

October 2, 2023

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2023-10-253
PR No. 9.012

Requirements : **Service Provider for the Enhancement, Hosting, and Maintenance of the TPB Membership Site 2024 (2nd Posting)**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>Deliverables</p> <ol style="list-style-type: none"> 1. Improved and fully redesigned TPB Membership website 2. Hosting of the TPB Membership website for January to December 2024 3. Transfer of Knowledge, Documentation, and Credentials 4. Website maintenance and support for the duration of the contract 5. Submission of reports at agreed intervals for the duration of the contract 6. SSL and CDN effective for the duration of the website hosting <p>Web Server Specifications</p> <ol style="list-style-type: none"> 1. Dedicated 2. Processor: at least 4 cores @ 3.1 GHz 3. Memory: at least 8 GB 4. Storage: at least 2 TB 5. IP address: at least 3 dedicated public IP addresses 6. Bandwidth: unmetered 7. Operating System: CentOS or other open-source systems 8. Inclusions: <ul style="list-style-type: none"> • cPanel • SSL certificate • Appropriate data security • Patching • CDN technology <p>Membership Website Structure (Sitemap)</p> <ol style="list-style-type: none"> 1. Subject to change requests by the TPB through the lifetime of the contract, the Membership Website should adopt the following structure: <ul style="list-style-type: none"> • Homepage <ul style="list-style-type: none"> - Home – visuals - Membership Application (improved process/system for new and renewal; privacy policy) 		PhP950,000.00

- Renew Membership (improved process/system for new and renewal; privacy policy)
- Directory of Members
- Activities
- Membership Bulletin
- How to Join
- Who can become a member?
- Membership Benefits
- Availment of Benefits
- Login
- Contact Us
- Leave a Message
- Member's Portal Backend
 - Announcement
 - My Account
 - Change Password
 - Edit Information
 - My Activities
 - Surveys
 - E-Library with conforme on the dialogue box
 - Calendar of Events
 - Submission of featured package/s with time duration

Features and Functionalities of the Membership Website

1. Created using WordPress content management system and appropriate plugins
2. Dynamic and interactive design and should allow for easy information update not requiring specialized skills in web development.
3. The layout and pages are in accordance with an agreed content structure – and will provide easy maintenance capability to update news, articles, pictures, and infomercials.
4. Must have a web interface for the following:
 - Maintenance of the home page and other sections. The interface will allow for deletion, addition, or editing of new content on the home page or other pages.
 - Online Registration facility for new and renewal membership applications
 - Backend portal for registered/active Members
 - Upload function for members to submit their products / services / packages to be featured on the website upon review and approval.
5. Content Catalogue. Design and functionality peg will be like Lazada or Shopee platform
6. Responsive design. Web content adjusts accordingly to various screen sizes a viewer/visitor may be using (i.e., desktop, laptop, tablet, smartphone) while maintaining overall layout cohesiveness and ease of navigation
7. Compatible with desktop and mobile versions of Google Chrome, Microsoft Edge, Mozilla Firefox, and Apple Safari.
8. Appropriate branding. Consistency of appearance of graphics and text for aestheticism and professional appeal.
9. Active content, which may include animation.
10. Uses UI and UX good practices to improve site navigation and usability.

	<p>11. Meets the minimum page speed of 90% for desktop and mobile access to the Membership website.</p> <p>12. Adopts SEO techniques and good practices to ensure favorable website ranking in search engines.</p> <p>13. Email service platform (EDM/Newsletter platform)</p> <p>14. Email Marketing communication software (for all registered email addresses; unlimited credits) with scheduled sending function</p> <p>15. Export of data</p> <p>16. Email delivery report/status</p> <ul style="list-style-type: none"> • Uploads of the TPB Membership website and Member’s Portal • Printable/PDF version of applications and reports • Email notification on every application received, expiring membership, registration confirmation <p>17. Customizable email confirmation/notification triggered by:</p> <ul style="list-style-type: none"> • Submission and approval of application • Account activation • New posts/content • Membership applications received • Expiring membership • Editing of profile <p>Bidder Responsibilities</p> <p>1. General Responsibilities</p> <ul style="list-style-type: none"> • Maintenance of members list and other databases • Option for forwarding updates thru email/SMS blasts to members if requested. • Design and development of interactive contact forms that are easy to fill in by website visitors. • Design and development of interactive Registration forms • Design and development of easy forms and survey creation tools with the ability to send the form to identified email addresses. • Development of automatic archives option for items such as reports, training programs, etc. by year. • Export of reports and database • Should the contract be awarded to a supplier other than the current provider, the new supplier should coordinate with the current provider to ensure smooth hand-over of website administration <p>2. Transfer of Knowledge, Documentation, and Credentials</p> <ul style="list-style-type: none"> • Develop and endorse electronic and hardcopy documentation for all aspects of the administration of the Membership Website. • Conduct appropriate training for relevant TPB personnel. This includes on-the-job support and handholding (including in-person, telephone, and online support), as well as formal courses at regular intervals throughout this assignment. • Provide access to email platform to appropriate TPB personnel • Provide administrator access to appropriate TPB personnel for the following backend portals: 		
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- WordPress
- Google Analytics
- cPanel
- Database

3. Website Maintenance

- Conduct performance tweaks and security audit/patching of the website, database, and payment facility.
- Conduct monthly backup of the website, database, payment facility, and image bank
- Implement appropriate security measures to protect all aspects of the Membership Website and all social media properties from cyber threats
- Ensure website accessibility and uptime meets 98% SLA
- Submit the identified keywords to search engines, including but not limited to Google, Yahoo, and Bing.
- Exchange links with identified websites for creating affiliations.

4. Reports Submission

- The bidder shall provide the following reports for the duration of the contract:
 - Quarterly Visitor statistics - count of unique visits, pages/visits, average visit duration, percentage of new visits, etc.
 - Analytics / Interpretation Report on the Visitor Statistics and provide recommendations.
 - Outpost performance using available tools.
 - Monthly Accomplishment Report
 - Creating easy-to-print versions of documents.

Ownership

1. The Membership website and its source 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 the contract.

Required Team Composition and Qualifications

1. Personnel assigned to the project must have at least three (3) years of relevant experience.
2. The project team shall, at the minimum, be composed of the following:
 - Project Manager (1 personnel)
 - Graphic Designer (1 personnel)
 - Web Developer (1 personnel)
 - SEO Specialist (1 personnel)
 - Technical Support Team (1 personnel)

Note: Bidders may propose additional team members as they see fit but shall be at no additional cost to the TPB.

Qualification of the Firm

1. Must have been in the IT industry for at least five (5) years handling website development and maintenance and SEO

TECHNICAL REQUIREMENTS:

	<ol style="list-style-type: none"> 1. Company Profile (for new bidder) 2. Accomplished Statement of Technical Compliance to the Technical Specifications Annex "A" 3. List of at least three (3) ongoing and completed government and private contracts within the past three (3) years similar or related to the requirements (attach Notice of Award, Notice to Proceed, or Contract for ongoing contracts while Certificate of Completion for completed contracts) 4. A detailed and updated CV using the prescribed TPF6 Form Annex "B" (doesn't have to be notarized) for the following personnel: <ul style="list-style-type: none"> • Project Manager (1 personnel) • Graphic Designer (1 personnel) • Web Developer (1 personnel) • SEO Specialist (1 personnel) • Technical Support Team (1 personnel) 5. Proposal/Quotation breakdown – the cost of items in the bid should be broken down. <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's Permit 3. Income/Business Tax Return 4. SEC Certificate of Registration 5. 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. TPF6 Form Annex "B" 3. Notarized Revised Omnibus Sworn Statement Annex "C" <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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9ead3;"> <th style="width: 15%;">Milestone</th> <th style="width: 60%;">Activity/Timeline</th> <th style="width: 25%;">% of Contract Price</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center;">1</td> <td> <ul style="list-style-type: none"> • Timeline and Gantt Chart (approved by TPB) to be submitted on or before 20 October 2023 </td> <td rowspan="2" style="text-align: center;">40%</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Presentation of mock-up designs based on the Deliverables to be submitted on or before 30 October 2023 </td> </tr> <tr> <td style="text-align: center;">2</td> <td>Acceptance and approval of the design template for the Website on or before 15 November 2023</td> <td style="text-align: center;">20%</td> </tr> <tr> <td style="text-align: center;">3</td> <td><u>Fully-redesigned</u> and developed TPB website with the enhanced features must be launched and working fully on its final version on 01 January 2024.</td> <td style="text-align: center;">20%</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Report logs of automated email marketing (January-June, as applicable)</td> <td style="text-align: center;">10%</td> </tr> <tr> <td style="text-align: center;">5</td> <td> <ul style="list-style-type: none"> • Completion of project implementation/duration • Report logs of automated email marketing (July-December, as applicable) </td> <td style="text-align: center;">10%</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>	Milestone	Activity/Timeline	% of Contract Price	1	<ul style="list-style-type: none"> • Timeline and Gantt Chart (approved by TPB) to be submitted on or before 20 October 2023 	40%	<ul style="list-style-type: none"> • Presentation of mock-up designs based on the Deliverables to be submitted on or before 30 October 2023 	2	Acceptance and approval of the design template for the Website on or before 15 November 2023	20%	3	<u>Fully-redesigned</u> and developed TPB website with the enhanced features must be launched and working fully on its final version on 01 January 2024.	20%	4	Report logs of automated email marketing (January-June, as applicable)	10%	5	<ul style="list-style-type: none"> • Completion of project implementation/duration • Report logs of automated email marketing (July-December, as applicable) 	10%	TOTAL		100%		
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ABC	The Approved Budget for the Contract (ABC) is PhP950,000.00 inclusive of all applicable taxes.		PhP950,000.00																						

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil_fajardo@tpb.gov.ph not later than **09 October 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.


ROSELLE D. ROMERO
Acting Head ^{03 October 2023}

Procurement and General Services Division

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

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS
SERVICE PROVIDER FOR THE ENHANCEMENT, HOSTING, AND MAINTENANCE OF THE TPB MEMBERSHIP SITE
2024 (2ND POSTING)
TPB-RFQ 2023-10-253**

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)
SCOPE OF WORK/SERVICES/DELIVERABLES		
1.	Deliverables <ol style="list-style-type: none"> 1. Improved and fully redesigned TPB Membership website 2. Hosting of the TPB Membership website for January to December 2024 3. Transfer of Knowledge, Documentation, and Credentials 4. Website maintenance and support for the duration of the contract 5. Submission of reports at agreed intervals for the duration of the contract 6. SSL and CDN effective for the duration of the website hosting 	
2.	Web Server Specifications <ol style="list-style-type: none"> 1. Dedicated 2. Processor: at least 4 cores @ 3.1 GHz 3. Memory: at least 8 GB 4. Storage: at least 2 TB 5. IP address: at least 3 dedicated public IP addresses 6. Bandwidth: unmetered 7. Operating System: CentOS or other open-source systems 8. Inclusions: <ul style="list-style-type: none"> • cPanel • SSL certificate • Appropriate data security • Patching • CDN technology 	
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TERMS OF PAYMENT																							
1.	The supplier is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.																						
2.	Payment for the service provider shall be based on the completion of each milestone of the project as follows:																						

Milestone	Activity/Timeline	% of Contract Price
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TOTAL		100%

CONTRACT DURATION	
1.	The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of the deliverables but should not exceed 31 December 2024

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date

TPF 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____
 Name of Firm: _____
 Name of Staff: _____
 Profession: _____
 Date of Birth: _____
 Years with Firm/Entity: _____ Nationality: _____
 Membership in Professional Societies: _____
 Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member’s experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] Day/Month/Year

Full name of staff member: _____
 Full name of authorized representative: _____

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. _____.

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. _____

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]