

29 June 2023

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2023.06.129
PR No. 6.087 (6.784)

Requirements: **Renewal of PHTEX Website Domain Name Registration for three (3) years**

Project Title: **PHILIPPINE TRAVEL EXCHANGE**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<p>Renewal of domain name registration for PHITEX Website “phitex.ph” for three years (July 2023 to July 2026)</p> <p>TECHNICAL REQUIREMENTS</p> <p>Features and Functionalities</p> <ul style="list-style-type: none"> - PHITEX Domain Name Registration - Technical Contact Person with the following responsibilities: <ul style="list-style-type: none"> • Maintenance of the domain name servers • Implement updates and changes to the name servers, if necessary • Interact with regulatory agencies for technical concerns. <p>Contact Information – Project Officer</p> <p>MISD Representative</p> <p>Mr. Emmanuel A. Zarate</p> <p>Mr. Jose Teodoro B. Delos Reyes</p> <p>Email Address</p> <p>eman_zarate@tpb.gov.ph</p> <p>jose_delosreyes@tpb.gov.ph</p> <p>LEGAL REQUIREMENT:</p> <ol style="list-style-type: none"> PhilGEPS Certificate Mayor’s Business Permit 	Php12,594.00	Php12,594.00

TOURISM PROMOTIONS BOARD PHILIPPINES

4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines
Tel: +63 2 8525.9318 to 27 • Fax: +63 2 8521.6165 / 8525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph

	c. SEC/DTI Registration Certificate d. BIR Registration /TIN e. Company profile (New Supplier) f. Statement of Compliance to the Technical Specification (Annex "A") ATTACHMENTS: a. Statement of Compliance to the Technical Specification (Annex "A") NOTE: 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days.		
Terms	30 days from receipt of Invoice		
Delivery	7 days from the receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php12,594.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **6 July 2023 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

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
30 June 2023

Acting Head

Procurement and General Services Division

Contact person: Jose T. Ducusin, Jr
Contact number: 02 8525 -7312 / 8525 – 9318 to 27

ANNEX "A"

<u>TECHNICAL SPECIFICATION</u>			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification			
Item	Description	Total Quantity	Bidder's Statement of Compliance
A.	Renewal of domain name registration for PHITEX Website "phitex.ph" for three years (July 2023 to July 2026)	1 Lot	
	TECHNICAL REQUIREMENTS Features and Functionalities <ul style="list-style-type: none"> - PHITEX Domain Name Registration - Technical Contact Person with the following responsibilities: <ul style="list-style-type: none"> • Maintenance of the domain name servers • Implement updates and changes to the name servers, if necessary • Interact with regulatory agencies for technical concerns. 		
	LEGAL REQUIREMENT: <ol style="list-style-type: none"> a. PhilGEPS Certificate b. Mayor's Business Permit c. SEC/DTI Registration Certificate d. BIR Registration /TIN e. Company profile (New Supplier) f. Statement of Compliance to the Technical Specification (Annex "A") ATTACHMENTS: <ol style="list-style-type: none"> a. Statement of Compliance to the Technical Specification (Annex "A") NOTE: <ol style="list-style-type: none"> a. All entries must be typewritten on your company letterhead. b. Price Validity shall be for a period of thirty (30) calendar days. 		
	<u>SCHEDULE OF REQUIREMENTS</u>		
	Must be delivered within seven (7) calendar days upon receipt of Notice to Proceed (NTP) after which liquidated damages shall be imposed.		
	<u>TERMS OF PAYMENT</u>		

	<ol style="list-style-type: none"> 1. Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services. 2. Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of the billing statement. 3. The supplier must have a Land bank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Land bank account, bank charges will be shouldered by the supplier. 	
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I hereby certify to Comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of
Representative

Date