

TERMS OF REFERENCE

PROJECT : **PHILIPPINE TRAVEL EXCHANGE 2018 BUSINESS SITE**

DATE : 27 August 2018 – 04 September 2018

REQUIREMENT :

TPB is seeking the services of a web and hosting service provider who can undertake and implement the re-designing, website hosting, updating and maintenance of the current PHITEX website to conform to the requirements of the PHITEX 2018 Business Site. The website shall primarily contain the event details, online registration and can generate the required reports and business appointment match between buyers and sellers.

DURATION OF TASK : One year from the date of receipt of the Notice to Proceed

SCOPE OF WORK :

- A. Re-design, host, update and maintain website.
- B. Provide an on-line Registration System for Buyer and Seller delegates.
- C. Improve the existing Business Appointment Matching System (running in Wordpress) between buyer and seller delegate that will generate a perfect business match where buyer gets to meet preferred seller and seller gets to meet preferred buyer. The system must be able to generate 28 appointments for a one day period and another 12 appointments for a half day period, with a total of 40 appointments.
- D. Generate reports required (ex. List of buyers/sellers and details of registration, status of payment, Directory of buyers and sellers, appointment schedule, summary report, etc.).
- E. Provide an on-line Registration System of Post Tours for Buyers.
- F. Provide an on-line Registration System of Educational Seminar for Sellers.
- G. Send email blasts to participants.
- H. Upload the following: programme / tour schedules / educational seminar schedule / executive reports / speakers' presentations / Directory of buyers and sellers / photos and videos of the event / video presentation of TRAVEX Instructions
- I. Must be able to incorporate the PHILIPPINE TRAVEL EXCHANGE 2018 Business Site to the TPB Event Guide App.
- J. Provide a mechanism for Satisfaction Feedback of Registrants
- K. Phitex website and its database must be regularly backed-up.
- L. Provide appropriate security measures to secure the web host against unauthorized intrusion and ensure minimal downtime of the web site.

M. The Web site and database must be hosted on a high-capacity dedicated server with the following specifications:

SPECIFICATIONS OF DEDICATED SERVER
<ul style="list-style-type: none"> • 4 CPU CORES @ 3.1 GHZ • 4 GB MEMORY (minimum) • 1 TB STORAGE (minimum) • 3 DEDICATED IPs • UNMETERED BANDWIDTH • FREE 1-YEAR SSL CERTIFICATE • APPROPRIATE DATA SECURITY

N. Provide 24/7 technical support during the generation of final business appointments schedule up to the release of business appointments to the buyers and sellers.

O. Phitex website should have a responsive web design adaptable to all screens and mobile devices

P. Documentation – appropriate system documents to quickly guide users through specific tasks

Q. MIS personnel training on how to upload / update / revise event information

R. The Phitex Website, Business Appointment Matching System and TPB Event Guide App and its source codes are owned by TPB. Source codes, applications and databases must be turned over to TPB and installed in the TPB server on or before the end of contract.

S. Renewal of registration of the 5 email using gmail domain names with a 1 year validity

- a. info_phitex@phitex.ph
- b. seller_phitex@phitex.ph
- c. buyer_phitex@phitex.ph
- d. projmgr_phitex@phitex.ph
- e. tour_phitex@phitex.ph

TIMELINE OF DELIVERABLES:

ACTIVITY	DATE
Phitex Website to go "LIVE"	23 July 2018
Phitex event details updated and available in the TPB Event Guide App	24 July 2018
Registration of Buyers & Sellers	24 July 2018
Registration to Post Tours	06 August 2018
Registration to Educational Seminars	06 August 2018
Pre-selection of Buyers and Sellers	31 July 2018 – 06 August 2018
Registration of 2 nd Seller delegate	07 August 2018

Close of registration of Buyers & Sellers	15 August 2018
Deadline for approval of buyers	15 August 2018
Generation of final business appointments schedule	15-21 August 2018
Generation of Reports	15 August 2018- onwards
Release of business appointments to buyers and sellers	22 August 2018
Directory of Buyers and Sellers – available for downloading	28 August 2018
Uploading of copy of Educational Speakers’ presentations	03 – 07 September 2018
Provide Customer Satisfaction Feedback Analysis Report for on-line registration and website interface	11 September 2018
MIS personnel training on how to upload / update / revise event information	11 September 2018
Uploading of Post Tours Gallery	11 September 2018- onwards
De-briefing, Accomplishment and Recommendations Report	24 September 2018
Maintenance of the Phitex 2018 Business website	20 July 2018 – 19 July 2019

(SUBJECT TO CHANGE)

QUALIFICATION OF BIDDER

1. Bidder must have at least three (3) years experience in web design development and system development
2. Bidder must have experience in developing a Business Appointment Matching System
3. Bidder must be knowledgeable in PHP java script, CMS and Wordpress

TECHNICAL ELIGIBILITY DOCUMENTS:

1. Company Profile and Technical Proposal
2. Valid Mayor’s permit / Business Permit
3. PhilGeps Registration Number
4. Income / Business Tax Return
5. Omnibus Sworn Statement
6. List of Government and Private Sector Clients
7. List of ongoing and completed projects within the past three (3) years similar or related to the requirements
8. List of personnel to be assigned to the project with their respective job description and work experience for the last three years

BUDGET COST : P500,000.00 (Inclusive of all applicable taxes)

TERMS OF PAYMENT :

15% of the total contract price - upon approval of timeline / gantt chart

20% of the total contract price - The following are in place on or before 31 July 2018 and upon submission of accomplishment report:

1.	Phitex Website is “Live”
2.	Phitex event details available in the TPB Event Guide App
3.	Registration of Buyers & Sellers
4.	Pre-selection of Buyers and Sellers

20% of the total contract price - The following are in place on or before 31 August 2018 and upon submission of accomplishment report:

1.	Registration to Post Tours
2.	Registration to Educational Seminars
3.	Pre-selection of Buyers and Sellers
4.	Registration of 2 nd Seller delegate
5.	Close of registration of Buyers & Sellers
6.	Generation of final business appointments schedule
7.	Generation of Reports
8.	Release of business appointments to buyers and sellers
9.	Directory of Buyers and Sellers – available for downloading

13% of the total contract price - The following are in place on or before 30 September 2018 and upon submission of accomplishment report:

1.	Uploading of copy of Educational Speakers’ presentations
2.	Provide Customer Satisfaction Feedback Analysis Report for on-line registration and website interface
3.	MIS personnel training on how to upload / update / revise event information
4.	Uploading of Post Tours Gallery
5.	De-briefing, Accomplishment and Recommendations Report

4% of the total contract price - for the remaining months (8 payments) until end of the one (1) year contract
Submission of report on Maintenance of the Phitex 2018 Business site

ADDITIONAL REQUIREMENTS:

Bidders will be required to make a presentation (maximum of 15 minutes) of their Plan Approach for the project. The winning bid must attain a hurdle rate of 80% based on the following set of selection criteria with their corresponding weight assignment:

Proposal	Weight
Technical Proposal	85%
Financial Proposal	15%

The bidder shall be advised on the Schedule of presentation.