

## 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.2022.11.457

**PR No.** 11.056

### REQUIREMENTS: SUPPLY AND DELIVERY OF FORM CREATOR SOFTWARE


Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SUPPLY AND DELIVERY OF FORM CREATOR SOFTWARE</b></p> <p><b>SCOPE OF WORK / SERVICES</b> Provision of two (2) Jotform Gold Plan licenses valid for 12 months</p> <p><b>Features and Functionalities</b></p> <ul style="list-style-type: none"> <li>• can store at least 100 unique forms</li> <li>• can receive at least 10,000 submissions per month</li> <li>• at least 100 GB account storage allocation</li> <li>• can support at least 1,000,000 form views per month</li> <li>• can store at least 100,000 submission storage</li> <li>• can support 1,000 fields per form</li> <li>• HIPAA compliance available</li> <li>• License management via a web-based admin console</li> </ul> <p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. Certificate as a Reseller</li> </ol> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's permit</li> <li>3. Income/Business Tax Return</li> </ol>	PhP240,000.00	PhP240,000.00

	4. Notarized Omnibus Sworn Statement 5. Notarized Secretary's Certificate  <b>Attachments:</b> 1. Technical Specifications  <b>Note:</b> 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.		
Terms	30 days upon receipt of the invoice		
ABC	Approved Budget for the Contract (ABC) is PhP240,000.00 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 November 2022  
Acting Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

**(MISS) GENESIS WEIYN B. LEE**  
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