

Request for Quotation

2 March 2020

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

Quotation No. **TPB-RFQ 2020-03-098**

PR No. **2.081**

Project Title: Philippine Travel Exchange (PHITEX) 2020

Requirements: Re-Design, Hosting, Updating and Maintenance of the 2020 PHITEX Business Site

Qty	Particulars	Estimated Cost
Lot 1	<p>Business Site for the Philippine Travel Exchange 2020 on 1 – 9 September 2020</p> <p>Requirement:</p> <p>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, and to conform to the requirements of the PHITEX 2020 Business Site. The website shall primarily contain the event details, online registration and generate the required reports and business appointments between buyers and sellers.</p> <p>Duration of Engagement:</p> <p>The engagement of the Web and service provider of the PHITEX 2020 Business site will start from the date of acceptance of the approved Notice to Proceed (NTP) until all deliverables have been complied with but should not exceed 31 December 2020.</p> <p>Scope of Work:</p> <ul style="list-style-type: none"> A. Re-design, host, update and maintain website. B. Improve the on-line Registration System for Buyer and Seller delegates. C. 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 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. 	<p>PhP500,000. 00</p>

- 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. 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 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 as well as during occurrences of technical issues on accessibility of the website and on-line registration.
- 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 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 domain name **phitex.ph** – 1 year validity
- T. Renewal of registration of the following five (5) G suite accounts 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
- U. Coordination with the existing website provider on the transfer of the credentials and domain website and hosting.

Timeline of Deliverables:

ACTIVITY	DATE
<ul style="list-style-type: none"> • Registration of the Domain name “phitex.ph” 	06 April 2020
<ul style="list-style-type: none"> • Renewal of registration of the (5) PHITEX G-suite Accounts with a 1 year validity 	06 April 2020

Timeline of Deliverables:

ACTIVITY	DATE
• PHITEX Website to go "LIVE"	08 April 2020
• Registration of Buyers & Sellers (1st Seller Delegate)	08 April 2020
• Registration of 2 nd Seller delegate	15 April 2020
• Registration to Post Tours	18 May 2020
• Registration to Educational Seminars	18 May 2020
• Close of registration of Buyers & Sellers	16 June 2020
• Deadline for approval of buyers	30 June 2020
• Generation of final business appointments schedule	15 July 2020
• Generation of Reports	16 July 2020
• Provide Customer Satisfaction Feedback Analysis Report for on-line registration and website interface	16 July 2020
• Directory of Buyers and Sellers – available for downloading	30 July 2020
• Release of business appointments to buyers and sellers	10 August 2020
• MIS personnel training on how to upload / update / revise event information	15 August 2020
• Uploading of copy of Educational Speakers' presentations	14 September 2020
• De-briefing, Accomplishment and Recommendations Report	14 September 2020
• Uploading of Post Tours Gallery	28 September 2020
• Maintenance of the PHITEX 2020 Business website	Upon acceptance of the approved Notice to Proceed until all deliverables have been complied with but should not exceed 31 December 2020

Note: (Schedule may 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. Notarized Omnibus Sworn Statement
6. List of Government and Private Sector Clients (a must submitted)
7. List of ongoing and completed projects within the past three (3) years similar or related to the requirements (a must submitted)
8. List of personnel to be assigned to the project with their respective job description and work experience for the last three years (a must submitted)

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 PHITEX Activities Manager)	April 06, 2020
2.	3 Mock-up designs based on the theme	April 06, 2020

45% 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.	Registration of domain name phitex.ph	April 06, 2020
2.	Phitex Website is “Live”	April 08, 2020
3.	Registration of the 5 Phitex Gsuite Accounts – with a 1 year validity	April 08, 2020
4.	Registration of Buyers & Sellers	April 08, 2020
5.	Registration of 2 nd Seller delegate	April 16, 2020
6.	New design of Phitex website is applied	April 20, 2020
7.	Registration to Post Tours	May 18, 2020
8.	Registration to Educational Seminars	May 18, 2020
9.	Close of registration of Buyers & Sellers	June 16, 2020
10.	Generation of final business appointments schedule	July 15, 2020

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

	REQUIREMENTS	DATE
1.	Generation of Reports	July 16, 2020
2.	Directory of Buyers and Sellers – available for downloading thru QR code	July 30, 2020
3.	Release of business appointments to buyers and sellers	August 10, 2020
4.	MIS personnel training on how to upload / update / revise event information	August 15, 2020
5.	Uploading of copy of Educational Speakers' presentations	September 14, 2020

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

	REQUIREMENTS	DATE
1.	Provide Customer Satisfaction Feedback Analysis Report for on-line registration and website interface	July 16, 2020
2.	De-briefing, Accomplishment and Recommendations Report	September 14, 2020
3.	Uploading of Post Tours Gallery	September 28, 2020

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 **85%** based on the presentation.

Note: The bidder shall be advised on the Schedule of presentation.

Below is the formulated Rating Sheet for Technical Proposal. Please be guided accordingly.

Tourism Promotions Board RATING SHEET FOR TECHNICAL PROPOSAL (For Bidder/s` reference)	
Name of Project: RE-DESIGN, HOSTNG, UPDATING AND MAINTENANCE OF THE 2020 PHITEX BUSINESS SITE	
CRITERIA	
1.	Firm Experience and Capability (30%) 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%) 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 (bandwith & diskpace) (10 points)
3.	Help & Support (support quality, 24/7 support, staff training) (15%)
Total	100%
Signature	: _____
Name	: _____
Date	: _____
Terms	30 days upon completion of all deliverables required in TOR and receipt of invoice
Delivery	Refer to the TOR Schedule of Delivery
ABC	Php500,000.00 inclusive of all applicable taxes

The last day for submission of **quotation** is not later than 05:00 p.m. on **6 March 2020, 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.

ELOISA A. ROMERO
 Administrative Officer V

Procurement and General Services Division

Contact Person **FARHAN M. AMBIONG**
Contact No 8 525-9318 local 268

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 (valid)*
2. *Business or Mayor`s Permit/Certification (valid)*
3. *Annual Income Tax Return (2019)*
4. *Company Profile*
5. *PhilGEPS Certificate/Membership (valid)*
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 _____

