

REQUEST FOR QUOTATION (RFQ)

27 January 2025

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

Quotation No. TPB-RFQ.2025.01.022

PR No. 1.016

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

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 Lot	<p>A. SCOPE OF SERVICES AND DELIVERABLES</p> <p>1. Design and content update of the website based on the specification.</p> <p>a. Enhance the layout and design of the existing website /microsite</p> <p>b. Technically optimized and mobile-friendly website.</p> <p>c. SEO Optimization</p> <p>2. Management and Maintenance of the Website</p> <p>a. Research and Content Management System</p> <p>b. Grouping information for a smooth user experience e.g. site map etc.</p> <p>c. Support Email Blast for an announcement of the event.</p> <p>d. Training and transfer of technology 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> <p>i. Provision of Back-end Access (minimum)</p> <p>ii. Uploads of the said website portal</p> <p>iii. Printable/PDF version of applications and reports</p> <p>iv. Provide website user guidelines and documentation.</p> <p>v. Provide training to TPB personnel on how to upload, update, and revise website content.</p> <p>e. Provide the online Registration System for Regional Travel Fair Event</p> <p>f. Back-up and Recovery</p>	PhP500,000.00	PhP500,000.00

	<p>3. Technical Support</p> <p>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.</p> <p>b. Submit an incident report to MIS Department within the day in case the website is compromised by a third-party.</p> <p>B. GENERAL SPECIFICATIONS AND DELIVERABLES: <i>Specifically included as major requirements for this project are the following:</i></p> <ol style="list-style-type: none"> 1. Website / Microsite <ol style="list-style-type: none"> a. The site will be under the domain name of tpb.gov.ph b. RTF Website should have a responsive web design adaptable to all screens and mobile devices. Enhanced usability through: c. Management and Maintenance of the Website d. Content Management System e. Backups and Security f. Ownership g. Enhance the Current Search Engine Optimization (SEO) h. Databases i. SMS / Email j. Registration Forms k. Reporting <p>C. WEB HOSTING</p> <ol style="list-style-type: none"> 1. The Website and database must be hosted on a dedicated stand-alone high-capacity server with the following minimum specifications: <p>Specifications of Dedicated Server</p> <ul style="list-style-type: none"> • ON A CDN (Content Delivery Network) • 2 CPU CORES @ 3.1 GHZ • 8 GB MEMORY • 5 TB STORAGE • 3 DEDICATED IPS • UNMETERED BANDWIDTH • FREE 3-YEAR SSL CERTIFICATE • APPROPRIATE DATA SECURITY 		
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	<ul style="list-style-type: none"> • Stack for Virtual Platform • Guaranteed 99.99% uptime • 90% Page speed Insight result <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> <p>D. OTHER REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Bidder must undertake a technical dry-run at least 10 calendar days prior to the implementation of the event. 2. The bidder shall shoulder all necessary travel expenses, and other logistic requirements needed for the said event, if applicable. 3. Assign key personnel with relevant experience to this project. 4. Willingness to respond to immediate/unforeseen changes in specifications on the website content. <p>PROJECT IMPLEMENTATION SCHEDULE</p> <ol style="list-style-type: none"> A. RTF Website Design not later than 15 April 2025 B. Available on live website not later than 15 May 2025 C. Actual dates of implementation of the project: <ul style="list-style-type: none"> • Region II: Tuguegarao City, Cagayan 14-18 August 2025 • Region VI: Roxas City, Capiz, 07-10 November 2025 <p>NOTE: <u>Attached is the Statement of Compliance with the Technical Specifications for complete details of the requirements.</u></p> <p>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. The supplier must have been in business operation and experience services in ICT and Web Development for at least three (3) years or more. 2. List of all its ongoing and completed government and private contracts within the past three (3) years, similar to the requirements. 		
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	<p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Latest Income/Business Tax Return 4. Notarized Omnibus Sworn Statement <p>Attachment:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Statement of Compliance <p>Note:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	30 days upon receipt of the invoice.		
ABC	The Approved Budget for the Contract (ABC) is PhP500,000.00 inclusive of all applicable taxes		

Please submit your **quotation** together with the requirements enumerated above to the email addresses: **genesis_lee@tpb.gov.ph / bac_sec@tpb.gov.ph** not later than **03 February 2025 until 05:00 PM.**

The Tourism Promotions Board Philippines 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
Acting Head, Procurement Management Division

Contact Person: **(MISS) GENESIS WEIYN B. LEE**