

3 August 2017

REQUEST FOR PROPOSAL

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

Quotation No. TPB-PR 2017-08-426

Requirements: Development, Web Hosting and Maintenance, Domain Name Registration of the Dive Fiesta 2017 Business Site

Qty	Particulars	Estimated Unit Price	Estimated Total Amount
1 lot	<p>Development, Web Hosting and Maintenance, Domain Name Registration of the Dive Fiesta 2017 Business Site</p> <p>REQUIREMENT :</p> <p>TPB is seeking the services of a web and hosting service provider who can implement and undertake the development, website hosting and maintenance, and domain name registration of the Dive Fiesta 2017 Business site. The website shall primarily contain the event details, online registration and can generate business appointments and reports.</p> <p>DURATION OF TASK : 14 August 2017 – 13 August 2018</p> <p>SCOPE OF WORK:</p> <ul style="list-style-type: none"> A. Develop, host, update and maintain website. B. Provide an on-line Registration System for Buyer and Seller delegates. C. Improve the existing Business Appointment Matching System (running in Wordpress 4.5.9) between buyer and seller delegate that will generate a perfect business match where buyer gets to meet preferred seller and seller gets to meet preferred buyer. The system must be able to generate 28 appointments for a one day. D. Generate reports required (ex. List of buyers/sellers and details of registration, status of payment, Directory of buyers and sellers, appointment schedule, summary report, etc.). E. Provide an on-line Registration System of Post Tours for Buyers. F. Send email blasts to participants. Upload programme / tour schedules / executive reports / Directory of buyers and sellers / photos and videos of the event. G. Register domain name : www.divefiesta.ph for a period of one (1) year. 	<p>Php 500,000.00</p>	<p>Php 500,000.00</p>

	<p>H. Must be able to incorporate the Dive Fiesta 2017 Business Site to the TPB Event Guide App.</p> <p>I. Provide a Mechanism for Satisfaction Feedback of Registrants</p> <p>J. Dive Fiesta Philippines Website and its database must be regularly backed-up.</p> <p>K. Provide appropriate security measures to secure the web host against unauthorized intrusion and ensure minimal downtime of the web site.</p> <p>L. The Dive Fiesta Philippines Web site and database must be hosted on a high-capacity server with at least 1TB of monthly bandwidth and appropriate data security.</p> <p>M. Provide 24/7 technical support during the generation of final business appointments schedule up to the release of business appointments to the buyers and sellers.</p> <p>N. Dive Fiesta Philippines Website should have a responsive web design adaptable to all screens and mobile devices</p> <p>O. Documentation – appropriate system documents to quickly guide users through specific tasks</p> <p>P. Staff training on how to upload / update / revise event information</p> <p>Q. Dive Fiesta Website, Business Appointment Matching System and TPB Event Guide App and its source codes are owned by TPB. Source codes and applications must be turned over to TPB and installed in the TPB server on 31 October 2017</p> <p>R. Registration of custom domain name valid for 1 year; minimum of 3 maximum of 5 registered accounts using gmailsite:</p> <ul style="list-style-type: none"> a. info_divefiesta@divefiesta.ph b. seller_divefiesta@divefiesta.ph c. buyer_divefiesta@divefiesta.ph d. tours_divefiesta@divefiesta.ph <p>TIMELINE OF DELIVERABLES:</p> <table border="1" data-bbox="312 1442 1078 2016"> <thead> <tr> <th>ACTIVITY</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>Registration of divefiesta.ph</td> <td>15 August 2017</td> </tr> <tr> <td>Registration of custom domain names</td> <td>18 August 2017</td> </tr> <tr> <td>Dive Fiesta Website to go “LIVE”</td> <td>22 August 2017</td> </tr> <tr> <td>Registration of Buyers & Sellers</td> <td>22 August 2017</td> </tr> <tr> <td>Dive Fiesta event details updated and available in the TPB Event Guide App</td> <td>25 August 2017</td> </tr> <tr> <td>Registration to Pre-tour (city tour) & Post Tours</td> <td>28 August 2017</td> </tr> <tr> <td>Registration of 2nd Seller delegate</td> <td>08 September 2017</td> </tr> <tr> <td>Pre-selection of Buyers and Sellers</td> <td>11 September 2017</td> </tr> </tbody> </table>	ACTIVITY	DATE	Registration of divefiesta.ph	15 August 2017	Registration of custom domain names	18 August 2017	Dive Fiesta Website to go “LIVE”	22 August 2017	Registration of Buyers & Sellers	22 August 2017	Dive Fiesta event details updated and available in the TPB Event Guide App	25 August 2017	Registration to Pre-tour (city tour) & Post Tours	28 August 2017	Registration of 2 nd Seller delegate	08 September 2017	Pre-selection of Buyers and Sellers	11 September 2017		
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Close of registration of Buyers & Sellers	15 September 2017
Deadline for approval of buyers	15 September 2017
Generation of final business appointments schedule	15 September 2017
Generation of Reports	15 September 2017
Release of business appointments to buyers and sellers	15 September 2017
Directory of Buyers and Sellers – available for downloading	20 September 2017
Provide Customer Satisfaction Feedback Analysis Report and recommendation for on-line registration and website interface	15 October 2017
Submit Post event report including recommendation / Turn-over of source codes and applications of the Dive Fiesta 2017 Website and its database to TPB and installed in TPB server	31 October 2017
Maintenance and back-up of the Dive Fiesta 2017 Website and its database	14 August 2017 – 13 August 2018

***Timelines may be subject to change

QUALIFICATIONS OF BIDDER

1. Bidder must have at least three (3) years experience in web design and development and system development
2. Bidder must be knowledgeable in PHP java script, CMS and Wordpress

TECHNICAL ELIGIBILITY DOCUMENTS:

1. Company Profile and Technical Proposal
2. Valid Mayor’s permit / Business Permit
3. PhilGeps Registration Number
4. Income / Business Tax Return
5. Omnibus Sworn Statement
6. List of Government and Private Sector Clients
7. List of completed projects within the past three (3) years similar or related to the requirements

TERMS OF PAYMENT :

15% of the total contract price -

1. Submission and approval of timeline / gantt chart
2. Presentation of three (3) mock-up designs

20% of the total contract price -
registration on 15 September 2017

Upon closure of

	<p>20% of the total contract price - Upon submission of draft post event report and Customer Satisfaction Feedback Analysis Report and recommendation for on-line registration and website interface on 15 October 2017</p> <p>13% of the total contract price -</p> <ol style="list-style-type: none"> 1. Upon submission of final post event report including recommendation on 31 October 2017 2. Turn-over of source codes and applications of the Dive Fiesta 2017 Website and its database to TPB and installed in the TPB server on 31 October 2017 <p>4% of the total contract price - Monthly payment for the remaining eight (8) months upon submission of monthly accomplishment report</p> <p>ADDITIONAL REQUIREMENTS:</p> <p>Bidders may 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 80% based on the following set of selection criteria with their corresponding weight assignment:</p> <table border="1"> <thead> <tr> <th>Proposal</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>Technical Proposal</td> <td>85%</td> </tr> <tr> <td>Financial Proposal</td> <td>15%</td> </tr> </tbody> </table> <p>The bidder shall be advised on the Schedule of presentation</p>	Proposal	Weight	Technical Proposal	85%	Financial Proposal	15%		
Proposal	Weight								
Technical Proposal	85%								
Financial Proposal	15%								
Terms	30 days upon receipt of invoice								
ABC	Php 500,000.00 inclusive of all applicable taxes								

Please submit your quotation and legal documents not later than **8 August 2017, 10:00 a.m.** in a **SEALED QUOTATION**, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila. Please address your quotation to the undersigned.

Thank you very much.

REMIGIO U. PAGADUAN

Officer – In – Charge
Procurement and General Services Division

Contact Person MARIA SALVE CATRIONA U. PONTING
Contact No 525-93-18 loc 217

Price Validity shall be for a period of thirty (30) calendar days.

Omnibus Sworn Statement

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;

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 following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure 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.

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

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____