

Request for Quotation

26 March 2019

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

Quotation No. TPB-PR.2019.03.281

PR No. 3.177 / Mar. 21, 2019

Requirements : WEBSITE UPDATE, HOSTING AND MAINTENANCE

Project Title : Website Update, Hosting and Maintenance of the It's More Fun in the Philippines Website

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	Website Update, Hosting and Maintenance of the It's More Fun in the Philippines Website Details: see Terms of Reference.		P350,000.00
Terms	30 days upon receipt of invoice		
ABC	Php 350,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **01 APRIL 2019** thru email at soc_torres@tpb.gov.ph or thru fax no. 02 526-5971, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

NILO C. ABON

Officer – In – Charge

Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

Contact No

525-93-18 loc. 246

soc_torres@tpb.gov.ph

Note: **All entries must be typewritten in your company letterhead.**

Price Validity shall be for a period of thirty (30) calendar days.

New Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. SEC/DTI Registration Certificate
2. Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Omnibus Sworn Statement
7. Income Tax Return

TERMS OF REFERENCE

PROJECT	WEBSITE UPDATE, HOSTING, AND MAINTENANCE OF THE <i>It's more fun in the Philippines</i> ® WEBSITE
OBJECTIVES	<p>To maintain the presence of the Philippines as one of the must-see and must-visit destination in Asia, while the new marketing website for the Philippines is being procured</p> <p>To promote the Philippines as a prime destination that offers world-class tourist facilities and products;</p>

QUALIFICATIONS FOR PROPONENTS

Proponent/s should be able to meet the following qualifications:

- A. Proponent must have been the third party developer contracted by BBDO | Proximity during the development of itsmorefuninthephilippines.com
- B. Proponent must have a minimum of three (3) year's experience in web design, development and/or web hosting.

SCOPE OF WORK / DELIVERABLES:

- A. PURCHASE OF DOMAIN NAME www.itsmorefuninthephilippines.com
Note: In the event that the domain name: itsmorefuninthephilippines.com is no longer available, alternative domain name is www.itsmorefuninthephilippines.ph
- B. WEBSITE MAINTENANCE
 1. Maintenance of the IMFITP and the Destination Website using WordPress
- C. MANAGED HOSTING
 1. Server hosting of the www.itsmorefuninthephilippines.com or www.itsmorefuninthephilippines.ph
 2. Duration: 6-month server hosting with the following specifications:
 - a. Server Type: Server Type A
 - b. Services Provided:
 - 2 Core PCU
 - 2 GB RAM
 - 40 GB SSD
 - 3 TB Bandwidth Allocation per month
 - c. Server Configuration:
 - Web hosting
 - Database hosting
 - Continuous updates of stable releases of Linux, Apache, PHP, MySQL
 - Daily execution of offsite-backup (once a day)

TOURISM PROMOTIONS BOARD PHILIPPINES

4F, Legaspi Towers 300, Roxas Blvd., corner P. Ocampo St., Malate, Manila 1004 Philippines
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- Perform escalation advise to TPB within 24 hours from incident during work days and 48 hours from incident during weekends and holidays
- Notify TPB for a need to upgrade existing server set-up, i.e. server upgrade due to need for more disk space
- d. Others:
 - Can be pre-terminated without penalties
 - Can be extended upon advise of TPB (cost of which will be an additional cost to TPB, depending on the number of months to be extended)

D. SOFTWARE MAINTENANCE WITH SERVICE LEVEL AGREEMENT (SLA)

1. Perform website code changes based on submitted problem reports from TPB
2. Apply website change requests based on TPB requirements – subject to allocated man-hours per month. This excludes content generation such as creating new logo, pictures, graphics, video, and text-based content
3. Full off-site support given a minimal man-hour allocation (40 hours) per month for six months from the date of the website re-launch
4. In excess of the monthly man-power allocation, a minimum of PhP750.00 per man-hour will be charged by the Proponent/Supplier to TPB

E. TIMELINE:

1. Phase 1: 4 weeks (or earlier) upon awarding of the Notice to Proceed
 - a. Content to include an updated layout and design for the following:
 - The Philippines Overview with animated Philippine Map
 - Where We Are
 - Climate
 - People
 - What the Traveler Must Know
 - Fast Facts:
 - Entry Regulation
 - Health Regulations
 - Medial Facilities
 - Customs Regulations
 - Foreign Exchange Regulations
 - Airport Facilities
 - Transportation (air, sea and land)
 - Terminal Fee/Departure Tax
 - Climate
 - Clothing
 - Time
 - Language
 - Government
 - Religion
 - Currency and Credit Cards

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- Business and banking Hours
- Communication Facilities
- Internet Facilities
- Drinking Water
- Driving License
- Electric Current
- Tipping
- Tourist Information
- Important Numbers
- Emergency Numbers
- Public Holidays

2. Phase 2: 3 weeks (or earlier) after the launch of Phase 1

Content: Updated Top Ten (10) Destinations per Region (Regions 1-13, CAR and ARMM)

Content template per destination

- General Description
- Getting Around
- Tourist Attractions
- Accommodation Facilities – DOT ACCREDITED
- Dining Facilities
- Entertainment Facilities
- Special Interests
- Shopping, Golf, Health & Wellness, Spelunking, Outdoor Activities, Bird Watching, Culinary, Diving, Sports etc.
- Museums and Art Galleries
- Convention and Exhibitions Facilities
- Travel Agencies – DOT ACCREDITED
- Library of Visuals
- Map – animated location map
- Brochures

Special Interests (per classification)

- Arts, Culture and Heritage
- Night Life and Entertainment
- Nature and Wildlife
- Sports and Adventure
- Health and Wellness
- Lifestyle and Leisure
- Long Stay [e.g. Retirement, Education, English as Secondary Language]

Dining

- Places to Dine
- Philippine Cuisine

Shopping



- Malls
- Bazaars
- Furniture, Accessories, Jewelry etc.

Accommodations – DOT ACCREDITED

- Hotels
- Resorts
- Home Stays
- Condotels
- Others

Meetings, Incentives, Conventions and Exhibitions (MICE)

Tour Packages (if any)

Content to be provided by DOT on Special Offers such as Family, Balikbayans, Christmas and other Holidays

Other Functionalities

- Links to Online Booking
- Mailing list
- News/Press Releases
- Search Engine within the site
- Links to Fan Page
 - Facebook, Twitter, Youtube etc.
 - Philippine Reviews/Blogs
 - Google Earth
- Links to the Department of Tourism Website
 - DOT Corporate Website – Link
 - TPB Corporate Page – to be created as part of this project
 - Attached Agencies Website – link
 - Overseas Offices Website – link
 - Regional Offices Website – link
- Image and Video Center/Gallery
 - Minimum of one thousand six hundred (1,600) photos and should be available in high resolutions
 - One (1) video Website region
- Feedback Mechanism Page
- Useful Information and Links Page (e.g. government sites and industry partners)
- Links to DOT Online Systems
 - Accreditation System
 - Tourism Investments System
 - Tourism Training System
- Downloadable Page – documents that will be made available to the public

APPROVED BUDGET COST: PHP350,000.00 inclusive of all government taxes

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