

TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE DOMAIN NAME REGISTRATION OF MICECON WEBSITE

1. BACKGROUND

The Philippine M.I.C.E. (Meetings, Incentive Travel, Conventions, and Exhibitions) Conference is the biggest gathering of M.I.C.E. Professionals. It has been a highly anticipated educational event for travel and tourism and M.I.C.E. Practitioners because of its range of topics, quality speakers, and themed events.

The website was then developed to provide participants of the event a platform to easily access vital information regarding the event and provide awareness to potential customers that wish to participate.

The procurement for renewal of the domain name of the MICECON Website is therefore needed as part of maintaining the continuous accessibility of the website.

2. OBJECTIVES

2.1. To maintain the access on the “micecon.ph” domain name registration with one (1) year validity

3. SCOPE OF WORK / SERVICES

3.1. Provision of renewal of domain name registration for MICECON Website “micecon.ph” for one (1) year (2024- 2025)

4. PROJECT IMPLEMENTATION SCHEDULE

4.1. Must be delivered within seven (7) calendar days upon receipt of notice to proceed, after which liquidated damages shall be imposed.

5. TECHNICAL REQUIREMENTS

5.1. Features and Functionalities

5.1.1. MICECON Domain Name Registration

5.1.2. Technical Contact Person with the following responsibilities:

5.1.2.1. Maintenance of the domain name servers

5.1.2.2. Implement updates and changes to the name servers, if necessary

5.1.2.3. Interact with regulatory agencies for technical concerns.

6. APPROVED BUDGET FOR THE CONTRACT (ABC)

6.1. Six Thousand Pesos Only (PhP6,000.00)

6.2. Inclusive of all applicable fees and taxes

7. TERMS OF PAYMENT

- 7.1. 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.
- 7.2. 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	100%	Domain Name Renewal Documentation: <ul style="list-style-type: none">• Certificate of completion and acceptance signed by the MIS Department Head• Warranty certificate• Renewal Certificate

8. CONTRACT DURATION

- 8.1. The subscription shall be effective for one (1) year from the date of commencement.

9. PROJECT OFFICERS CONTACT INFORMATION

Name	Jose Teodoro B. Delos Reyes
Email Address	jose_delosreyes@tpb.gov.ph
Landline #	8525-9318 loc 216