

# STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

## SERVICE PROVIDER FOR THE MANAGEMENT AND MAINTENANCE OF THE REGIONAL TRAVEL FAIR (RTF) WEBSITE

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.	<p><b>A. SCOPE OF SERVICES AND DELIVERABLES</b></p> <p><b>1. Design and content update of the website based on the specification.</b></p> <ul style="list-style-type: none"> <li>a. Enhance the layout and design of the existing website /microsite</li> <li>b. Technically optimized and mobile-friendly website.</li> <li>c. SEO Optimization</li> </ul> <p><b>2. Management and Maintenance of the Website</b></p> <ul style="list-style-type: none"> <li>a. Research and Content Management System</li> <li>b. Grouping information for a smooth user experience e.g. site map etc.</li> <li>c. Support Email Blast for an announcement of the event.</li> <li>d. Training and transfer of technology</li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>i. Provision of Back-end Access (minimum)</li> <li>ii. Uploads of the said website portal</li> <li>iii. Printable/PDF version of applications and reports</li> <li>iv. Provide website user guidelines and documentation.</li> <li>v. Provide training to TPB personnel on how to upload, update, and revise website content.</li> </ul> <ul style="list-style-type: none"> <li>e. Provide the online Registration System for Regional Travel Fair Event</li> <li>f. Back-up and Recovery</li> </ul> <p><b>3. Technical Support</b></p> <ul style="list-style-type: none"> <li>a. Provide 24/7 technical support – 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.</li> <li>b. Submit an incident report to MIS Department within the day in case the website is compromised by a third-party.</li> </ul>	
2.	<p><b>B. GENERAL SPECIFICATIONS AND DELIVERABLES:</b></p> <p>Specifically included as major requirements for this project are the following:</p> <p><b>1. Website / Microsite</b></p> <ul style="list-style-type: none"> <li>a. The site will be under the domain name of <b>tpb.gov.ph</b></li> </ul>	

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	<p>i. The site must be dynamic and interactive and should allow easy information update; the update process should not require specialized skills in web development.</p> <p>ii. 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.</p> <p>iii. The website must have a web interface for the following:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<b>3.</b>	<p><b>b. RTF Website should have a responsive web design adaptable to all screens and mobile devices. Enhanced usability through:</b></p> <p>i. Simple and reliable navigation.</p> <p>ii. Achievement of faster browsing speed.</p> <p>iii. Appropriate branding; consistency of appearance of graphics and text for aestheticism and professional appeal.</p> <p>iv. Dynamic content, which may include animation.</p> <p>v. Ensure browser compatibility, especially with Firefox, Internet Explorer, Chrome, and other browsers.</p>	
<b>4.</b>	<p><b>c. Management and Maintenance of the Website</b></p> <p>i. Research and Content for The Website</p> <p>ii. Sitemap (minimum requirement)</p> <ul style="list-style-type: none"> <li>• Home – VISUALS</li> <li>• Online registration system (activity-based)</li> <li>• Press releases, videos, news, newsletters and articles</li> <li>• Riders’ Photo Corner to feature per month</li> <li>• Calendar of Activities</li> <li>• Featured Destinations and Itineraries</li> <li>• Automated Chat</li> <li>• Quick Search</li> <li>• Auto reminder on upcoming activities</li> <li>• Automated email marketing</li> <li>• Automated SMS marketing</li> <li>• Photo gallery</li> </ul>	
<b>5.</b>	<p><b>d. Content Management System</b></p> <p>i. The Website should be developed with a user-friendly content management system.</p> <p>ii. ii. Access to the content and management system should be provided to appropriate TPB personnel.</p>	
<b>6.</b>	<p><b>e. Backups and Security</b></p> <p>i. Hosting agreements for the Website should include an appropriate Service Level Agreement (SLA) to ensure minimal downtime.</p>	

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	<ul style="list-style-type: none"> <li>ii. Monthly maintenance of the Website and Database, include monthly regular backups.</li> <li>iii. iii. Appropriate security measures shall be taken to secure the Web host and all social media properties against unauthorized intrusion.</li> </ul>	
7.	<p><b>f. Ownership</b></p> <ul style="list-style-type: none"> <li>i. The website, content, assets, and its source codes are owned by TPB. Source codes and applications must be turned over to TPB and installed in the TPB server at the end of the contract. Suppliers must provide assistance in migration during the turn-over of the system.</li> </ul>	
8.	<p><b>g. Enhance the Current Search Engine Optimization (SEO)</b></p> <ul style="list-style-type: none"> <li>1. Techniques adopted for search engine optimization and ensuring favorable website ranking in search engines. (kindly identify the preferable ranking)</li> <li>2. Submit the identified keywords to search engines, including but not limited to Google, Yahoo, and Bing.</li> <li>3. 6 keywords for SEO relative to Regional Travel Fair <ul style="list-style-type: none"> <li>a. Regional Travel Fair</li> <li>b. Travel Fair</li> <li>c. Regional</li> <li>d. Fair</li> <li>e. TPB</li> <li>f. Tourism</li> </ul> </li> <li>4. Bidders to submit a proposal for keyword tagging.</li> <li>5. Easy accessibility of website by most if not all search engines.</li> <li>6. Exchange links with identified websites for creating affiliations.</li> </ul>	
9.	<p><b>h. Databases</b></p> <ul style="list-style-type: none"> <li>i. Maintenance of list of participants and databases</li> <li>ii. Development of automatic archives option for items such as reports, training programs, etc. by year.</li> <li>iii. Export of reports and database</li> </ul>	
10.	<p><b>i. SMS/Email</b></p> <ul style="list-style-type: none"> <li>i. Option for forwarding updates through email/SMS blasts to the participants if requested.</li> <li>ii. Creation of three (3) G Suite accounts with a 1-year validity.</li> <li>iii. Email/SMS Services (kindly be consistent on the required number of SMS loads) <ul style="list-style-type: none"> <li>• Provide ten-thousand (10,000) SMS load. An unconsumed SMS load can be carried over the following year.</li> <li>• Customized Email/SMS notification for approved applications and accounts.</li> <li>• Email/SMS notification for new posts/content to participants.</li> <li>• Email/SMS notification to the back0end for all applications received.</li> <li>• Provides a platform for email/SMS services and access to TPB personnel (EDM/Newsletter platform).</li> </ul> </li> </ul>	

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<b>11.</b>	<p><b>j. Registration Forms</b></p> <p>i. Design and development of interactive contact forms that are easy to fill in for website visitors.</p> <p>ii. Design and develop accessible forms and survey creation tools to send the form to identified email addresses.</p>	
<b>12.</b>	<p><b>k. Reporting</b></p> <p>The winning bidder should provide a report on the site covering the following:</p> <p>i. Monthly Visitor statistics - count of unique visits, pages/visits, average visit duration, percentage of new visits, etc.</p> <p>ii. Analytics / Interpretation Report on the Visitor Statistics and provide recommendations</p> <p>iii. Outpost performance using available tools</p> <p>iv. Monthly Accomplishment Report</p> <p>v. Creating easy-to-print versions of documents.</p>	
<b>13.</b>	<p><b>C. WEB HOSTING</b></p> <p>1. The Website and database must be hosted on a dedicated stand-alone high-capacity server with the following minimum specifications:</p> <p><b>Specifications of Dedicated Server</b></p> <ul style="list-style-type: none"> <li>● ON A CDN (Content Delivery Network)</li> <li>● 2 CPU CORES @ 3.1 GHZ</li> <li>● 8 GB MEMORY</li> <li>● 5 TB STORAGE</li> <li>● 3 DEDICATED IPS</li> <li>● UNMETERED BANDWIDTH</li> <li>● FREE 3-YEAR SSL CERTIFICATE</li> <li>● APPROPRIATE DATA SECURITY</li> <li>● Stack for Virtual Platform</li> <li>● Guaranteed 99.99% uptime</li> <li>● 90% Page speed Insight result</li> </ul> <p>2. Provide appropriate security measures to secure the web host against unauthorized intrusion and ensure minimal downtime of the website.</p> <p>3. Coordination with the existing website provider on the transfer of the credentials and domain website and hosting.</p>	
<b>14.</b>	<p><b>D. OTHER REQUIREMENTS</b></p> <p>1. Bidder must undertake a technical dry-run at least 10 calendar days prior to the implementation of the event.</p> <p>2. The bidder shall shoulder all necessary travel expenses, and other logistic requirements needed for the said event, if applicable.</p> <p>3. Assign key personnel with relevant experience to this project.</p> <p>4. Willingness to respond to immediate/unforeseen changes in specifications on the website content.</p>	
<b>15.</b>	<p><b>QUALIFICATION OF BIDDER</b></p> <p>A. The supplier must have been in business operation and experience services in ICT and Web Development for at least three (3) years or more.</p>	

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	B. List of all its ongoing and completed government and private contracts within the past three (3) years, similar to the requirements.											
16.	<p><b>PROJECT IMPLEMENTATION SCHEDULE</b></p> <p>A. RTF Website Design not later than 15 April 2025</p> <p>B. Available on live website not later than 15 May 2025</p> <p>C. Actual dates of implementation of the project:</p> <ul style="list-style-type: none"> <li>•Region II: Tuguegarao City, Cagayan 14-18 August 2025</li> <li>•Region VI: Roxas City, Capiz, 07-10 November 2025</li> </ul>											
17.	<p><b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b></p> <p>The ABC is Five Hundred Thousand Pesos (PhP500,000.00) inclusive of all applicable taxes and fees.</p>											
18.	<p><b>TERMS OF PAYMENT</b></p> <p>Payment will be on send-bill arrangement. Supplier is encouraged to have a Landbank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">PARTICULARS/PER EVENT</th> <th style="text-align: left;">TERMS OF PAYMENT</th> </tr> </thead> <tbody> <tr> <td>Acceptance and approval of website content and design</td> <td>15% of the total contract price</td> </tr> <tr> <td>Availability of website offline</td> <td>35% of the total contract price</td> </tr> <tr> <td>Availability of website on live and maintenance</td> <td>40% of the total contract price</td> </tr> <tr> <td>Submission of Terminal Report and Certification of Project Completion</td> <td>10% of the total contract price</td> </tr> </tbody> </table>	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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19.	<p><b>CONTRACT DURATION</b></p> <p>The contract shall be valid for twelve (12) months. The delivery of the services shall commence from the date of the receipt of Notice to Proceed.</p>											

\_\_\_\_\_  
Name of the Company

\_\_\_\_\_  
Signature over Printed Name  
of the Authorized Representative

\_\_\_\_\_  
Date