

## **TECHNICAL SPECIFICATIONS**

### **SUPPLY AND DELIVERY OF FORM-CREATOR SOFTWARE**

#### **1. BACKGROUND**

Recognizing that the use of paper-based forms for collecting responses and conducting surveys is inefficient, ineffective, and prone to errors, the TPB uses online/web-based forms to address these challenges.

While there are free online form tools available on the internet, most of them lack features and functionalities needed by the TPB such as condition-based questions and analytical reports.

The procurement of a professional online form creator software is therefore needed to address the challenges of paper-based forms and to satisfy the requirements of project officers in creating sophisticated online forms to gather data/responses.

#### **2. OBJECTIVES**

2.1. To enable the collection of responses and conducting surveys using web-based forms with advanced and analytic features

#### **3. SCOPE OF WORK / SERVICES**

3.1. Provision of two (2) Jotform Gold Plan licenses valid for 12 months

#### **4. PROJECT IMPLEMENTATION SCHEDULE**

4.1. Must be delivered within seven (7) calendar days upon receipt of notice to proceed, after which liquidated damages shall be imposed.

#### **5. TECHNICAL REQUIREMENTS**

##### **5.1. Features and Functionalities**

- 5.1.1. can store at least 100 unique forms
- 5.1.2. can receive at least 10,000 submissions per month
- 5.1.3. at least 100 GB account storage allocation
- 5.1.4. can support at least 1,000,000 form views per month
- 5.1.5. can store at least 100,000 submission storage
- 5.1.6. can support 1,000 fields per form
- 5.1.7. HIPAA compliance available
- 5.1.8. License management via a web-based admin console

#### **6. APPROVED BUDGET FOR THE CONTRACT (ABC)**

6.1. Two Hundred Forty Thousand Pesos Only (PhP240,000.00)

6.2. Inclusive of all applicable fees and taxes

## 7. TERMS OF PAYMENT

7.1. Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of a billing statement and complete supporting documents subject to usual accounting rules and regulations.

7.2. Payments will be made through a Landbank of the Philippines (LPB) deposit. In case the supplier does not have an LBP account, bank charges will be shouldered by the supplier.

Milestone	Payment (% of the contract amount)	Activity
1	100%	Delivery software licenses <b>Documentation:</b> <ul style="list-style-type: none"><li>• Certificate of completion and acceptance signed by the MIS Department Head</li><li>• Warranty certificates</li></ul>

## 8. CONTRACT DURATION

8.1. The subscription shall be effective for twelve (12) months from the date of commencement.

## 9. PROJECT OFFICERS CONTACT INFORMATION

	Primary	Alternate
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