

28 September 2024

## REQUEST FOR QUOTATION (RFQ)

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

RFQ No. **TPB-PR 2024.09.265**

**Requirements: Management and Maintenance of the 2025 TPBPHL Membership Website**

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 lot	<p><b>Enhancement, Hosting, and Maintenance of the 2025 TPBPHL Membership Website</b></p> <p>Project Duration: From the date of receipt of the NTP until 31 December 2025</p> <p><b>Scope of Work/Deliverables:</b></p> <ul style="list-style-type: none"> <li>A. Enhancement of the TPBPHL Membership Website</li> <li>B. Hosting of the TPBPHL Membership Website</li> <li>C. Transfer of Knowledge, Documentation, and Credentials</li> <li>D. Website Maintenance and Support</li> <li>E. Submission of Reports</li> </ul>	950,000.00	950,000.00
	<p><b>Legal Documents</b></p> <ul style="list-style-type: none"> <li>▪ PhilGEPS Registration Certificate</li> <li>▪ Business/Income Tax Return Certification</li> <li>▪ Mayor's Permit</li> <li>▪ Omnibus Sworn Statement</li> </ul> <p><b>Eligibility Requirements</b></p> <ul style="list-style-type: none"> <li>▪ Company Profile and SEC/DTI/CDA Registration, whichever is applicable</li> <li>▪ List of completed projects for the last five (5) years</li> </ul>		

	<b>Attachments:</b> <ol style="list-style-type: none"> <li>1. Annex A_Technical Specifications</li> <li>2. Annex B_Statement of Compliance</li> <li>3. Revised Omnibus Sworn Statement</li> </ol>		
	<b>Notes:</b> <ul style="list-style-type: none"> <li>▪ All entries must be typewritten in your company letterhead.</li> <li>▪ Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ul>		
Terms	As stated		
Delivery	As stated		
ABC	PhP950,000.00, inclusive of applicable taxes		

Please submit your **quotation** together with the **legal and eligibility documents** enumerated above to email address **[bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph)/[janet\\_villafranca@tpb.gov.ph](mailto:janet_villafranca@tpb.gov.ph)** not later than **08 October 2024, until 5:00 PM**.

The submission of the quotation and other documents shall be in one (1) compressed file folder. For easy identification of email, the subject shall be in this format: **TPB Memb Website <Company Name>**.

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.

  
**JANET G. VILLAFRANCA**  
 Officer-in-Charge  
 Procurement and General Services Division  
 Administrative Department