

REQUEST FOR QUOTATION

22 November 2022

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

Quotation No. TPB-PR.2022.11.455

PR No. 11.054

REQUIREMENTS: SUPPLY AND DELIVERY OF NEWSLETTER SOFTWARE SUBSCRIPTION

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SUPPLY AND DELIVERY OF NEWSLETTER SOFTWARE SUBSCRIPTION</p> <p>SCOPE OF WORK / SERVICES Provision of one (1) Sendinblue Business license valid for 12 months</p> <p>Features and Functionalities</p> <ul style="list-style-type: none"> • can store at least 100 unique forms <p>Campaigns</p> <ul style="list-style-type: none"> • Email campaigns • Drag and drop editor • Template gallery • SMS marketing • Email and SMS personalization • Templating language • At least 1 shared inbox • Unlimited daily sending limit • Customized branding • Landing page builder <p>Transaction Platform</p> <ul style="list-style-type: none"> • Transaction email sending • Real-time email statistics • Customized log retention <p>Automation</p> <ul style="list-style-type: none"> • Workflow editor • Page tracking • Marketing automation to unlimited contacts 	PhP285,000.00	PhP285,000.00


	<p>Contact Management</p> <ul style="list-style-type: none"> • Unlimited contacts and details • Customizable signup forms <p>Reporting</p> <ul style="list-style-type: none"> • Geography and device reporting • Heat map reporting • Advanced open and click stats <p>Integrations and Support</p> <ul style="list-style-type: none"> • Plugins • Multi-user access • GDPR compliant • Email, phone, and chat support <p>Bidder Responsibilities</p> <p>The provider should be responsible for the management, including but not limited to creating, customizing, and maintaining the newsletter campaigns, monitoring the email communications, and generating reports.</p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. SEC Registration Certificate 3. Certificate as a Reseller <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement 5. Notarized Secretary's Certificate <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications <p>Note:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
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Terms	30 days upon receipt of the invoice		
ABC	Approved Budget for the Contract (ABC) is PhP285,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **28 November 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.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.


ROSELLE D. ROMERO 22 Nov. 2022
 Acting Head, Procurement and General Services Division
 Administrative Department

Contact Person **(MISS) GENESIS WEIYN B. LEE**
 Contact No. **(8) 525-7312 local 266**