

TERMS OF REFERENCE

PROJECT : **PHILIPPINE M.I.C.E BUYERS INVITATIONAL (MICECONnect)
2019 BUSINESS SITE**

DATE : 21 – 28 October 2019

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 MICECON website to conform to the requirements of the MICECON 2019 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 upon receipt of the Notice to Proceed

SCOPE OF WORK :

- A. Registration/ renewal of the domain name, www.micecon.ph
- B. Re-design, host, update and maintain website.
- C. Improve the on-line Registration System for Buyer and Seller delegates.
- D. Improve the existing Business Appointment Matching System between buyer and seller delegates 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 a maximum of 28 appointments for a one day period and another a maximum of 12 appointments for a half day period, with a total of 40 appointments.
- E. 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.).
- F. Provide an on-line Registration System of Post Tours Registration for Buyers.
- G. Send email blasts to participants.
- H. Upload the following: programme / tour schedules (for Buyses)/ executive reports / directory of buyers and sellers (for viewing of registered delegates only)/ photos and videos of the event
- I. Improve the existing Customer Satisfaction Feedback System.
- J. Provide a Quarterly Visitor Statistics – count of unique visits, pages/visits, average visit duration, percentage of new visits and Analytics/interpretation Report on the Visitor Statistics.
- K. MICECON 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 dedicated stand-alone high-capacity 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. MICECON 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 MICECON Website and Business Appointment Matching System 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 following six (6) G suite accounts with a 1-year validity:
- a. info@micecon.ph
 - b. registration@micecon.ph
 - c. tours@micecon.ph
 - d. sponsorships@micecon.ph
 - e. cacouncil@micecon.ph
 - f. csr@micecon.ph
 - g. And inclusion of one (1) additional G suite account with the same 1-year validity: buyers@micecon.ph
- T. After the 2019 MICECON, redesign the website in preparation for MICECON 2020

TIMELINE OF DELIVERABLES*:

ACTIVITY	DATE
MICECON Website to go "LIVE"	AUGUST 30, 2019
Registration of Buyers & Sellers	AUGUST 30, 2019 (if feasible)
MIS personnel training on how to upload / update / revise event information	After the registration goes live
Upload of Post Tour information for registration of Buyers to Post Tours	SEPTEMBER 16, 2019
Deadline for approval of buyers	OCTOBER 04, 2019
Pre-selection of Buyers and Sellers	OCTOBER 07, 2019
Close of registration of Buyers & Sellers	OCTOBER 16, 2019
Generation of computer-matched business appointments schedule	OCTOBER 17, 2019
Generation of Reports	SEPTEMBER - ONWARDS
Release of business appointments to buyers and sellers	OCTOBER 18, 2019
Directory of Buyers and Sellers – available for downloading	OCTOBER 18, 2019
Provide Customer Satisfaction Feedback Analysis Report for on-line registration and website interface	OCTOBER 25, 2019
Uploading of Post Tours Gallery	OCTOBER 29, 2019 – ONWARDS
De-briefing, Accomplishment and Recommendations Report	NOVEMBER 5, 2019
Submission of re-designed proposals for MICECON2020 website	October 21 – 25, 2019
Re-designed MICECON 2020 website goes live	November 15-30, 2019
Maintenance of the MICECON 2019 Business website	One (1) year from the start of the contract

(AS OF 29 JULY 2019)

*timeline subject to change per approval of the MICECON organizers

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 - Submission of the following:

	REQUIREMENTS	DATE
1.	Timeline & Gantt Chart. (To be approved by the MICECON Project Manager)	AUGUST 19, 2019
2.	At least 2 mock-up designs based on the theme	AUGUST 23, 2019

35% of the total contract price - The following are in place on or before the specified dates and upon submission of accomplishment report:

	REQUIREMENTS	DATE
1.	Upload of event information and application of web design	AUGUST 28-29, 2019 (before AUGUST 30, 2019)
2.	MICECON Website is "Live"	AUGUST 30, 2019
3.	Registration of Buyers & Sellers	AUGUST 30, 2019 (if feasible)
4.	MIS personnel training on how to upload / update / revise event information	After registration goes live
5.	Upload of Post Tour information for registration of Buyers to Post Tours	SEPTEMBER 16, 2019
6.	Generation of Reports	SEPTEMBER 2019 - ONWARDS

35% of the total contract price - The following are in place on or before specified dates and upon submission of accomplishment report:

	REQUIREMENTS	DATE
1.	Pre-selection of Buyers and Sellers	OCTOBER 07, 2019
2.	Close of registration of Buyers & Sellers	OCTOBER 16, 2019
3.	Generation of computer-matched appointments schedule	OCTOBER 17, 2019
4	Release of business appointments to buyers and sellers	OCTOBER 18, 2019
5.	Directory of Buyers and Sellers – available for downloading	OCTOBER 18, 2019
6.	Provide Customer Satisfaction Feedback Analysis Report for on-line registration and website interface	OCTOBER 25, 2019
7.	Uploading of Post Tours Gallery	OCTOBER 29, 2019 - ONWARDS
8.	De-briefing, Accomplishment and Recommendations Report	NOVEMBER 5, 2019
9.	Submission of re-designed proposals for MICECON 2020 website	October 21 – 25, 2019
10.	Re-designed MICECON 2020 website goes live	November 15-30, 2019

15% of the total contract price - December 27, 2019

The following are submitted and implemented:

	REQUIREMENTS	DATE
1.	Accomplishment Reports	NOVEMBER 2019, DECEMBER 2019, JANUARY 2020, FEBRUARY 2020, MARCH 2020, APRIL 2020, MAY 2020 JUNE 2020 JULY 2020
2.	Maintain and ensure that the MICECON Website is up and running	Until the end of contract

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.

Tourism Promotions Board
RATING SHEET FOR TECHNICAL PROPOSAL
Date _____
TPB Board Room

Name of Project: RE-DESIGN, HOSTNG, UPDATING AND MAINTENANCE OF
THE 2019 MICECONnect BUSINESS SITE

CRITERIA		BIDDERS	
1.	Firm Experience and Capability (30 points) 1.1 Expertise in the field and manpower support to implement the project (20 points) 1.2 Quantity & quality of similar projects in past / present / future (10 points)		
2.	Plan of Approach and Methodology (55 points) 2.1 Creativity (visual appeal, design, organization/visual hierarchy) (15 points) 2.2 Usability (adaptable to all screens and mobile devices, ease of navigation, speed/load time) (15 points) 2.3 Security (site back-up and restoration, uptime and reliability, SSL certification and anti-spam/hack) (15 points) 2.4 Hosting package (bandwidth & diskspace) (10 points)		
3.	Help & Support (support quality, 24/7 support, staff training) (15 points)		
TOTAL		100%	

Signature : _____

Name : _____

Date : _____