

14 August 2019

REQUEST FOR QUOTATION

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

Quotation No. **TPB-PR 2019.08.719**

Requirements : Services of a Website Developer
Project : Philippines Hosting of MICECON 2019

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount(PhP)
1 lot	<p>Services of a Website Developer Project Duration: One (1) Year</p> <p><u>Scope of Work</u></p> <p>A. Registration/ renewal of the domain name, www.micecon.ph</p> <p>B. Re-design, host, update and maintain website.</p> <p>C. Improve the on-line Registration System for Buyer and Seller delegates.</p> <p>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.</p> <p>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.).</p> <p>F. Provide an on-line Registration System of Post Tours Registration for Buyers.</p>	500,000.00	500,000.00

- 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

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.

Please see attached Terms of Reference for the ff:

1. Timeline of deliverables
2. Qualification of bidder
3. Terms of payment

Terms	30 days upon receipt of invoice
Delivery	As stated
ABC	PhP500,000.00 inclusive of service charge and all applicable taxes

Please submit your **quotation and legal documents in a sealed envelope** not later than **20 August 2019, 5:00PM**, subject to the Terms and Conditions stated herewith and 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, addressed to the undersigned.

Thank you very much.

(Sgd.)

NILO C. ABON

Officer- In- Charge

Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Contact No

5259318 loc. 246 / 5257312

Note: All entries must be typewritten on 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. PhilGEPS Registration Number
2. Mayor/Business Permit Certificate
3. Income/Business Tax Return
4. Omnibus Sworn Statement
5. Company Profile