

07 December 2021

REQUEST FOR QUOTATION (RFQ)

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

RFQ No. TPB-PR 2021.12.460

Requirement: Supply and Delivery of Digital Archiving System


Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p>Digital Archiving System Please see attached Technical Specifications</p> <p>Eligibility Requirements</p> <ol style="list-style-type: none"> The vendor must be in the ICT business for at least 10 years. The vendor must be an authorized reseller of the proposed solution. The solution must be included in the latest Gartner's Leaders Quadrant report (Year 2020) and Forrester Wave's Leaders Quadrant report (2021) <p>Technical Documents</p> <ol style="list-style-type: none"> Articles of Incorporation, SEC, DTI, CDA registration certificate, whichever is applicable List of ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid within the past ten (10) years. (Include the following information: client, project, contract amount, contract duration, status) Company Profile Proof as an authorized reseller of the proposed solution Proof that the solution is included in the latest Gartner's Leaders Quadrant report (Year 2020) and Forrester Wave's Leaders Quadrant report (2021) Accomplished Statement of Compliance to the Technical Specifications supported by evidence (<i>Evidence shall be in the form of manufacturer's</i> 	1,000,000.00	1,000,000.00

	<p><i>un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate.)</i></p> <p>Legal Documents</p> <ul style="list-style-type: none"> • PhilGEPS Registration Certificate • Mayor/Business Permit • Income/Business Tax Return Certificate • Omnibus Sworn Statement (revised form) <p>Attachments:</p> <ul style="list-style-type: none"> • Statement of Compliance to the Technical Specifications • Technical Specifications • Revised Omnibus Sworn Statement <p>Note:</p> <ul style="list-style-type: none"> • All entries must be typewritten in your company letterhead and the proposal must be duly signed by your authorized representative • Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	As stated		
Delivery	As stated		
ABC	PhP1,000,000.00 inclusive of applicable taxes		

Please submit your **quotation together with the technical and legal documents** enumerated above to email address *janet_villafranca@tpb.gov.ph* not later than **14 December 2021, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery.

The **submission of the quotation and other documents shall be in one (1) compressed file folder, any submission not in this format will not be considered.** For easy identification of email, the subject shall be in this format: **Digital Archiving_<Company Name>**

Thank you very much.


ELOISA A. ROMERO
 Head, Procurement and General Services Division
 Administrative Department

