Request for Quotation

6 July 2021

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

Quotation No**.TPB-RFQ 2021-07-244**
PR No. 6.048

Requirements: Digital Signature

Unit	Particulars	Unit Cost	Total Cost
Lot 1	**Procurement of Digital Signature**	**PhP998,800.00**	**PhP998,800.00**

Technical Specifications:

Item	Features	Description
Engagement Model	SaaS Model	Must be available and accessed in Cloud environment
User Based Licenses		Supports both short lived (session based certificates or one time usage certificates with limited validity) and long lived certificates (certificates valid for 6 months, 1/2/3 years)
Signing Modes	eSignature	Click to Sign option where user selects his name
	Crypto-token Digital Signature	Digital signing using Digital signature certificates stored in USB token
	Server Side Signing using Third party HSM	Automatic signing of documents by using digital certificates stored in third party HSM
	Mobile App	Signing the document using mobile App in both IOS and Android
	Upload Scanned Signature	Upload scanned signature to sign the document
	Topaz Signing Pad	Option to sign the document using Topaz Signing pad for eSignature
	Bulk Sign	Sign bulk documents instantly in one go
	Signing with Hash without uploading	Document signing capabilities without document actually leaving client machine through hash based signing
	Bulk Send	With the Bulk Send feature, you can easily send the same document to a large number of recipients. You simply set up your document once, import your recipients, and each

TOURISM PROMOTIONS BOARD PHILIPPINES
4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines
Tel: +63 2 8525.9318 to 27 • Fax: +63 2 8521.6165 / 8525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph

IT'S MORE FUN IN THE PHILIPPINES

			receives a unique copy of the document to complete.		
		Template Creation	Custom document signing & approval workflow templates which fits your business process and can be re-used later		
		Flexi Form	Flexi form is to enhance usability of document e-Signer by converting documents into web forms through which admin can add web controls to the document and assign signatories to fill the web form, helping the users to easily sign and send the document for signing.		
		Parallel Signing	Parallel signing if you wish all the signers should receive signing request mail at a time		
		Serial Signing	Serial signing the signers will receive signing request one after the another as per order defined		
		Delegate Signing	Ability for signer to assign document signing request to some other user		
	Workflow Management	Auto delegate	Auto Delegate option helps user delegate signing to users automatically by selecting the name, email and time period of delegation.		
		Document Tracking	Track real-time status of signature progress (like Signed/Pending/Completed/Declined etc.) happening on documents initiated for signing		
		Configurable Signature	Configuration of signature appearance is made easy. Just drag and drop to place it wherever you like (on first/last/all pages) on document		
		Comments	Workflow users can write and reply to comments between each other on specific documents. Comments are logged and saved for audit trails		
		Advanced fields in flexi form	Basic fields plus formula, conditional, collaborative, linked, third-party data, and custom forms.		
		Must support PDF, XML, Text Files, PKCS #7 Data, Password Protected Files, Form 16	Extensive File Support. Document formats which can be signed		
		Must support unlimited number of documents to be stored in the cloud	File Size Limit of at least 10MB		
			Attachment Limit of at least 10MB per file		
			Automatic Tag Anchoring		
	Document		Basic Fields: Name, Signature, Date		

			Business Fields: Initial, Company, Title, Email, Text, Data, Checkbox		
			PDF Form Conversion		
			Form Fields: Radio Button, Drop Down, Note		
			Field Formatting: Approve / Decline, Optional Signature		
			Advanced Fields: Formula, Custom Field, Third-Party Data, Linked, Conditional, Collaborative		
			Signer Attachments		
			Data Validation		
	Integrations	Third Party Apps	Out of the box connectors and apps to connect with globally recognized ERP and CRM applications such as Salesforce, Tally, Gmail, Box, Dropbox, SAP, Oracle *, IBM *, Microsoft		
		API's for Integration	Open API that supports integration with third party applications		
		Chrome Extension	Chrome Extension enables you to sign, send, and manage documents directly from your Chrome browser.		
	Mobile	Mobile Apps	Mobile apps on iOS and Android for signing documents on the go		
		QR Code Scanner in mobile app	Users can scan the QR code printed on document by using scanner option in the mobile app, it will display the complete information of the document on the mobile screen		
	User Management	Manage Subscriptions	Subscription details of the user in detail. Helps user to check complete subscription details easily anywhere, anytime		
		Manage Department	Manage departments for the users which include creating departments, providing workflow access privileges, Updating and deleting department.		
		Manage Users	Create and manage users inside their organizational set-up.		
		Access Management	Admins create user groups, document workflow templates, map users to templates (of HR, Finance etc.) and provide access rights for templates		
	Document Management	Docstore	In-built secure document storage facility with proper categorization and document numbering for easy and quick retrieval		
		Embedded QR code for Printed Documents (for mitigating fraud)	-Digital signature embedded QR Codes on the Printed document for verification of the Digital signature as well as integrity of the content on the document. - These are hybrid QR Code that can be read by QR Code scanner in less		

			time despite having large data. - Ability to place the QR Code any where on the document - Ability to scan the QR Code without the internet connection when scanned with emsigner app.		
		Document Tags	This optional reference number can be useful to link the current document to documents on other systems such as Accounting Systems etc. emSigner.com allows searches on documents using this reference number.		
		Document Encryption	Ability to remotely encrypt and decrypt documents using user keys stored on the HSM (Symmetric, Asymmetric, and Hybrid)		
		Document Scanning	- Ability to scan physical documents with different resolutions - Ease of integration with various types and moels of printers - Supports duplex scanning - Ability to save document with various pixcel types - Ability to save document with different document types		
		Collaborative Editing	Ability to edit and review document by users at various levels in the hierarchy and also option to add comments to the document		
		OCR	Ability to convert images of typed, handwritten or printed text into machine-encoded text, whether from a scanned document or a photo of a document. And use this machine encoded text for editing as well as search		
		Hybrid QR Technology	Ability to automatically generate digitally signed QR code with key data attributes of a flexiform. QR scannable using generic QR reader AND dedicated app		
		Search within the document	Ability to search based on the content in the document		
	Audit Trails	Activity Log	Activity logs for monitoring of all user accounts and actions		
		DocLog	Track real-time status of signature progress (like Signed/Pending/Completed/Declined etc.) happening on documents initiated for signing		
		Ad-Hoc Reports	Reports option Admin can view the various reports like Document ageing, workflow etc.		
		Scheduled Reports	Allows a user to create scheduled reports for a single report for		

				multiple users at a time		
		Reports	Digital Signature Validation	Provision to validate digital signatures (PDF/XML/PKCS#7) and timestamp applied on the documents signed and timestamped using third party application.		
			Watermark	Adding a watermark to the documents adds an air of professionalism and can also prevent against other parties passing off your work as their own as an out of the box standard feature		
			Set Password	All documents in this workflow will be password protected. If required, please set a password and share the password separately to all receiving parties.		
			Company Stamp	Customers can affix the company stamp as part of their signature profile where required to facilitate secure and locally acceptable document formats. Further, this stamp can be mapped to authorized signatory(ies) within an organization		
			Share Document	Share document with anyone with/without attached supporting documents by configuring access rights for each user to hide/show attachments		
			Recall Document	Documents that are declined signing from initiator of workflow.		
			Decline	Documents that are declined signing from any of the signer in workflow.		
			Co-Branding	Configuring Themes and company logo, with your signing experience. Making it easier for users to identify documents coming from your Organization		
			Document Expiration	Document expiry is number of days document is available for signer to sign the document		
			Reminders & Notifications	Sends automatic alerts and reminder via Email or SMS for document pending for signatures if someone forgets to sign		
			File Picker	Windows service automatically pick & uploads all the files (ERP/CRM etc.) from locally designated folders to document store without any manual intervention		
			Bulk Review	Review bulk documents instantly in one go with comments		
			Email Template	System allows users to send email to signatories using predefined templates. Users can update the predefined email templates in both		

			text and HTML. All these email templates can include text or images. A button to change to default is available to undo the actions and move back to default template. Email templates can be updated as whenever required. All templates can be customized and managed directly through the system portal by the customer.		
		Time Stamping Services	Time stamping of documents with a licensed Time Stamping Authority to eradicate backdating of signed document.		
		Phone/Email Support	Support via email or phone.		
		Global Platform	PKI neutral and works with X.509 certificate issued by any CA globally for digital signing.		
	Training		Provide user training to identified TPB Personnel for the use of Digital Signature and all functions of the software.		

I hereby certify to comply and deliver all of the above requirements provided in the Technical Specifications.

_____   _____
Name of the Company Signature over Printed Name of the Rep.

_____
Date

*** Nothing Follows ***

Terms	30 days upon receipt of invoice.
Delivery	15 days upon receipt of the approved NTP
ABC	**PhP998,800.00**inclusive of all applicable charges and taxes

The last day for submission of **quotation** is not later than 11:00 a.m. on **12 July 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 representativeand 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   8 525-9318local 268

Price Validity shall be for a period of <u>thirty (30)</u> 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 (latest and updated)*
4. *PhilGEPS Certificate/Membership (latest)*
5. *Notarized Omnibus Sworn Statement (provided below)*

Annex A

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]