

Request for Quotation

25 November 2019

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

Quotation No. **TPB-RFQ 2019-11-1023**

PR No. **11.090**

Requirements: Development of TPB Corporate Website 2019 w/ Email and SMS Facility and Subscription of G Suite Basic Software License

Qty	Particulars	Estimated Cost
Lot 1	<p>Development of TPB Corporate Website 2019 w/ Email and SMS Facility and Subscription of G Suite Basic Software License</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Maintain TPB’s profile through digital presence; • Build a very responsive, interactive and effective tool to facilitate better transparency and information exchange and communication processes among members and stakeholders; • Create a restricted area for members only accessing valuable and fee-based information; and • Serve as a future revenue source for the corporation with online payment facility. <p>Duration of Task: One year upon issuance of the notice to proceed</p> <p>General Specifications:</p> <p>Specifically included as major requirements for this project are the following, to wit:</p> <p>A. WEBSITE</p> <ol style="list-style-type: none"> 1. The site must be dynamic and interactive and should allow easy information update; the update process should not require specialized skills on web development. 2. The layout and pages are in accordance with an agreed content structure – and will provide easy maintenance capability to update news, articles, and pictures. 3. The website must have a web interface for the following: <ol style="list-style-type: none"> I. Maintenance of the home page and other sections. The interface will allow for deletion, addition or editing of new programs on the home page or other pages. II. On-line Registration System for programs, trainings, seminars, conferences, and events. 	PhP1,000,00 0.00

	<p>The web interface should:</p> <ul style="list-style-type: none"> - Allow users to fill in pre-defined registration form suitable for trainings / seminar / conference as applicable - Allow users to purchase online using gateway payment facility - The web interface should be adaptable to all forms of mobile devices allowing users access to information of each event. - Provide the client with a protected web page for viewing registered participants. - Advertise banner ads/pop-up messages for promotional campaign <p>4. Content – Sitemap</p> <p>A. Home - VISUALS</p> <p>B. About Tourism Promotions Board</p> <ol style="list-style-type: none"> 1. COO’s Corner 2. Mandate 3. Mission and Vision 4. Core Values 5. Organizational Chart 6. Key Officials 7. Board of Directors 8. Tourism Act of 2009 9. Annual Reports 10. Accolades <p>C. Tourism Branding Campaign</p> <p>D. Travel Trade</p> <p>E. Meetings, Incentives, Conventions and Exhibitions</p> <p>F. Business Investments</p> <p>G. Business Ventures</p> <p>H. One Stop Shop (Merchandising with payment facility)</p> <p>I. Online Payment</p> <p>J. Membership</p> <p>K. Business Tourism Activities and Events</p> <p>L. Media Releases / Publications</p> <p>M. Invitation to Bid</p> <p>N. Citizen’s Charter</p> <p>O. Transparency Seal</p> <p>P. GCG Requirements</p> <p>Q. Corporate Governance Seal</p> <p>R. Career Opportunities</p> <p>S. Freedom of Information (FOI)</p> <p>T. FAQs</p> <p>U. Useful Links</p> <p>V. E-newsletter</p> <p>W. Contact Us</p> <p>X. Feedback</p> <p>Y. Visitor Counter</p> <p>Z. Sitemap</p>	
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B. Training / Technology transfer

Documentation and Training: The Consultant will develop electronic and hardcopy documentation for all aspects of the administration of the TPB Corporate website and provide appropriate training to relevant MIS stakeholders. This will include on-the-job support and handholding (including in-person, telephone and on-line support), as well as formal courses at regular intervals throughout this assignment.

C. Dedicated Website Hosting and Maintenance for a period of 1 year. High-capacity dedicated server to have the following minimum specifications:

SPECIFICATIONS OF DEDICATED SERVER
<ul style="list-style-type: none">• 4 CPU CORES @3.1 GHZ• 16 GB MEMORY• 2 TB STORAGE• 3 DEDICATED IPs• UNMETERED BANDWIDTH• FREE 1-YEAR SSL CERTIFICATE• APPROPRIATE DATA SECURITY• CentOS 6 only• With Cpanel• Patching• Security

D. Content Management System

1. The Web site should be developed with a user-friendly content management system at the back-end.
2. Access to the content management system should be provided to appropriate TPB personnel.

E. Backups and Security

1. Hosting agreements for the Web site should include an appropriate service level agreement to ensure minimal downtime.
2. Monthly maintenance of the Web site, Database, Payment facility and Image Bank should include regular backups.
3. Appropriate security measures shall be taken to secure the Web host and all social media properties against unauthorized intrusion.

F. Ownership

The TPB website and its source codes are owned by TPB. Source codes and applications must be clearly defined by the client. Source codes and applications must be turned over to TPB and installed in the TPB server at the end of contract.

G. E-mail Services

Renewal of the existing Gsuite Accounts broken down as follows:

- 175 Gsuite Accounts (Basic Plan) for a 1 year validity
- 5 Gsuite Accounts (Business Plan) for a 1 year validity

Provision of additional Gsuite Accounts upon requests from TPB.

	<p>H. TPB Event Guide App and SMS (Short Message Service) Credits</p> <p>The winning supplier shall host and manage the TPB Event Guide App and SMS Facility and provide SMS credits of 20,000 text credits. All unused SMS credits for CY 2019 will be carried over to the next year.</p> <p>I. Reporting</p> <p>The winning supplier should provide a Quarterly report on the site covering the following:</p> <ol style="list-style-type: none"> 1. Quarterly Visitor statistics - count of unique visits, pages/visits, average visit duration, percentage of new visits, etc. 2. Analytics / Interpretation Report on the Visitor Statistics and provide recommendations 3. Outpost performance using available tools 4. Monthly Accomplishment Report <p>J. Other Features</p> <p style="text-align: center;">TPB Website should have a responsive web design adaptable to all screens and mobile devices.</p> <p>Note: For the deliverables, please refer to the attached document for particulars.</p>	
Terms	30 days upon receipt of invoice	
Delivery	15 days after received P.O	
ABC	PhP1,000,000.00 inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 05:00 p.m on **29 November 2019, in a sealed envelope**, 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.

Sgd.
ROSELLE D. ROMERO
Acting Head
Procurement and General Services Division

Contact Person **FARHAN M. AMBIONG**
Contact No 525-9318 loc 208

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

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

1. *SEC/DTI Certificates*
2. *Business or Mayor`s Permit/Certification*
3. *Annual Income Tax Return for 2019*
4. *Company Profile*
5. *PhilGEPS Certificate/Membership*
6. *Notarized Omnibus Sworn Statement*

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued], [place issued]*

IBP No. _____ *[date issued], [place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____