

**REQUEST FOR QUOTATION**

02 April 2024

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

**Quotation No.** TPB-PR.2024-03-102

**PR No.** 03.017

**REQUIREMENTS:** Enhancement of TPB PMT Program Website Hosting, Maintenance, of Email and SMS Services (2<sup>nd</sup> Posting)

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 Lot	<p><b>SCOPE OF WORKS AND SERVICES:</b></p> <p><b>A. Website Enhancement:</b></p> <ol style="list-style-type: none"> <li>1. Web Hosting and DNS hosting for the PMT Website for one (1) year.</li> <li>2. Create three (3) website layouts, subject to TPB review and approval.</li> <li>3. User Interface (UI) and User Experience (UX) Optimization for intuitive navigation and adaptive design for various devices.</li> </ol> <p><b>B. Management and Maintenance of the Website:</b></p> <ol style="list-style-type: none"> <li>1. Research and Content Management System improvements.</li> <li>2. Data Management functionalities such as site mapping, sorting, filtering, data export, and reporting.</li> <li>3. Support for Email Blast and SMS messaging for event announcements.</li> <li>4. Documentation, training, and technology transfer to TPB personnel.</li> </ol> <p><b>C. Key Features and Communication Services</b></p> <ol style="list-style-type: none"> <li>1. Operate under the TPB’s domain: tpb.gov.ph.</li> <li>2. Dynamic, interactive, and easily updatable without specialized web development skills.</li> <li>3. Adhere to an agreed content structure approved by TPB, facilitating easy maintenance.</li> <li>4. Feature a web interface for maintenance of sections and an Online Registration System for motorcycle riders.</li> <li>5. Have responsive web design adaptable to all screens and devices, ensuring simple navigation, faster browsing, consistent branding, dynamic content, and browser compatibility.</li> <li>6. Provision of 5,000 SMS load with carry-over option.</li> <li>7. Customized notifications and platform access for TPB</li> </ol>		Php300,000.00

	<p>personnel.</p> <p>8. Monthly visitor statistics, analytics reports, and accomplishment reports.</p> <p><b>D. Dedicated Website Hosting and Maintenance: Meet the specified minimum server specifications for performance and security.</b></p> <ol style="list-style-type: none"> <li>a. 4 CPU CORES @3.1 GHZ</li> <li>b. 8 GB MEMORY</li> <li>c. 2 TB STORAGE</li> <li>d. 3 DEDICATED IPs</li> <li>e. UNMETERED BANDWIDTH</li> <li>f. FREE 1-YEAR SSL CERTIFICATE</li> <li>g. APPROPRIATE DATA SECURITY</li> <li>h. CentOS 6 (or any other OpenSource system)</li> <li>i. With Cpanel</li> <li>j. Patching</li> <li>k. Security</li> <li>l. CDN technology</li> <li>m. SSL</li> </ol> <p><b>E. Website Performance Optimization and Data Management</b></p> <ol style="list-style-type: none"> <li>1. Page Load Speed: Ensure the PMT website loads within 2 seconds or less for both desktop and mobile users.</li> <li>2. Search Engine Optimization (SEO): Employ effective SEO techniques, submit identified keywords, and ensure easy accessibility and indexing by search engines.</li> <li>3. Data Management: Maintain and update databases, offer email/SMS updates, design user-friendly forms, implement automatic data archiving, and provide functionalities for exporting reports and database content.</li> </ol>		
	<p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS:</b></p> <p><b><u>Attachments:</u></b></p> <ul style="list-style-type: none"> <li>• Technical Specification (<b>Annex “A”</b>) Bidder’s Statement of Compliance</li> <li>• The supplier must have been in business operation and experience services in ICT and Web Developer at least three (3) years or more.</li> <li>• List of all its ongoing and completed government and private contracts within the past three (3) years, whether similar or not related to the requirements.</li> </ul>		

	<p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>All entries must be typewritten on your company letterhead.</li> <li>Price Validity shall be for a period of thirty (30) calendar days.</li> </ol>												
	<p><b>LEGAL REQUIREMENT:</b></p> <ol style="list-style-type: none"> <li>PhilGEPS Certificate</li> <li>Mayor’s Business Permit</li> <li>SEC/DTI Registration Certificate</li> <li>Income/Business Tax Return</li> <li>Omnibus Sworn Statement (<b>Annex “B”</b>)</li> <li>Company profile (<b>New Supplier</b>)</li> </ol>												
	<p><b>PROJECT TIMELINE/IMPLEMENTATION:</b></p> <p>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.</p>												
	<p><b>PAYMENT TERMS AND SCHEDULE:</b></p> <table border="1" data-bbox="311 947 1056 1344"> <thead> <tr> <th data-bbox="311 947 815 1025">PARTICULARS/PER EVENT</th> <th data-bbox="815 947 1056 1025">TERMS OF PAYMENT</th> </tr> </thead> <tbody> <tr> <td data-bbox="311 1025 815 1104">Acceptance and approval of website content and design</td> <td data-bbox="815 1025 1056 1104">15% of the total contract price</td> </tr> <tr> <td data-bbox="311 1104 815 1182">Availability of website offline</td> <td data-bbox="815 1104 1056 1182">35% of the total contract price</td> </tr> <tr> <td data-bbox="311 1182 815 1261">Availability of website on live and maintenance</td> <td data-bbox="815 1182 1056 1261">40% of the total contract price</td> </tr> <tr> <td data-bbox="311 1261 815 1344">Submission of Terminal Report and Certification of Project Completion</td> <td data-bbox="815 1261 1056 1344">10% of the total contract price</td> </tr> </tbody> </table> <p>Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement.</p> <p>Please send the billing statement to:  <b>MARIA MARGARITA MONTEMAYOR NOGRALES</b>  Chief Operating Officer  Tourism Promotions Board Philippines  4/F Legaspi Towers 300, Roxas Boulevard, Manila 1104</p> <p>Original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.</p> <p>Payments will be made through a Landbank of the Philippines (LPB) deposit. If the supplier does not have an LBP account, the supplier will shoulder bank charges.</p>	PARTICULARS/PER EVENT	TERMS OF PAYMENT	Acceptance and approval of website content and design	15% of the total contract price	Availability of website offline	35% of the total contract price	Availability of website on live and maintenance	40% of the total contract price	Submission of Terminal Report and Certification of Project Completion	10% of the total contract price		
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ABC	Approved Budget for Contract (ABC) is PhP300,000.00 inclusive of all applicable taxes		
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Please submit your quotation and legal documents thru email at **mike\_solo@tpb.gov.ph** and the hard copy of quotation and legal documents in Tourism Promotions Board, 4<sup>th</sup> Floor Legaspi Towers, Vito Cruz Malate Manila not later than **April 08, 2024 on or before 1300H**, 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,



**JANET G. VILIAFRANCA**  
OIC, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

**MIKE ANTHONY SOLO**  
(8) 525-7312 local 266

**TECHNICAL SPECIFICATION**

Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification

Item	Description	Total Quantity	Bidder's Statement of Compliance
A.	<b>Scope of Work and Deliverables:</b>	1 Lot	
	<p><b>SCOPE OF WORKS AND SERVICES:</b></p> <p><b>A. Website Enhancement:</b></p> <ol style="list-style-type: none"> <li>1. Web Hosting and DNS hosting for the PMT Website for one (1) year.</li> <li>2. Create three (3) website layouts, subject to TPB review and approval.</li> <li>3. User Interface (UI) and User Experience (UX) Optimization for intuitive navigation and adaptive design for various devices.</li> </ol> <p><b>B. Management and Maintenance of the Website:</b></p> <ol style="list-style-type: none"> <li>1. Research and Content Management System improvements.</li> <li>2. Data Management functionalities such as site mapping, sorting, filtering, data export, and reporting.</li> <li>3. Support for Email Blast and SMS messaging for event announcements.</li> <li>4. Documentation, training, and technology transfer to TPB personnel.</li> </ol> <p><b>C. Key Features and Communication Services</b></p> <ol style="list-style-type: none"> <li>1. Operate under the TPB's domain: tpb.gov.ph.</li> <li>2. Dynamic, interactive, and easily updatable without specialized web development skills.</li> <li>3. Adhere to an agreed content structure approved by TPB, facilitating easy maintenance.</li> <li>4. Feature a web interface for maintenance of sections and an Online Registration System for motorcycle riders.</li> <li>5. Have responsive web design adaptable to all screens and devices, ensuring simple navigation, faster browsing, consistent branding, dynamic content, and browser compatibility.</li> <li>6. Provision of 5,000 SMS load with carry-over option.</li> <li>7. Customized notifications and platform access for TPB personnel.</li> <li>8. Monthly visitor statistics, analytics reports, and accomplishment reports.</li> </ol>		

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I hereby certify to Comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Company/Bidder

Signature over Printed  
Name of Representative

\_\_\_\_\_

Date