

REQUEST FOR QUOTATION

10 January 2022

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

RFP No. TPB-PR.2022.01.012

PR No. 1.017

REQUIREMENTS: DOCUMENT TRACKING SYSTEM UPDATE

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>DOCUMENT TRACKING SYSTEM UPDATE</p> <p>SCOPE OF WORK</p> <p>1. REQUIRED BIDDER QUALIFICATIONS</p> <p>1.1. Must be in the ICT Business for more than 5 Years</p> <p>1.2. Must have at least a completed project similar to its nature within the last 3 years (Proof of Certificate of Satisfactory)</p> <p>1.3. Must provide an after-sales certification for the project</p> <p>2. MINIMUM REQUIRED TECHNICAL SPECIFICATIONS</p> <p>2.1. Software:</p> <p>2.1.1. Document Tracker (PHP+MS SQL)</p> <p>2.1.2. Document Master List</p> <p>2.1.3. Maintenance Files</p> <p>2.1.4. Incoming Document finder (Document Movement)</p> <p>2.1.5. Outgoing document finder (Document Movement)</p> <p>2.1.6. Gate pass Generator</p> <p>2.1.7. Reports</p> <p>2.1.8. User Access / Roles</p> <p>2.1.9. System Audit Trail</p> <p>2.2. Services:</p> <p>2.2.1. Training with certificates, Knowledge transfer, and Documentation</p>	P900,000.00	P900,000.00

	<p>2.3. Support:</p> <p>2.3.1. One (1) Year Warranty and Support: 8x5</p> <p>2.3.2. Local Technical Support. Configuration, Installation, and Implementation</p> <p>2.3.3. Provide 8x5 phone, email, remote, and on-site support services provided to customers for supported systems as specified in the proposal Ticket status and summary reports. (With-in Metro Manila ONLY).</p> <p>3. PROJECT TIMELINE</p> <p>All units must be delivered within sixty (60) calendar days upon receipt of notice to proceed after which liquidated damages shall be imposed.</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP900,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at genesis_lee@tpb.gov.ph not later than **17 January 2022 on or before 1700H**, 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.

1. Mayor's Permit/ License 2022
2. Income/Business Tax Return
3. Company Profile/ Reference
4. PhilGEPs Certificate
5. Omnibus Sworn Statement

Thank you very much.

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

(MISS) GENESIS WEIYN B. LEE

Note: **All entries must be typewritten on your company letterhead.**

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