

TERMS OF REFERENCE

PROJECT: RE-DESIGN, WEBSITE HOSTING AND UPDATING, WEBSITE MAINTENANCE AND UPDATING WITH BUSINESS APPOINTMENT MATCHING SYSTEM, EMAIL SERVICES AND DOMAIN NAME REGISTRATION FOR THE M.I.C.E. CONFERENCE 2015 BUSINESS SITE

REQUIREMENT:

TPB shall require the services of an Information Communication Technology (ICT) Solutions Provider who can implement and undertake the re-design, website hosting and updating, website maintenance and updating with business appointment matching system, email services and domain name registration for the M.I.C.E. Conference 2015 Business Site.

DATE OF EFFECTIVITY: July 8, 2015

DURATION OF TASK: One year upon signing of the contract

GENERAL SPECIFICATIONS:

- a. Website Re-design
- b. Website Hosting and Updating
- c. Website Maintenance and Updating with Business Appointment Matching System
- d. All screens accessible using HTML5, CSS3 and Responsive Web Design (available to access in all models of smartphones and ipads)
- e. On-line Registration System
- f. Generate and disseminate survey forms
- g. Feedback Mechanism – reply to surveys
- h. Output and report generation
- i. Email Services
- j. Domain Name <http://micecon.ph> Registration