



## **REQUEST FOR QUOTATION**

22 November 2022

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

**Quotation No.** <u>TPB-PR.2022.11.455</u> **PR No.** 11.054

## REQUIREMENTS: SUPPLY AND DELIVERY OF NEWSLETTER SOFTWARE SUBSCRIPTION

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	SUPPLY AND DELIVERY OF NEWSLETTER SOFTWARE SUBSCRIPTION	PhP285,000.00	PhP285,000.00
	<b>SCOPE OF WORK / SERVICES</b> Provision of one (1) Sendinblue Business license valid for 12 months		
	<ul> <li>Features and Functionalities</li> <li>can store at least 100 unique forms</li> <li>Campaigns</li> <li>Email campaigns</li> <li>Drag and drop editor</li> <li>Template gallery</li> <li>SMS marketing</li> <li>Email and SMS personalization</li> <li>Templating language</li> <li>At least 1 shared inbox</li> <li>Unlimited daily sending limit</li> <li>Customized branding</li> <li>Landing page builder</li> <li>Transaction Platform</li> <li>Transaction email sending</li> <li>Real-time email statistics</li> <li>Customized log retention</li> <li>Automation</li> <li>Workflow editor</li> <li>Page tracking</li> <li>Marketing automation to unlimited contacts</li> </ul>		

## TOURISM PROMOTIONS BOARD PHILIPPINES



<ul> <li>Unlimited contacts and details</li> <li>Customizable signup forms</li> <li>Reporting</li> <li>Geography and device reporting</li> <li>Heat map reporting</li> <li>Advanced open and click stats</li> <li>Integrations and Support</li> <li>Plugins</li> <li>Multi-user access</li> <li>GDPR compliant</li> <li>Email, phone, and chat support</li> <li>Bidder Responsibilities</li> <li>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.</li> <li>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</li> <li>Company Profile</li> <li>SEC Registration Certificate</li> <li>Certificate as a Reseller</li> <li>LEGAL REQUIREMENTS</li> <li>Income/Business Tax Return</li> <li>Notarized Omnibus Sworn Statement</li> <li>Notarized Secretary's Certificate</li> <li>Antachments:</li> <li>Technical Specifications</li> </ul>	lanagement	
Reporting         • Geography and device reporting         • Heat map reporting         • Advanced open and click stats         Integrations and Support         • Plugins         • Multi-user access         • GDPR compliant         • Email, phone, and chat support         Bidder Responsibilities         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.         ADDITIONAL TECHNICAL/ELIGIBILITY         REQUIREMENTS         1. Company Profile         2. SEC Registration Certificate         3. Certificate as a Reseller         LEGAL REQUIREMENTS         1. PhilGEPS Registration Certificate         2. Business/Mayor's permit         3. Income/Business Tax Return         4. Notarized Omnibus Sworn Statement         5. Notarized Secretary's Certificate         Attachments:	ted contacts and details	
<ul> <li>Geography and device reporting</li> <li>Heat map reporting</li> <li>Advanced open and click stats</li> <li>Integrations and Support</li> <li>Plugins</li> <li>Multi-user access</li> <li>GDPR compliant</li> <li>Email, phone, and chat support</li> <li>Bidder Responsibilities</li> <li>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.</li> <li>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</li> <li>Company Profile</li> <li>SEC Registration Certificate</li> <li>Certificate as a Reseller</li> <li>LEGAL REQUIREMENTS</li> <li>PhilGEPS Registration Certificate</li> <li>Business/Mayor's permit</li> <li>Income/Business Tax Return</li> <li>Notarized Omnibus Sworn Statement</li> <li>Notarized Secretary's Certificate</li> </ul>	nizable signup forms	
<ul> <li>Heat map reporting</li> <li>Advanced open and click stats</li> <li>Integrations and Support</li> <li>Plugins</li> <li>Multi-user access</li> <li>GDPR compliant</li> <li>Email, phone, and chat support</li> <li>Bidder Responsibilities</li> <li>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.</li> <li>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</li> <li>Company Profile</li> <li>SEC Registration Certificate</li> <li>Certificate as a Reseller</li> <li>LEGAL REQUIREMENTS</li> <li>PhilGEPS Registration Certificate</li> <li>Business/Mayor's permit</li> <li>Income/Business Tax Return</li> <li>Notarized Omnibus Sworn Statement</li> <li>Notarized Secretary's Certificate</li> </ul>		
<ul> <li>Advanced open and click stats</li> <li>Integrations and Support</li> <li>Plugins</li> <li>Multi-user access</li> <li>GDPR compliant</li> <li>Email, phone, and chat support</li> <li>Bidder Responsibilities</li> <li>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.</li> <li>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</li> <li>Company Profile</li> <li>SEC Registration Certificate</li> <li>Certificate as a Reseller</li> <li>LEGAL REQUIREMENTS</li> <li>PhilGEPS Registration Certificate</li> <li>Business/Mayor's permit</li> <li>Income/Business Tax Return</li> <li>Notarized Omnibus Sworn Statement</li> <li>Notarized Secretary's Certificate</li> </ul>	aphy and device reporting	
Integrations and Support         Plugins         Multi-user access         GDPR compliant         Email, phone, and chat support         Bidder Responsibilities         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.         ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS         1. Company Profile         2. SEC Registration Certificate         3. Certificate as a Reseller         LEGAL REQUIREMENTS         1. PhilGEPS Registration Certificate         2. Business/Mayor's permit         3. Income/Business Tax Return         4. Notarized Omnibus Sworn Statement         5. Notarized Secretary's Certificate         Attachments:	nap reporting	
<ul> <li>Plugins</li> <li>Multi-user access</li> <li>GDPR compliant</li> <li>Email, phone, and chat support</li> </ul> Bidder Responsibilities 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. ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS <ol> <li>Company Profile</li> <li>SEC Registration Certificate</li> <li>Certificate as a Reseller</li> </ol> LEGAL REQUIREMENTS <ol> <li>PhilGEPS Registration Certificate</li> <li>Business/Mayor's permit</li> <li>Income/Business Tax Return</li> <li>Notarized Omnibus Sworn Statement</li> <li>Notarized Secretary's Certificate</li> </ol> Attachments:	ced open and click stats	
<ul> <li>Multi-user access</li> <li>GDPR compliant</li> <li>Email, phone, and chat support</li> </ul> Bidder Responsibilities 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. ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS <ol> <li>Company Profile</li> <li>SEC Registration Certificate</li> <li>Certificate as a Reseller</li> </ol> LEGAL REQUIREMENTS <ol> <li>PhilGEPS Registration Certificate</li> <li>Business/Mayor's permit</li> <li>Income/Business Tax Return</li> <li>Notarized Omnibus Sworn Statement</li> <li>Notarized Secretary's Certificate</li> </ol> Attachments:	ns and Support	
<ul> <li>GDPR compliant</li> <li>Email, phone, and chat support</li> </ul> Bidder Responsibilities 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. ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS <ol> <li>Company Profile</li> <li>SEC Registration Certificate</li> <li>Certificate as a Reseller</li> </ol> LEGAL REQUIREMENTS <ol> <li>PhilGEPS Registration Certificate</li> <li>Business/Mayor's permit</li> <li>Income/Business Tax Return</li> <li>Notarized Omnibus Sworn Statement</li> <li>Notarized Secretary's Certificate</li> </ol> Attachments:	5	
<ul> <li>Email, phone, and chat support</li> <li>Bidder Responsibilities         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.     </li> <li>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS         <ul> <li>Company Profile</li> <li>SEC Registration Certificate</li> <li>Certificate as a Reseller</li> </ul> </li> <li>LEGAL REQUIREMENTS         <ul> <li>PhilGEPS Registration Certificate</li> <li>Business/Mayor's permit</li> <li>Income/Business Tax Return</li> <li>Notarized Omnibus Sworn Statement</li> <li>Notarized Secretary's Certificate</li> </ul> </li> <li>Attachments:</li> </ul>	user access	
Bidder Responsibilities 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. ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS 1. Company Profile 2. SEC Registration Certificate 3. Certificate as a Reseller LEGAL REQUIREMENTS 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement 5. Notarized Secretary's Certificate Attachments:	compliant	
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. <b>ADDITIONAL TECHNICAL/ELIGIBILITY</b> <b>REQUIREMENTS</b> 1. Company Profile 2. SEC Registration Certificate 3. Certificate as a Reseller <b>LEGAL REQUIREMENTS</b> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement 5. Notarized Secretary's Certificate <b>Attachments:</b>	phone, and chat support	
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. <b>ADDITIONAL TECHNICAL/ELIGIBILITY</b> <b>REQUIREMENTS</b> 1. Company Profile 2. SEC Registration Certificate 3. Certificate as a Reseller <b>LEGAL REQUIREMENTS</b> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement 5. Notarized Secretary's Certificate <b>Attachments:</b>	sponsibilities	
creating, customizing, and maintaining the newsletter campaigns, monitoring the email communications, and generating reports. ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS 1. Company Profile 2. SEC Registration Certificate 3. Certificate as a Reseller LEGAL REQUIREMENTS 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement 5. Notarized Secretary's Certificate Attachments:	-	
newsletter campaigns, monitoring the email communications, and generating reports. ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS 1. Company Profile 2. SEC Registration Certificate 3. Certificate as a Reseller LEGAL REQUIREMENTS 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement 5. Notarized Secretary's Certificate Attachments:	ent, including but not limited to	
communications, and generating reports.  ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS  1. Company Profile 2. SEC Registration Certificate 3. Certificate as a Reseller  LEGAL REQUIREMENTS 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement 5. Notarized Secretary's Certificate Attachments:	customizing, and maintaining the	
ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS 1. Company Profile 2. SEC Registration Certificate 3. Certificate as a Reseller LEGAL REQUIREMENTS 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement 5. Notarized Secretary's Certificate Attachments:	r campaigns, monitoring the email	
REQUIREMENTS 1. Company Profile 2. SEC Registration Certificate 3. Certificate as a Reseller LEGAL REQUIREMENTS 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement 5. Notarized Secretary's Certificate Attachments:	cations, and generating reports.	
<ol> <li>Company Profile</li> <li>SEC Registration Certificate</li> <li>Certificate as a Reseller</li> <li>LEGAL REQUIREMENTS         <ul> <li>PhilGEPS Registration Certificate</li> <li>Business/Mayor's permit</li> <li>Income/Business Tax Return</li> <li>Notarized Omnibus Sworn Statement</li> <li>Notarized Secretary's Certificate</li> </ul> </li> <li>Attachments:</li> </ol>	IAL TECHNICAL/ELIGIBILITY	
<ol> <li>SEC Registration Certificate</li> <li>Certificate as a Reseller</li> <li>LEGAL REQUIREMENTS         <ol> <li>PhilGEPS Registration Certificate</li> <li>Business/Mayor's permit</li> <li>Income/Business Tax Return</li> <li>Notarized Omnibus Sworn Statement</li> <li>Notarized Secretary's Certificate</li> </ol> </li> <li>Attachments:</li> </ol>	<b>MENTS</b>	
<ol> <li>Certificate as a Reseller</li> <li>LEGAL REQUIREMENTS         <ol> <li>PhilGEPS Registration Certificate</li> <li>Business/Mayor's permit</li> <li>Income/Business Tax Return</li> <li>Notarized Omnibus Sworn Statement</li> <li>Notarized Secretary's Certificate</li> </ol> </li> <li>Attachments:</li> </ol>	any Profile	
<ul> <li>LEGAL REQUIREMENTS</li> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's permit</li> <li>3. Income/Business Tax Return</li> <li>4. Notarized Omnibus Sworn Statement</li> <li>5. Notarized Secretary's Certificate</li> </ul>	gistration Certificate	
<ol> <li>PhilGEPS Registration Certificate</li> <li>Business/Mayor's permit</li> <li>Income/Business Tax Return</li> <li>Notarized Omnibus Sworn Statement</li> <li>Notarized Secretary's Certificate</li> </ol> Attachments:	cate as a Reseller	
<ol> <li>Business/Mayor's permit</li> <li>Income/Business Tax Return</li> <li>Notarized Omnibus Sworn Statement</li> <li>Notarized Secretary's Certificate</li> </ol> Attachments:	QUIREMENTS	
<ol> <li>Income/Business Tax Return</li> <li>Notarized Omnibus Sworn Statement</li> <li>Notarized Secretary's Certificate</li> </ol> Attachments:	PS Registration Certificate	
<ul> <li>4. Notarized Omnibus Sworn Statement</li> <li>5. Notarized Secretary's Certificate</li> <li>Attachments:</li> </ul>		
5. Notarized Secretary's Certificate Attachments:		
Attachments:	zed Omnibus Sworn Statement	
	zed Secretary's Certificate	
1. Technical Specifications		
	cal Specifications	
Note:		
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.	<u>30)</u> calendar days.	

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.

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

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