

25 November 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2024-11-333
PR No. 11.029 / 2024-11-245
Requirements: PROCUREMENT OF WORDPRESS PLUGINS FOR TPB CORPORATE WEBSITE AND MICROSITES

| Quantity | Item/Description | Estimated Unit Price | Total Cost (Php) | | | | | | | | |
|------------------------------------|--|----------------------|------------------|---------------------------|--|------------------------------------|--|---------------|---|---------------|---------------|
| 1 Lot | <p>DELIVERABLES</p> <ul style="list-style-type: none"> SMART POST SHOW WP PLUGIN <ul style="list-style-type: none"> Agency package with a lifetime subscription, allowing activation on unlimited websites SMUSH IMAGE OPTIMIZATION WP PLUGIN <ul style="list-style-type: none"> Unlimited sites license, including access to all optimization features PHOTO GALLERY <ul style="list-style-type: none"> Advance package with unlimited sites license, including 15 other premium plugins <p>SCOPE OF WORK</p> <ul style="list-style-type: none"> Plugin Requirements <table border="1" data-bbox="347 1129 965 1877"> <thead> <tr> <th>WordPress Plugin</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Smart Post Show WP Plugin</td> <td> <ul style="list-style-type: none"> Activation on Unlimited Websites Priority Support for Lifetime Automatic Updates for Lifetime 14-day Moneyback Guarantee All Pro Features Included </td> </tr> <tr> <td>Smush Image Optimization WP Plugin</td> <td> <ul style="list-style-type: none"> Unlimited sites license 50GB CDN 500GB backup storage 24/7 WP support </td> </tr> <tr> <td>Photo Gallery</td> <td> <ul style="list-style-type: none"> 1-year access to Updates 1-year premium Support 30 domains supported 15+ Premium WordPress Plugins 30+ Premium Plugin Extensions Lifetime Use of All Plugins </td> </tr> </tbody> </table> Compatibility and Installation <ul style="list-style-type: none"> Ensure that plugins are compatible with existing TPB website framework (WordPress, CMS) | WordPress Plugin | Description | Smart Post Show WP Plugin | <ul style="list-style-type: none"> Activation on Unlimited Websites Priority Support for Lifetime Automatic Updates for Lifetime 14-day Moneyback Guarantee All Pro Features Included | Smush Image Optimization WP Plugin | <ul style="list-style-type: none"> Unlimited sites license 50GB CDN 500GB backup storage 24/7 WP support | Photo Gallery | <ul style="list-style-type: none"> 1-year access to Updates 1-year premium Support 30 domains supported 15+ Premium WordPress Plugins 30+ Premium Plugin Extensions Lifetime Use of All Plugins | PhP350,000.00 | PhP350,000.00 |
| WordPress Plugin | Description | | | | | | | | | | |
| Smart Post Show WP Plugin | <ul style="list-style-type: none"> Activation on Unlimited Websites Priority Support for Lifetime Automatic Updates for Lifetime 14-day Moneyback Guarantee All Pro Features Included | | | | | | | | | | |
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| | | | |
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| | <ul style="list-style-type: none"> - Install, activate, and configure both plugins on the TPB Corporate Website and microsities, ensuring optimal functionality <p>MINIMUM REQUIRED TECHNICAL SPECIFICATIONS</p> <ul style="list-style-type: none"> • Compatibility <ul style="list-style-type: none"> - Plugins must be compatible with the latest WordPress version and other TPB website plugins, ensuring no conflicts or downtime - Ensures that plugins are compatible with various browsers (including Firefox, Chrome, Microsoft Edge, and Safari), and responsiveness across both desktop and mobile screen sizes • Performance Requirements <ul style="list-style-type: none"> - Verify that the Smush Image Optimization plugin effectively optimizes images without compromising website load times - Ensure that the Smart Post Show plugin displays posts without affecting website responsiveness - Ensures that the Photo Gallery plugin is customizable with different varieties of gallery views • Security Compliance <ul style="list-style-type: none"> - Plugins must meet security standards and pose no data security or privacy risks <p>BIDDER QUALIFICATIONS</p> <ul style="list-style-type: none"> • Must be an IT Solutions provider with at least three (3) years of experience in WordPress plugin integration • Proven experience optimizing website performance using plugins, particularly in government or large-scale organizational settings, is preferred <p>BIDDER RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Installation and Integration <ul style="list-style-type: none"> - Installation and configure the plugins on the TPB website and microsities, ensuring they function seamlessly with other site elements • Testing and Quality Insurance <ul style="list-style-type: none"> - Test both plugins to confirm functionality and address any compatibility issues • User Documentation <ul style="list-style-type: none"> - Provide basic training and refresher on plugin features, including usage instructions for the Smart Post Show carousel settings, Smush Image Optimization features, and customizing Photo Gallery • Documentation and Knowledge Transfer <ul style="list-style-type: none"> - Deliver documentation for both plugins, detailing setup procedures, usage, and troubleshooting steps • Maintenance and Support <ul style="list-style-type: none"> - Offer support for any issues or updates related to the plugins for one (1) year, including technical assistance and advice on plugin usage | | |
|--|---|--|--|

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|-------|---|--|----------------------|
| | <ul style="list-style-type: none"> Owner of WordPress Plugins <ul style="list-style-type: none"> Acknowledge that the TPB owns the WordPress plugins. All source codes must be clearly defined and handed over to TPB c/o MISD personnel <p>DELIVERY TIMELINE Must be delivered within thirty (30) working days upon receipt of Notice to Proceed, after which liquidated damages shall be imposed.</p> <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> Mayor's/ Business Permit PhilGEPS Registration Number/ Certificate BIR Certificate of Registration Notarized Omnibus Sworn Statement <p>ATTACHMENTS</p> <ol style="list-style-type: none"> Technical Specifications/ Terms of Reference Statement of Compliance <p>NOTE</p> <ol style="list-style-type: none"> All entries must be typewritten in your company letterhead. Price validity shall be for a period of thirty (30) calendar days. | | |
| Terms | Thirty (30) working days from the receipt of invoice/ billing. | | |
| ABC | Php350,000.00 inclusive of all applicable fees and taxes. | | Php350,000.00 |

Please submit your **quotation, and legal** documents duly signed by your authorized representative to email address ada_cruz@tpb.gov.ph/ bac_sec@tpb.gov.ph not later than **04 December 2024, 12:00 NN**, 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. VILLAFRANCA
Officer-in-Charge
Procurement Management Division

Contact person: Ada Cruz

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

PROCUREMENT OF WORDPRESS PLUGINS FOR TPB CORPORATE WEBSITE AND MICROSITES

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 Bidder Bid and cross-referenced to that evidence. 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 may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

| ITEM NO. | SPECIFICATIONS | STATEMENT OF COMPLIANCE | | | | |
|------------------------------------|--|-------------------------|-------------|------------------------------------|--|--|
| 1 | DELIVERABLES <ul style="list-style-type: none"> • SMART POST SHOW WP PLUGIN <ul style="list-style-type: none"> - Agency package with a lifetime subscription, allowing activation on unlimited websites | | | | | |
| 2 | DELIVERABLES <ul style="list-style-type: none"> • SMUSH IMAGE OPTIMIZATION WP PLUGIN <ul style="list-style-type: none"> - Unlimited sites license, including access to all optimization features | | | | | |
| 3 | DELIVERABLES <ul style="list-style-type: none"> • PHOTO GALLERY <ul style="list-style-type: none"> - Advance package with unlimited sites license, including 15 other premium plugins | | | | | |
| 4 | SCOPE OF WORK <ul style="list-style-type: none"> • Plugin Requirements <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">WordPress Plugin</th> <th style="width: 50%; text-align: center;">Description</th> </tr> </thead> <tbody> <tr> <td>Smart Post Show WP Plugin</td> <td> <ul style="list-style-type: none"> • Activation on Unlimited Websites • Priority Support for Lifetime • Automatic Updates for Lifetime • 14-day Moneyback Guarantee • All Pro Features Included </td> </tr> </tbody> </table> | WordPress Plugin | Description | Smart Post Show WP Plugin | <ul style="list-style-type: none"> • Activation on Unlimited Websites • Priority Support for Lifetime • Automatic Updates for Lifetime • 14-day Moneyback Guarantee • All Pro Features Included | |
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STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

| | | |
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| | <ul style="list-style-type: none"> • 1-year premium Support • 30 domains supported • 15+ Premium WordPress Plugins • 30+ Premium Plugin Extensions • Lifetime Use of All Plugins | |
| 7 | <p>SCOPE OF WORK</p> <ul style="list-style-type: none"> • Compatibility and Installation <ul style="list-style-type: none"> - Ensure that plugins are compatible with existing TPB website framework (WordPress, CMS) | |
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| 16 | <p>BIDDER QUALIFICATIONS</p> <ul style="list-style-type: none"> • Proven experience optimizing website performance using plugins, particularly in government or large-scale organizational settings, is preferred | |

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

| | | |
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| 21 | <p>BIDDER RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Maintenance and Support <ul style="list-style-type: none"> - Offer support for any issues or updates related to the plugins for one (1) year, including technical assistance and advice on plugin usage | |
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| 23 | <p>DELIVERY TIMELINE</p> <p>Must be delivered within thirty (30) working days upon receipt of Notice to Proceed, after which liquidated damages shall be imposed.</p> | |
| 24 | <p>CONTRACT DURATION</p> <p>The website hosting services and basic maintenance services shall be effective for 12 months from Notice to Proceed.</p> | |

Name of Company/Bidder

Signature over Printed Name
of 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]

TERMS OF REFERENCE

1. PROJECT NAME:

- 1.1. Procurement of WordPress Plugins for Enhanced Website Development and Optimization for TPB Corporate Website and Microsites

2. BUDGET:

- 2.1. Three Hundred Fifty Thousand Pesos Only (PHP 350,000.00)
2.2. Inclusive of all applicable fees and taxes

3. DELIVERABLES:

- 3.1. **Smart Post Show WP Plugin** – Agency package with a lifetime subscription, allowing activation on unlimited websites
3.2. **Smush Image Optimization WP Plugin** – Unlimited sites license, including access to all optimization features
3.3. **Photo Gallery** – Advance package with unlimited sites license, including 15 other premium plugins

4. SCOPE OF WORK

4.1. Plugin Requirements

| WordPress Plugin | Description |
|------------------------------------|---|
| Smart Post Show WP Plugin | <ul style="list-style-type: none"> • Activation on Unlimited Websites • Priority Support for Lifetime • Automatic Updates for Lifetime • 14-day Moneyback Guarantee • All Pro Features Included |
| Smush Image Optimization WP Plugin | <ul style="list-style-type: none"> • Unlimited sites license • 50GB CDN • 500GB backup storage • 24/7 WP support |
| Photo Gallery | <ul style="list-style-type: none"> • 1-year access to Updates • 1-year premium Support • 30 domains supported • 15+ Premium WordPress Plugins • 30+ Premium Plugin Extensions • Lifetime Use of All Plugins |

4.2. Compatibility and Installation

- 4.2.1. Ensure that plugins are compatible with existing TPB website framework (WordPress, CMS)
4.2.2. Install, activate, and configure both plugins on the TPB Corporate Website and microsites, ensuring optimal functionality

5. MINIMUM REQUIRED TECHNICAL SPECIFICATIONS

- 5.1. Compatibility
 - 5.1.1. Plugins must be compatible with the latest WordPress version and other TPB website plugins, ensuring no conflicts or downtime
 - 5.1.2. Ensures that plugins are compatible with various browsers (including Firefox, Chrome, Microsoft Edge, and Safari), and responsiveness across both desktop and mobile screen sizes
- 5.2. Performance Requirements
 - 5.2.1. Verify that the Smush Image Optimization plugin effectively optimizes images without compromising website load times
 - 5.2.2. Ensure that the Smart Post Show plugin displays posts without affecting website responsiveness
 - 5.2.3. Ensures that the Photo Gallery plugin is customizable with different varieties of gallery views
- 5.3. Security Compliance
 - 5.3.1. Plugins must meet security standards and pose no data security or privacy risks

6. BIDDER QUALIFICATIONS

- 6.1. Must be an IT Solutions provider with at least three (3) years of experience in WordPress plugin integration
- 6.2. Proven experience optimizing website performance using plugins, particularly in government or large-scale organizational settings, is preferred

7. BIDDER RESPONSIBILITIES

- 7.1. Installation and Integration
 - 7.1.1. Installation and configure the plugins on the TPB website and microsities, ensuring they function seamlessly with other site elements
- 7.2. Testing and Quality Assurance
 - 7.2.1. Test both plugins to confirm functionality and address any compatibility issues
- 7.3. User Documentation
 - 7.3.1. Provide basic training and refresher on plugin features, including usage instructions for the Smart Post Show carousel settings, Smush Image Optimization features, and customizing Photo Gallery
- 7.4. Documentation and Knowledge Transfer
 - 7.4.1. Deliver documentation for both plugins, detailing setup procedures, usage, and troubleshooting steps
- 7.5. Maintenance and Support
 - 7.5.1. Offer support for any issues or updates related to the plugins for one (1) year, including technical assistance and advice on plugin usage

7.6. Ownership of WordPress Plugins

7.6.1. Acknowledge that the TPB owns the WordPress plugins. All source codes must be clearly defined and handed over to TPB c/o MISD personnel

8. PROJECT TIMELINE

Must be delivered within thirty (30) working days upon receipt of Notice to Proceed, after which liquidated damages shall be imposed.

9. PAYMENT SCHEDULE

Payment will be on a send-bill arrangement to be settled within thirty (30) working days upon receipt of a billing statement and complete supporting documents subject to usual accounting rules and regulations.

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% | <ul style="list-style-type: none"> - Provision of user manual and how to's - Completion of migration and optimization - Endorsement of premium plugins - Complete implementation of all approved deliverables. Full completion of deliverables <p>Documentation:</p> <ul style="list-style-type: none"> - Certificate of completion and acceptance signed by the MIS Department Head |

10. DURATION:

The website hosting services and basic maintenance services shall be effective for 12 months from Notice to Proceed

11. PROJECT OFFICER CONTACT DETAILS

| | Primary | Alternate |
|---------------|--|--|
| Name | Nixie C. Rojo | Ian Carlo Q. Santos |
| Email Address | nixie_rojo@tpb.gov.ph | ian_santos@tpb.gov.ph |
| Landline # | 8525-9318 loc 217 | 8525-9318 loc 216 |