ANNEX B_STATEMENT OF COMPLIANCE

Technical Specifications

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence**. _Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection._ A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Item	Specification	Statement of Compliance (Comply/Not Comply)
1	**Improved and enhanced TPB Membership Website** Design Standards a. User-friendly administrator interface for all features. b. User-friendly front-end design and development to optimize public use. c. Appropriate branding. Consistency of appearance of graphics and text for aestheticism and professional appeal. d. Uses UI and UX good practices to improve site navigation and usability. e. Active content which may include animation. f. Content Catalogue. The design and functionality peg will be similar to either Lazada or Shopee platforms. g. The dynamic and interactive design should allow easy information updates without requiring specialized web development skills. h. The layout and pages are under an agreed content structure – and will provide easy maintenance capability to update news, articles, pictures, and infomercials. i. Must have a web interface for the following:	

- Maintenance of the home page and other sections. The interface will allow for the 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

Functionality Standards
a. Export data function of full details/fields must be in MS Excel format (.xlsx and .csv format).
b. Automation and export of data
   - An editable spreadsheet containing ARTA-needed information, including the number of working days processed (excluding weekends, holidays, and special dates specified by the TPB)

Security Standards
Restrictions in upload function must be restricted in the required format only.

Email Functionality
a. Email service platform (EDM/Newsletter platform)
b. Email Marketing communication software (for all registered email addresses; unlimited credits) with a scheduled sending function
c. Email delivery report/status
   - Uploads of the TPB Membership Website and Member's Portal
   - Printable/PDF versions of applications and reports
   - Email notification on received applications including but not limited to application received (both new and renewed), notification for issuance of SOA/Invoice (as applicable), proof of issuance of SOA/Invoice (as applicable), proof of payment received from the applicant, verification of payment, registration confirmation, and the expiration of TPB membership
d. Customizable email confirmation/notification triggered by:
   - Submission and approval of application
   - Notice to Issue SOA/Invoice for Finance Department (as applicable)
   - Proof of Issuance of SOA/Invoice (as applicable)
   - Proof of Payment Received from Applicant for Finance Department
   - Verification of Payment Received
   - Account Activation
   - New posts/content

	- Membership applications received - Expiring membership - Editing of profile	

2	**Features and Functionalities of the TPB Membership Website**
	User experience and Accessibility
	a. Responsive design. Web content adjusts accordingly to various screen sizes that a viewer/visitor may use (i.e., desktop, laptop, tablet, smartphone) while maintaining overall layout cohesiveness and ease of navigation.
	b. Website is accessible in various operating systems including as but not limited to:
	   - Windows, Mac, Linux among others for desktops/laptops and;
	   - Android, iOS among others for mobile phones and tablets
	c. Optimize site performance for low bandwidth users/locations.
	d. Compatible with all modern browsers (Google Chrome, Microsoft Edge, Mozilla Firefox, Apple Safari, and Opera).
	e. Adopts SEO techniques and good practices to ensure favorable website ranking in search engines.	

3	**Hosting of the TPB Membership website for January to December 2025 with below web server specification**
	a. Dedicated Server
	b. Processor: at least four (4) cores @ 3.1 GHz
	c. Memory: at least 8 GB
	d. Storage: at least 2 TB
	e. IP address: at least three (3) dedicated public IP addresses
	f. Bandwidth: unmetered
	g. Operating System: CentOS or other open-source systems
	h. Inclusions:
	   - cPanel
	   - SSL certificate
	   - Appropriate data security
	   - Patching
	   - CDN technology	

4	**Transfer of Knowledge, Documentation, and Credentials** a. Develop and endorse electronic and hardcopy documentation for all aspects of the administration of the Membership Website. b. 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. c. Provide access to the email platform to the appropriate TPB personnel	

	d. Provide administrator access to appropriate TPB personnel for the following backend portals: - WordPress - Google Analytics - cPanel - Database	
5	**Website maintenance and support for the duration of the contract** a. Conduct performance tweaks and security audits/patching of the website and database. b. Conduct monthly backups of the website, database, payment facility, and image bank c. Implement appropriate security measures to protect all aspects of the Membership Website and all social media properties from cyber threats d. Ensure website accessibility and uptime meet 98% SLA e. Submit the identified keywords to search engines, including but not limited to Google, Yahoo, and Bing. f. Exchange links with identified websites to create affiliations.	
6	**Submission of reports at agreed intervals for the duration of the contract** The bidder shall provide the following reports for the duration of the contract: a. Quarterly Visitor statistics - count of unique visits, pages/visits, average visit duration, percentage of new visits, etc. b. Analytics / Interpretation Report on the Visitor Statistics and provide recommendations. c. Outpost performance using available tools. d. Monthly Accomplishment Report e. Easy-to-print versions of documents. f. Submission of Incident Report. g. Comply with the VAPT findings.	
7	**Security of the webpage** a. SSL and CDN that are effective for the duration of the website hosting. b. Provide access for vulnerability assessment and whitebox penetration testing	
8	**Government-required webpage specifications** Created using WordPress Content Management System and with DICT-GWHS approved plugins.	

9	**Team Composition and Qualifications**
	   a. Personnel assigned to the project must have at least three (3) years of relevant experience.
	   b. 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.*
	
	 Submit the following together with the Bids
	   1. A detailed and updated CV using the prescribed TPF6 Form (doesn't have to be notarized) for the following personnel:
	     - Project Manager (1 personnel)
	     - Graphic Designer (1 personnel)
	     - Web Developer (1 personnel)
	     - SEO Specialist (1 personnel)
	     - Technical Support Team (1 personnel)
	   2. The cost of items in the bid should be broken down.	

10	**Bidder General Responsibilities**
	   a. Maintenance of members list and other databases
	   b. Option for forwarding updates through email blasts to members, if requested.
	   c. The design and development of interactive contact forms that are easy to fill in for website visitors.
	   d. Design and development of interactive Registration forms
	   e. Design and development of easy forms and survey creation tools with the ability to send the form to identified email addresses.
	   f. Development of automatic archives option for items including but not limited to reports, training programs, etc. by year, including application dates from submission of application to acceptance into the program
	   g. Export of reports and database
	   h. Should the contract be awarded to a supplier other than the current provider, the new supplier must coordinate with the current provider to ensure smooth hand-over of website administration	

_____
Name of signature of the authorized representative/date