

August 28, 2023

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2023-08-195

PR No. 8.021

Requirements : **Supply and Delivery of Adobe Acrobat Pro for Enterprise Licenses**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <ul style="list-style-type: none"> Provision of fifty (50) Adobe Acrobat Pro for Enterprise Licenses for the Tourism Promotions Board valid for four (4) months PDF Handling and Editing <ul style="list-style-type: none"> Add annotations such as comments, highlights, and notes Recognize and make the scanned text searchable through OCR Merge multiple PDF files into one PDF file Split a PDF file into multiple PDF files Remove pages from a PDF file Rotate or change the page orientation to portrait or landscape Rearrange the order of pages Extract pages then save them as another PDF file Insert pages into a PDF file Crop or trim the outer edges of page content Compare to PDF files to spot differences File Type Conversion <ul style="list-style-type: none"> Convert Word, Excel, and PowerPoint files to PDF Convert PDF to Word, Excel, or PowerPoint Convert JPG, PNG, and GIF to PDF Convert PDF to JPG, PNG, or GIF Convert HTML web pages to PDF Convert files into a PDF using the Print dialog box Sharing and Signing <ul style="list-style-type: none"> Attach signature right in the app interface Request signatures right in the app interface Collect feedback from multiple people in one file Send a file to others for commenting or viewing Security <ul style="list-style-type: none"> Redact contents in a PDF file Prevent copying, editing, or printing of PDF content Password-protect a PDF file Basic PDF reader features should remain functional even beyond the subscription period which should at least include the following: <ul style="list-style-type: none"> Viewing/reading Add comments 		Php320,000.00

	<ul style="list-style-type: none"> - Highlight text - Insert notes • Available in desktop, mobile, and Web app versions • License management via a web-based admin console • 24/7 technical support throughout the subscription duration (provide warranty certificate) <p>TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Company Profile (for new bidder) 2. Accomplished Statement of Technical Compliance to the Technical Specifications 3. List of completed and ongoing similar contracts for at least five (5) years 4. Authorize Reseller Certificate of the said product <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. Notarized Revised Omnibus Sworn Statement "Annex B" <p>ATTCHMENTS:</p> <ol style="list-style-type: none"> 1. Statement of Compliance to the Technical Specifications "Annex A" 2. Notarized Revised Omnibus Sworn Statement "Annex B" <p>NOTE:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten in your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	30 days from receipt of Invoice		
Delivery	Within seven (7) days upon receipt of NTP		
ABC	The approved budget for the contract (ABC) is PhP320,000.00 inclusive of all applicable taxes.		PhP320,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil.fajardo@tpb.gov.ph not later than **01 September 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.


ROSELE D. ROMERO

Acting Head, Procurement and General Services Division
28 August 2023

Contact person: Soleil Moon A. Fajardo
Contact number: 02 8525 – 7312 loc. 278

ANNEX “A”

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

**SUPPLY AND DELIVERY OF ADOBE ACROBAT PRO FOR ENTERPRISE LICENSE
TPB-RFQ 2023-08-195**

Bidder must state here either “Comply” or “Not Comply” against each of the individual parameters of each specification.

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
Deliverables		
1.	Provision of fifty (50) Adobe Acrobat Pro for Enterprise Licenses for the Tourism Promotions Board valid for four (4) months	
2.	PDF handling and editing <ul style="list-style-type: none"> - Add annotations such as comments, highlights, and notes - Recognize and make the scanned text searchable through OCR - Merge multiple PDF files into one PDF file - Split a PDF file into multiple PDF files - Remove pages from a PDF file - Rotate or change the page orientation to portrait or landscape - Rearrange the order of pages - Extract pages then save them as another PDF file - Insert pages into a PDF file - Crop or trim the outer edges of page content - Compare to PDF files to spot differences 	
3.	File type conversion <ul style="list-style-type: none"> - Convert Word, Excel, and PowerPoint files to PDF - Convert PDF to Word, Excel, or PowerPoint - Convert JPG, PNG, and GIF to PDF - Convert PDF to JPG, PNG, or GIF - Convert HTML web pages to PDF - Convert files into a PDF using the Print dialog box 	
4.	Sharing and Signing <ul style="list-style-type: none"> - Attach signature right in the app interface - Request signatures right in the app interface - Collect feedback from multiple people in one file - Send a file to others for commenting or viewing 	
5.	Security <ul style="list-style-type: none"> - Redact contents in a PDF file - Prevent copying, editing, or printing of PDF content - Password-protect a PDF file 	
6.	Basic PDF reader features should remain functional even beyond the subscription period which should at least include the following: <ul style="list-style-type: none"> - Viewing/reading - Add comments - Highlight text - Insert notes 	

7.	Available in desktop, mobile, and Web app versions							
8.	License management via a web-based admin console							
9.	24/7 technical support throughout the subscription duration (provide warranty certificate)							
Project Implementation Schedule								
1.	Must be delivered within seven (7) calendar days upon receipt of Notice to Proceed, after which liquidated damages shall be imposed. The subscription shall be effective for four (4) months from the date of commencement.							
Terms of Payment								
1.	<p>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</p> <table border="1"> <thead> <tr> <th>Milestone</th><th>Payment (% of the contract amount)</th><th>Activity</th></tr> </thead> <tbody> <tr> <td>1</td><td>100%</td><td> Delivery software licenses Documentation: <ul style="list-style-type: none"> Certificate of completion and acceptance signed by the MIS Department Head </td></tr> </tbody> </table>	Milestone	Payment (% of the contract amount)	Activity	1	100%	Delivery software licenses Documentation: <ul style="list-style-type: none"> Certificate of completion and acceptance signed by the MIS Department Head 	
Milestone	Payment (% of the contract amount)	Activity						
1	100%	Delivery software licenses Documentation: <ul style="list-style-type: none"> Certificate of completion and acceptance signed by the MIS Department Head 						
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							
Contract Duration								
1.	The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed until the completion of the software subscription and services							

I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of Authorized Representative

Date

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*
[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];
[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*
[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;
[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*
[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]