><u>Technical of Reference</u></p> <p>Project:</p> <p>The Tourism Promotions Board (TPB) Philippines seeks the services of a technical consultant to assist / give directions and guidance in terms of expanding the Travel Philippines app, developing an e-resource portal, and reaching the overall SMART Tourism goals of the agency. The project will commence for ten (10 months) from the time the contract is awarded (March 2021) until January 2022.</p> <p>Background:</p> <p>In 30 October 2020, TPB released the Travel Philippines progressive web application (PWA) to promote the Philippines in the digital spectrum as a response to the adverse effect of the COVID-19 pandemic to the Philippine tourism industry.</p> <p>As of 4 March 2020, the Travel Philippines PWA has the following features:</p> <ul style="list-style-type: none"> • Travel with health and safety information of reopened Philippine destinations • An itinerary builder • A registration and log-in system • An e-vault where documents can be stored • A portal for travel deals • Feedback form • Chatbot 	PhP500,00 0.00	PhP500,000 .00

	<p>Travel Philippines can now be downloaded as well from Google Play and the App Store as a native application.</p> <p>In 2021, the TPB plans to expand and enhance the current functions of Travel Philippines and also improve the app by:</p> <ul style="list-style-type: none"> • Incorporating cross-platform enhancements that will allow app users to access and transact with the entry point or border control systems established for each of the reopened destinations; • Integrating booking platforms of DOT-accredited establishments; • Acquiring the right technology that will enable Travel Philippines to be more-user friendly and accessible. • These enhancements were considered in support of the goal to make Travel Philippines the official digital “one-stop” shop for tourists traveling to or in the Philippines. • To ensure that the goal is met and Travel Philippines will run smoothly and efficiently, its further developments and improvements must be made under the guidance of a technical consultant who has the knowledge to explore all aspects of the project and make recommendations based on resources, timeline, and budget. <p>Objectives:</p> <ol style="list-style-type: none"> 1. To help make Travel Philippines the official digital “one-stop” shop for tourists traveling to or in the Philippines. 2. To ensure that the e-resource portal will be functional for use of TPB and its stakeholders. 3. To guide the TPB in reaching its SMART Tourism goal which is to utilize technology in creating more content not just for online materials but as a major factor in enticing both domestic and international tourists to explore areas in the country where sustainability is a priority <p>Minimum Requirement for Suppliers:</p> <ol style="list-style-type: none"> 1. At least 3 years of experience in the development of user-friendly and functional mobile applications 2. Must have taken part in the consultancy / creation / design of at least two (2) mobile app projects, one of which must be a government-related project –certificates of completion related to these projects must be provided 3. Must be able to show at least one tech-related certification – Professional Scrum Master Certificate or Microsoft Certification, etc. <p>Deliverables/Work Specifications and Responsibilities of Supplier:</p> <ol style="list-style-type: none"> 1. Help write the Terms of Reference (TOR) for the expansion / improvement of Travel Philippines in 2021 and beyond. 2. Help write the TOR for the development of an e-resource portal. <ol style="list-style-type: none"> a. Provide inputs on the development of the E-resource portal, which aims to be an integral source of information and storage of TPB's photo/video assets and other materials for the usage of tourism stakeholders. 		
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	<p>Deliverables/Work Specifications and Responsibilities of Supplier:</p> <ol style="list-style-type: none"> 3. Provide guidance and/or direction / ideas as necessary for TPB to fulfill its SMART Tourism goal which is to utilize technology in creating more content not just for online materials but as a major factor in enticing both domestic and international tourists to explore areas in the country where sustainability is a priority <ol style="list-style-type: none"> a. Guide and help TPB to be technologically / digitally ready for the future (especially that Covid-19 is here to stay). 4. Provide guidance in evaluating the bidders' capabilities and proposals for both app expansion and e-resource portal. 5. Help monitor the progress in each development stage of the app and the e-resource portal and make recommendations for further improvement/s, as needed. 6. Produce reports in relation to the progress of the expansion / improvement of Travel Philippines and development of the e-resource portal as needed. <p>Scope/Limitation of Suppliers:</p> <ol style="list-style-type: none"> 1. Must be available to render 60 hours for consultation per month as needed 2. Must be flexible when it comes to one-on-one / vis-a-vis consultations (work outside the home as needed). 3. Can either be a freelance technical consultant or a company as long as Philgeps registered and work schedule will not interfere with assigned tasks. 4. Must be amenable to extend services beyond given timeline in case of unforeseen issues including, but not limited to illness, change in project course, among others. 5. Must agree that all information / ideas imparted to TPB will belong to TPB. 6. Must agree to not have the right to ownership of any feature that will be developed as a result of the consultancy. <p>Timeframe and Schedule of Work:</p> <p>10 months upon receipt of the approved Notice to Proceed (NTP).</p> <p>Technical/Legal Eligibility Documents:</p> <p>A. <u>Freelancer/Individual</u></p> <ol style="list-style-type: none"> 1. DTI Registration certifying that he/she is registered and authorized to exercise the service/profession; 2. A PHILGEPS registered; 3. Professional Tax and registration 4. Curriculum Vitae 5. Omnibus Sworn Statement 6. Endorsement from the agency where he/she is affiliated with recommending that he/she is best and suit for the project 		
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B. Company

1. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)
2. DTI Business Registration/SEC Certificate
3. Mayor's Permit or License to Operate
4. BIR Registration with TIN
5. Company Profile with CV of all personnel to be assigned in this project

Note: For the legal requirement whether Freelancer/Individual or Company, all documents are strictly required and must be submitted on or before the deadline of submission of bid which is provided below of this part.

Terms of Payment:

- **15%** of the contract price: Upon awarding of contract as mobilization fee
- **35%** of the contract price: Upon completion of the Terms of Reference of both Travel Philippines app and E-Resource Portal
- **35%** of the contract price: Upon go-live of the Travel Philippines app expanded version and E-Resource Portal
- **15 %** of the contract price: Submission of terminal report

TPB does fund transfers through Landbank. If the Supplier does not have a Landbank account, fund transfers maystill be done but bank charges to be borne by the Supplier.

Approved Budget for the Contract (ABC) is **PHP 500,000.00** inclusive of all service charge and all applicable taxes. The cost of the items in bid should be broken down. The winning bid shall be determined **based on the quality of the proposal with the most advantageous financial package cost**, provided that the amount of bid does not exceed the above-mentioned ABC. The deadline for submission of bids should be at the time and place specified in the request for quotation (RFQ).

Technical Bid/Proposal Criteria Rating (80% Passing Score)

	CRITERIA	WEIGHT
I.	Quality of Personnel who may be Assigned to the Project	20%
	Profile and expertise of key personnel assigned to the project showing specialization and/or experience as a technical consultant with minimum experience of 3 years: Technical Consultant (1) The consultant involved in the project must have: <ul style="list-style-type: none">• 3 or more years of relevant experience (20%)• Less than 3 years of relevant experience (10%)	

	Covering the suitability of the consultant involved to perform the duties of the particular assignments and general qualifications and competence including education and training of the consultant and similar projects handled by the consultant (based on submitted CVs)	
II.	FIRM EXPERIENCE AND CAPABILITY	30%
	<p>Service rendered in the previous completed projects in the past three (3) years with at least one (1) government project</p> <ul style="list-style-type: none"> • Two (2) or more projects related to mobile application development with at least one (1) government project (30%) • One (1) project related to mobile application development with at least one (1) government project (15%) 	
III.	PLAN APPROACH AND METHODOLOGY	50%
	<p>Functionality and innovation of the presented concept:</p> <ul style="list-style-type: none"> • Bidder’s proposal/concept on the expansion / improvement of Travel Philippines in 2021 (15%) • Bidder’s proposal/concept on the TPB’s E-Portal (15%) • Bidder’s proposal/concept to guide and help TPB be technologically / digitally ready for the future and reach its SMART Tourism goal (15%) • Proof of at least two (2) tech-related certifications (5%) 	

Note:

Proposal	Weight
Technical Proposal	80%
Financial Proposal	20%

- **Technical Bid/Proposal Criteria and Rating (80% passing score)**
- **Bidders are required to present their plan of approach for the project (maximum of 20 minutes). The DATE of the PRESENTATION is to be announced. Supplier/s is encouraged to prepare from time of submission of bids in order to avoid conflicts in the future.**

For particulars please contact:
Ms. Ma. Patricia Yulo
Marketing Communications Department
E-mail address: patricia_yulo@tpb.gov.ph
Tel: 525-9310 loc 267/523-8960

	*** Nothing Follows ***		
Terms	30 days upon receipt of invoice.		
Delivery	10 months upon receipt of the approved Notice to Proceed.		
ABC	Php500,000.00		

The last day for submission of **quotation** is not later than 10:00 a.m. on **2 June 2021, thru e-mail at farhan_ambiong@tpb.gov.ph** for the advance copy of the bid documents and the original copy to the address provided below, 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 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. *Business or Mayor`s Permit/Certification (as of 2021)*
2. *Annual Income Tax Return (latest)*
3. *Company Profile/Curriculum Vitae (latest and updated)*
4. *PhilGEPS Certificate/Membership (latest)*
5. *Notarized Omnibus Sworn Statement (provided below)*

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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]