

January 24, 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2024-01-019
PR No. 1.008

Requirements: **Service Provider for the Management and Maintenance of the Regional Travel Fair (RTF) Website**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>Scope of Services</p> <ul style="list-style-type: none"> a. Design and content update of the website based on the specification <ul style="list-style-type: none"> a. Creating the basic lay-out and design of the website /microsite b. Technically optimized and mobile-friendly website. b. Management and Maintenance of the Website <ul style="list-style-type: none"> a. Research and Content Management System b. Grouping information for a smooth user experience e.g. site map etc. c. Support Email Blast and SMS messaging for an announcement of the event. d. Training and transfer of technology e. Documentation and Training: The bidder will develop electronic and hardcopy documentation for all aspects of the administration of the RTF website and provide appropriate training to relevant TPB personnel. 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. <ul style="list-style-type: none"> • Provision of Back-end Access (minimum) • Uploads of the said website portal • Printable/PDF version of applications and reports • Email notification on every application received. • Export of data f. Provide the on-line Registration System for Regional Travel Fair Event g. Back-up and Recovery <p>General Specifications and Deliverables Specifically included as major requirements for this project are the following:</p> <ul style="list-style-type: none"> 1. Website/Microsite <ul style="list-style-type: none"> a. The site will be under the domain name of tpb.gov.ph 		PhP500,000.00

	<ul style="list-style-type: none"> • The site must be dynamic and interactive and should allow easy information update; the update process should not require specialized skills in web development. • The layout and pages are in accordance with an agreed content structure and approved by TPB– and will provide easy maintenance capability to update news, articles, pictures, featured destinations, itineraries, and infomercials. • The website must have a web interface for the following: <ul style="list-style-type: none"> - 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. <p>b. RTF Website should have a responsive web design adaptable to all screens and mobile devices. Enhanced usability through:</p> <ul style="list-style-type: none"> • Simple and reliable navigation. • Achievement of faster browsing speed. • Appropriate branding; consistency of appearance of graphics and text for aestheticism and professional appeal. • Dynamic content, which may include animation. • Ensure browser compatibility, especially with Firefox, Internet Explorer, Chrome, and other browsers. <p>c. Management and Maintenance of the Website</p> <ul style="list-style-type: none"> • Research and Content for The Website • Sitemap (minimum requirement) <ul style="list-style-type: none"> - Home – VISUALS - On-line registration system (activity-based) - Press releases, videos, news, newsletters, and articles - Riders’ Photo Corner to feature per month - Calendar of Activities - Featured Destinations and Itineraries - Automated Chat - Quick Search - Auto reminder on upcoming activities - Automated email marketing - Automated SMS marketing - Photo gallery <p>d. Content Management System</p> <ul style="list-style-type: none"> • The Web site should be developed with a user-friendly content management system. • Access to the content and management system should be provided to appropriate TPB personnel. <p>e. Backups and Security</p> <ul style="list-style-type: none"> • Hosting agreements for the Web site should include an appropriate service level agreement (SLA) to ensure minimal downtime. • Monthly maintenance of the Web site and Database, include regular backups. 		
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- Appropriate security measures shall be taken to secure the Web host and all social media properties against unauthorized intrusion.
- f. Ownership
- The 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.
- g. SEO
- Techniques adopted for search engine optimization and ensuring favorable website ranking in search engines. (kindly identify preferable ranking)
 - Submit the identified keywords to search engines, including but not limited to Google, Yahoo, and Bing.
 - 6 key words for SEO relative to Regional Travel Fair
 - Regional Travel Fair
 - Travel Fair
 - Regional
 - Fair
 - TPB
 - Tourism
 - Bidders to submit a proposal for keywords tagging.
 - Easy accessibility of website by most if not all search engines.
 - Exchange links with identified websites for creating affiliations.
- h. Databases
- Maintenance of list of participants and databases
 - Option for forwarding updates thru email/SMS blasts to the participants 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 develop accessible forms and survey creation tools 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

Web Hosting

1. The Web site and database must be hosted on a dedicated stand-alone high-capacity server with the following minimum specifications:
Specifications of Dedicated Server
 - a. ON A CDN (Content Delivery Network)
 - b. 2 CPU CORES @ 3.1 GHZ
 - c. 8 GB MEMORY

- d. 5 TB STORAGE
 - e. 3 DEDICATED IPS
 - f. UNMETERED BANDWIDTH
 - g. FREE 3-YEAR SSL CERTIFICATE
 - h. APPROPRIATE DATA SECURITY
 - i. Stack for Virtual Platform
 - j. Guaranteed 99.99% uptime
 - k. 90% Pagespeed Insight result
2. RTF website and its database must be regularly backed-up.
 3. Provide appropriate security measures to secure the web host against unauthorized intrusion and ensure minimal downtime of the web site.
 4. Provide 24/7 technical support
 5. Documentation – appropriate system documents to quickly guide users through specific tasks
 6. TPB personnel training on how to upload / update / revise content information
 7. The RTF Website and its source codes are owned by TPB. Source codes, applications, and databases must be turned over to TPB and installed in the TPB server on or before the end of the contract.
 8. Creation of Three (3) G suite accounts with a 1-year validity
 9. Coordination with the existing website provider on the transfer of the credentials and domain website and hosting.
 10. E-mail /SMS Services (kindly be consistent on the required number of SMS loads)
 - a. Provide 10,000 SMS load. Unconsumed SMS load can be carried over the following year.
 - b. Customized Email/SMS notification for approved application and account activation
 - c. Email/SMS notification for new posts/content to participants.
 - d. Email/SMS notification to the back-end for all applications received.
 - e. Provides a platform for the E-mail / SMS services and access to TPB personnel (EDM/Newsletter platform).

Other Requirements

1. Provide website user guidelines and documentation;
2. Provide content and source codes of the website to the project officer upon project completion
3. Bidder must undertake a technical dry-run at least 10 calendar days prior to the implementation of the Event.
4. The bidder shall shoulder all necessary travel expenses, and other logistic requirements needed for the said event.
5. Assign key personnel with relevant experience to the position.
 - a. Project Manager (1) at least 3 years
 - b. Content Manager (1) at least 1 year
 - c. Graphic Designer (1) at least 1 year
 - d. Technical Support Team (2) at least 1 year

TECHNICAL REQUIREMENTS:

1. Company Profile (for new bidder)

	<p>2. Accomplished Statement of Technical Compliance to the Technical Specifications Annex "A"</p> <p>3. List of ongoing and completed government and private contracts within the past three (3) years, whether similar or not related to the requirements</p> <p>LEGAL REQUIREMENTS:</p> <p>1. PhilGEPS Registration Certificate</p> <p>2. Business/Mayor's Permit</p> <p>3. BIR Certificate of Registration</p> <p>4. SEC/DTI Certificate of Registration</p> <p>5. Notarized Revised Omnibus Sworn Statement Annex "B"</p> <p>ATTCHMENTS:</p> <p>1. Statement of Compliance to the Technical Specifications Annex "A"</p> <p>2. Revised Omnibus Sworn Statement Annex "B"</p> <p>NOTE:</p> <p>1. All entries must be typewritten in your company letterhead.</p> <p>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</p>		
Terms	Thirty (30) working days from the receipt of SOA or Billing		
ABC	The Approved Budget for the Contract (ABC) is PhP500,000.00 inclusive of all applicable taxes.		PhP500,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [soleil fajardo@tpb.gov.ph](mailto:soleil.fajardo@tpb.gov.ph) not later than **31 January 2024 at 5:00 PM**, subject to the Terms and Conditions stated herein.

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.



JANET G. VILAFRANCA
Office-in-Charge, 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 MANAGEMENT AND MAINTENANCE OF THE REGIONAL TRAVEL FAIR (RTF) WEBSITE
TPB-RFQ 2024-01-019**

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 Works and Deliverables		
1.	<p>Scope of Services</p> <ol style="list-style-type: none"> 1. Design and content update of the website based on the specification. <ol style="list-style-type: none"> a. Creating the basic lay-out and design of the website /microsite b. Technically optimized and mobile-friendly website. 2. Management and Maintenance of the Website <ol style="list-style-type: none"> a. Research and Content Management System b. Grouping information for a smooth user experience e.g. site map etc. c. Support Email Blast and SMS messaging for an announcement of the event. d. Training and transfer of technology Documentation and Training: The bidder will develop electronic and hardcopy documentation for all aspects of the administration of the RTF website and provide appropriate training to relevant TPB personnel. 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. <ul style="list-style-type: none"> • Provision of Back-end Access (minimum) • Uploads of the said website portal • Printable/PDF version of applications and reports • Email notification on every application received. • Export of data e. Provide the on-line Registration System for Regional Travel Fair Event f. Back-up and Recovery <p>General Specifications and Deliverables Specifically included as major requirements for this project are the following:</p> <ol style="list-style-type: none"> 1. Website/Microsite <ol style="list-style-type: none"> a. The site will be under the domain name of tpb.gov.ph <ul style="list-style-type: none"> • The site must be dynamic and interactive and should allow easy information update; the update process should not require specialized skills in web development. • The layout and pages are in accordance with an agreed content structure and approved by TPB– and will provide easy maintenance capability to update news, articles, pictures, featured destinations, itineraries, and infomercials. • The website must have a web interface for the following: <ul style="list-style-type: none"> - 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. b. RTF Website should have a responsive web design adaptable to all screens and mobile devices. Enhanced usability through: <ul style="list-style-type: none"> • Simple and reliable navigation. 	

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	<p>e. Provides a platform for the E-mail / SMS services and access to TPB personnel (EDM/Newsletter platform).</p> <p>Other Requirements</p> <ol style="list-style-type: none"> 1. Provide website user guidelines and documentation; 2. Provide content and source codes of the website to the project officer upon project completion 3. Bidder must undertake a technical dry-run at least 10 calendar days prior to the implementation of the Event. 4. The bidder shall shoulder all necessary travel expenses, and other logistic requirements needed for the said event. 5. Assign key personnel with relevant experience to the position. <ol style="list-style-type: none"> a. Project Manager (1) at least 3 years b. Content Manager (1) at least 1 year c. Graphic Designer (1) at least 1 year d. Technical Support Team (2) at least 1 year 	
Project Implementation Schedule		
1.	<p>Indicative Dates</p> <p>Region XII: General Santos City, 28 – 30 June 2023</p> <p>Region VI: Roxas City, Capiz, 11 – 13 October 2023</p>	
Additional Technical Requirements		
1.	The supplier must have been in business operation and experience services in ICT and Web Developer for at least three (3) years or more.	
2.	List of ongoing and completed government and private contracts within the past three (3) years, whether similar or not related to the requirements	
Contract Duration		
1.	The contract shall be valid for twelve (12) months. The contract shall commence from the date of the receipt of Notice to Proceed until the full completion of deliverables.	

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date

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]