REQUEST FOR QUOTATION

October 26, 2023

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

Quotation No. TPB-PR.2023.10.295
PR No. 10.096

REQUIREMENTS: HOSTING AND MAINTENANCE SERVICE FOR TPB CORPORATE WEBSITE AND MICROSITES

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	1. **PROJECT NAME:** 1.1. Procurement of Hosting and Maintenance Services for the TPB Corporate Website and Microsites 2. **BUDGET:** 2.1. Nine Hundred Forty Thousand Pesos Only (PHP 940,000.00) 2.2. Inclusive of all applicable fees and taxes 3. **DELIVERABLES:** 3.1. 1 Years Website Hosting Service for TPB Corporate Website and Microsites 4. **BIDDER QUALIFICATIONS** 4.1. Must be an IT company operating for at least five (5) years specializing in website hosting, development and maintenance. 5. **MINIMUM REQUIRED TECHNICAL SPECIFICATIONS** 5.1. Web Server 5.1.1. Dedicated 5.1.2. 1TB Cloud Storage 5.1.3. Processor: 4 cores, 3.1 GHz processor 5.1.4. 64GB RAM 5.1.5. Operating System: Linux with allocated SSD Storage 100GB 5.2. Performance requirements 5.2.1. 99.9% server uptime 5.3. Inclusions for TPB Corporate Website & Microsites	PhP940,000.00	PhP940,000.00

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

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BAGONG PILIPINAS

	5.3.1. 3 dedicated IP addresses 5.3.2. SSL certificate effective throughout the duration of the hosting 5.3.3. Business-grade content delivery network (CDN) effective throughout the duration of the hosting 5.3.4. cPanel 5.3.5. 24/7 voice and email support 6. **BIDDER RESPONSIBILITIES** 6.1. Conduct regular vulnerability testing and security audit. Deploy updates and security patches as needed to ensure the security and integrity of the corporate website (web server, database, CMS, addons, modules, etc.). Document and communicate to the TPB the security assessment and activities made. 6.2. Conduct performance tweaks and optimizations to ensure optimal load speeds, compatible with desktop and mobile web versions of Firefox, Chrome, Edge, and Safari, and adaptive to desktop and mobile screens. 6.3. Provide and submit reports 6.3.1. Quarterly Visitor statistics - count of unique visits, pages/visits, average visit, duration, percentage of new visits, etc. 6.3.2. Analytics / Interpretation Report on the Visitor Statistics and provide recommendations 6.3.3. Outpost performance using available tools 6.3.4. Incident reports – within the next business day of the incident 6.3.5. Monthly Accomplishment Report 6.4. Conduct monthly website backups (database, CMS, etc.) and handle the proper archiving of the backups 6.5. Resolve issues that may arise (i.e., DDOS attacks) Relative to DPA 6.6. Provide training on the use of the WordPress CMS for end-users and content managers 6.7. Develop electronic and hardcopy documentation for all aspects of the administration of the corporate website and provide appropriate training to relevant TPB personnel. This will include on-the-job support and handholding (including in-person, telephone, and online support), as well as formal courses at regular intervals throughout this assignment 6.8. Add, edit, or delete webpages/modules/contents as may be requested by the TPB 6.9. Provide back-end management and support.		

6.10. Endorse admin access to the website (cPanel, CMS, database, etc.) to the designated MISD Personnel.

6.11. Upgrade/update the website as may be required by the Department of Information and Communications Technology (DICT)

6.12. Coordinate with the existing website hosting and maintenance provider on the transfer of the credentials and domain website and hosting

6.13. It shall be understood that the corporate website and its source codes are owned by the 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 the contract.

7. **TECHNICAL ELIGIBILITY DOCUMENTS:**

7.1. List of Government and Private Sector Clients for the last three (3) years

7.2. List of ongoing and completed projects within the past three (3) years similar or related to the requirements

8. **PROJECT TIMELINE**

Must be delivered within thirty (30) calendar days upon receipt of Notice to Proceed, after which liquidated damages shall be imposed.

9. **PAYMENT SCHEDULE**

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.

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.

Milestone	Payment (% of the contract amount)	Activity
1	20%	- Timeline and Gantt Chart (approved by TPB) **Documentation:** • Certificate of completion and acceptance signed by the MIS Department Head
2	40%	- completion of migration and optimizations - endorsement of login credentials **Documentation:**

			Certificate of completion and acceptance signed by the MIS Department Head		
	3	40%	Complete implementation of all approved deliverables. Full completion of deliverables **Documentation:** • Certificate of completion and acceptance signed by the MIS Department Head		

10. **DURATION:**

The website hosting services and basic maintenance services shall be effective for 12 months from January 01, 2024 to December 31, 2024.

TECHNICAL REQUIREMENTS
1. Accomplished Statement of Compliance to the Technical Specifications

LEGAL REQUIREMENTS
1. Updated Business/Mayor's permit
2. PhilGEPS Registration Certificate
3. Notarized Omnibus Sworn Statement
4. Income/Business Tax Return

Attachments:
1. Statement of Compliance to the Technical Specifications

Note:
1. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.

Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP940,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **soc_torres@tpb.gov.ph** not later than **06 November 2023 on or before 5:00 P.M.** subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

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
Acting Head, Procurement and General Services Division
Administrative Department

Contact Person   **MR. SOCRATES G. TORRES**
Contact No.   (8) 525-9318 local 266

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

REQUIREMENTS: HOSTING AND MAINTENANCE SERVICE FOR TPB CORPORATE WEBSITE AND MICROSITES

Quotation No. TPB-PR.2023.10.295

[Bidders 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)
1	1. PROJECT NAME: 1.1. Procurement of Hosting and Maintenance Services for the TPB Corporate Website and Microsites	
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6	**BIDDER RESPONSIBILITIES** 6.1. Conduct regular vulnerability testing and security audit. Deploy updates and security patches as needed to ensure the security and integrity of the corporate website (web server, database, CMS, addons, modules, etc.). Document and communicate to the TPB the security assessment and activities made. 6.2. Conduct performance tweaks and optimizations to ensure optimal load speeds, compatible with desktop and mobile web versions of Firefox, Chrome, Edge, and Safari, and adaptive to desktop and mobile screens. 6.3. Provide and submit reports 6.3.1. Quarterly Visitor statistics - count of unique visits, pages/visits, average visit, duration, percentage of new visits, etc. 6.3.2. Analytics / Interpretation Report on the Visitor Statistics and provide recommendations 6.3.3. Outpost performance using available tools 6.3.4. Incident reports – within the next business day of the incident 6.3.5. Monthly Accomplishment Report 6.4. Conduct monthly website backups (database, CMS, etc.) and handle the proper archiving of the backups 6.5. Resolve issues that may arise (i.e., DDOS attacks) Relative to DPA 6.6. Provide training on the use of the WordPress CMS for end-users and content managers 6.7. Develop electronic and hardcopy documentation for all aspects of the administration of the corporate website and provide appropriate training to relevant TPB personnel. This will include on-the-job support and handholding (including in-person, telephone, and online support), as well as formal courses at regular intervals throughout this assignment 6.8. Add, edit, or delete webpages/modules/contents as may be requested by the TPB 6.9. Provide back-end management and support. 6.10. Endorse admin access to the website (cPanel, CMS, database, etc.) to the designated MISD Personnel. 6.11. Upgrade/update the website as may be required by the Department of Information and Communications Technology (DICT) 6.12. Coordinate with the existing website hosting and maintenance provider on the transfer of the credentials and domain website and hosting 6.13. It shall be understood that the corporate website and its source codes are owned by the 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 the contract.	
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10	DURATION: The website hosting services and basic maintenance services shall be effective for 12 months from January 01, 2024 to December 31, 2024.	

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

_____   _____   _____

Name of Company   Signature over Printed Name   Date
                             of Authorized Representative