

Request for Quotation

01 August 2017

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

Quotation No. TPB-PR.2017.08.423

Requirements : DEVELOPMENT OF TPB CORPORATE WEBSITE 2017 (2ND POSTING)

Project Title : FOR THE DEVELOPMENT OF TPB'S CORPORATE WEBSITE 2017

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
	<p>Development of TPB Corporate Website 2017</p> <ul style="list-style-type: none"> - Website Re-Design and Updating - Website Maintenance - -Domain Name Registration - (http://tpb.gov.ph) <p>Duration of task: One year upon signing of contract</p> <p>General Specifications:</p> <p>A. Website</p> <ol style="list-style-type: none"> 1. The site must be dynamic and interactive and should allow easy information update; the update process should not require specialized skills on web development. 2. The layout and pages are in accordance with an agreed content structure – and will provide easy maintenance capability to update news, articles, and pictures. 3. The website must have a web interface for the following: <ol style="list-style-type: none"> i. Maintenance of the 		<p>Php500,000.00</p>

	<p>home page and other sections. The interface will allow for deletion, addition or editing of new programs on the home page or other pages.</p> <p>ii. Registration System for program trainings, seminars, and conferences.</p> <p>iii. The web interface should:</p> <ul style="list-style-type: none"> - Allow users to fill in pre-defined registration from suitable for training / seminar / conference as applicable - Allow users to purchase online using gateway payment facility - The web interface should be adaptable to all forms of mobile devices allowing users access to information of each event. - Provide the client with a protected web page for viewing registered participants. - Advertised banner ads/pop-up messages for promotional campaign <p>4. Content – Sitemap</p> <p>A. Home – VISUALS</p> <p>B. About Tourism Promotions Board</p> <ol style="list-style-type: none"> 1. COO’s Corner 2. Mandate 3. Mission and Vision 4. Core Values 5. Organizational Chart 6. Key Officials 7. Board of Directors 8. Tourism Act of 2009 9. Annual Reports 10. Accolades <p>C. Tourism Branding Campaign</p> <p>D. Travel Trade</p>		
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	<ul style="list-style-type: none"> E. Meetings, Incentives, Conventions and Exhibitions F. Business Investments G. Business Ventures (ex. Travel Café) H. One Stop Shop (Merchandising with payment facility) I. Online Payment J. Membership K. Business Tourism Activities and Events L. Media Releases / Publications M. Invitations to Bid N. Citizen’s Charter O. Transparency Seal P. GCG Requirements Q. Corporate Governance Seal R. Career Opportunities S. FAQs T. Useful Links U. Download Documents V. E-newsletter W. Contact Us X. Feedback Y. Visitor Counter Z. Sitemap <p>B. Training / Technology Transfer</p> <p>Documentation and Training: The Consultant with develop electronic and hardcopy documentation for all aspects of the administration of the TPB Corporate website and provide appropriate training to relevant MIS stakeholders. This will include on-the-job support and handholding (including in-person, telephone and on-line support), as well as formal courses at regular intervals throughout this assignment.</p>		
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	<p>C. Dedicated Website Hosting and Maintenance for a period of <u>1 year</u></p> <ol style="list-style-type: none"> 1. The Web site, Database, Payment facility and Image Bank must be hosted on a high-capacity server with at least 1TB of monthly bandwidth and appropriate data security. 2. The client must identify third party suppliers to ensure that the 1TB monthly bandwidth is delivered. <p>D. Content Management</p> <ol style="list-style-type: none"> 1. The Web site should be developed with a user-friendly content management system at the back-end. 2. Access to the content management system should be provided to appropriate TPB personnel. <p>E. Backups and Security</p> <ol style="list-style-type: none"> 1. Hosting agreements for the Web site should include an appropriate service level agreement to ensure minimal downtime. 2. Monthly maintenance of the Web site, Database, Payment facility and Image Bank should include regular backups. 3. Appropriate security measures shall be taken to secure the Web host and all social media properties against unauthorized intrusion. <p>F. Ownership</p> <p>The TPB website and its source</p>		
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	<p>codes are owned by TPB. Source codes and applications must be clearly defined by the client. Source codes and applications must be turned over to TPB and installed in the TPB server at the end of contract.</p> <p>G. E-mail Services</p> <p>E-mail services and E-mail Hosting should be provided by the developer. These services should allow for high-capacity (maximum storage capacity for tpb.gov.ph email/domain) and appropriate anti-virus and anti-spam protection.</p> <p>H. TPB Event Guide App and SMS (Short Message Service) Credits</p> <p>The winning supplier shall host and manage the TPB Event Guide App and SMS Facility and provide SMS credits of 20,000 text credits. All unused SMS credits for CY 2017 will be carried over to the next year.</p> <p>I. Reporting</p> <p>The winning supplier should provide a Quarterly report on the site covering the following:</p> <ol style="list-style-type: none"> 1. Quarterly Visitor statistics – count of unique visits, pages/visits, average visit duration, percentage of new visits, etc. 2. Analytics/interpretation Report on the Visitor Statistics and recommendations 3. Outpost performance using available tools 4. Monthly Accomplishment Report 		
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	<p>J. Other Features TPB Website should have a responsive web design adaptable to all screens and mobile devices.</p> <p>Deliverables</p> <p>The successful proponent must be able to deliver the following:</p> <ul style="list-style-type: none"> • Operational website based on agreed upon concept and specifications: main web site and Database, Payment facility and Image Bank. <p>Web development with appropriate programming ensuring:</p> <ol style="list-style-type: none"> 1. Enhanced usability through: <ul style="list-style-type: none"> - Simple and reliable navigation. - Achievement of faster browsing speed. 2. Appropriate branding; consistency of appearance of graphics and text for aestheticism and professional appeal. 3. Active content which may include animation. 4. Ensure browser compatibility especially with Firefox, Internet Explorer, Chrome and other browsers. 5. Creation of databases <ul style="list-style-type: none"> - Maintenance of member list and other databases - Option for forwarding updates to members email addresses if requested. - Design and development of interactive contact forms that is easy to fill in by website visitors. - Design and development of easy forms and survey creation tools with the ability to send the form to 		
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	<p>identified email addresses.</p> <ul style="list-style-type: none"> - Notification system for projects with the ability to send to identified email addresses - Development of automatic archives option for items such as reports, training programmes etc. by year. <ol style="list-style-type: none"> 6. Provision for remaining, over-writing or deleting old files completely as and when required. 7. Creating easy to print versions of documents. 8. Techniques adopted for search engine optimization and ensuring favorable website ranking in search engines. 9. Submit the website to search engines including Google, Yahoo and Bing. <ul style="list-style-type: none"> - Easy accessibility of website by most if not all search engines. - Exchange links with identified website for creating affiliations. • Documentation – appropriate system documents to quickly guide users through specific tasks • Staff Training • Flexibility to adopt new technology and upgrade if applicable within the period of contract • Any upgrade in the requirement of the Department of Information Communication Technology (DICT) template for government websites. • Coordination with the existing website supplier on the transfer of the credentials and domain website and hosting. <p>Technical Eligibility Documents:</p> <ol style="list-style-type: none"> 1. Valid Mayor’s permit / Business Permit 2. PhilGeps Registration Number / 		
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	<p>Certificate</p> <ol style="list-style-type: none"> 3. 2016 Income / Business Tax Return 4. Omnibus Sworn Statement 5. Other documents to be submitted: <ul style="list-style-type: none"> - List of Government and Private Sector Clients for the last three (3) years - List of ongoing and completed projects within the past three (3) years similar or related to the requirements - List of personnel to be assigned to the project with their respective job description and work experience for the last three (3) years <p>Budget Cost: Php500,000.00</p> <p>Terms of Payment:</p> <p>15% of the total contract price – 1. Submission and approval of timeline / gantt chart; and 2. Presentation of three (3) proposed concepts/designs for the website</p> <p>10% of the total contract price – First three (3) months of engagement; Approval and implementation of concept/design</p> <p>55% of the total contract price – Second three (3) months of engagement; Complete implementation of all deliverables</p> <p>10% of the total contract price – Third three (3) months of engagement Maintenance of the Web site, Database, Payment facility and Image Bank/ TPB Event App with SMS Facility</p> <p>10% of the total contract price – Fourth three (3) months of engagement Maintenance of the Web site, Database, Payment facility and Image Bank/ TPB</p>		
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Event Guide App with SMS Facility

End of the contract and issuance of a Certificate of Satisfactory Completion of the Project by TPB to the developer

Note:

Bidders will be required to make a presentation (maximum of 15 minutes) of their Plan Approach for the project. The winning bid must attain a hurdle rate of 85% based on the following set of selection criteria with their corresponding weight assignment:

Proposal	Weight
Technical Proposal	85%
Financial Proposal	15%

The proposals shall be evaluated using Quality Cost Based Evaluation (QCBE).

The Bidder will be rated based on the following criteria of:

- 1. Firm Experience and Capability (30 points)**
 - 1.1. Expertise in the field and manpower support to implement the project (20 points)
 - 1.2. Quantity & quality of similar projects in past/ present /future (10 points)
- 2. Plan of Approach and Methodology (55 points)**

	<p>2.1. Creativity (visual appeal, design, organization/visual hierarchy) (15 points)</p> <p>2.2. Usability (adaptable to all screens and mobile devices, ease of navigation, speed/ load time) (15 points)</p> <p>2.3. Security (site back-up and restoration, uptime and reliability, SSL certification and anti-spam/hack) (15 points)</p> <p>2.4. Hosting package (bandwidth & disk space) (10 points)</p> <p>3. Help & Support (support quality, 24/7 support, staff training) (15 points)</p>		
Terms	30 days upon receipt of invoice		
ABC	Php 500,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents in a sealed envelope not later than **07 August 2017, 5:00 p.m.**, opening of quotation will follow (date: TBA) and a presentation will follow right after the opening.

Thank you very much.

REMIGIO U. PAGADUAN, JR.
 Officer – In – Charge
 Procurement and General Services Division

Contact Person **DENISE ANNE S. VELUZ**
 Contact No 525-93-18 loc. 246
 denise_veluz@tpb.gov.ph

Note: All entries must be typewritten in your company letterhead.

01 August 2017

TOURISM PROMOTIONS BOARD PHILIPPINES

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Philippines**