Request for Quotation

29 June 2020

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

Quotation No. TPB-PR.2020.06.195
PR No. 6.038   IPD Phitex 2020 / 18 June 2020

Requirements : SERVICES OF VIRTUAL PLATFORM DEVELOPER FOR VIRTUAL PHITEX 2020

Project Title   : 19th PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2020

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	TPB needs services of an experienced **ICT Company for the Virtual Event Platform** to create, capture and develop a web virtual event platform made for the public audience with the aim to create engaging, creative and interactive virtual event. **I. COMPONENTS OF PHITEX, VIRTUAL EDITION** 1. 2-day Travel Exchange 2. Five Webinars 3. Four Interviews 4. Two roundtable discussions 5. Speed networking sessions 6. Online games 7. Surveys 8. Opening and closing receptions 9. Virtual tours 10. Videos-on-demand 11. Philippines 360 **II. SCOPE OF SERVICES** **A. PROVISION OF AN ONLINE PLATFORM TO INCLUDE ALL THE COMPONENTS SPECIFIED ABOVE.** **a. GENERAL REQUIREMENTS** 1. The design must have rich content, highly engaging, provides real-time interaction; 2. Must have one-on-one chat, and video calling facility on a real-time basis;	993,200.00	993,200.00

3. Exhibitors can upload their downloadable contents like e-brochures, business cards, videos, etc.;
4. Must have break-out rooms for webinars, discussions, online games, interviews;
5. Registration page for all users to include important profile information;
6. Recording options;
7. Interactivity/experiential options: chats, polls, questions, voting, etc.
8. Measurement: time in sessions, number of questions asked, click-through rate, attendee-to-registration ratio, etc.
9. Welcome video

b. VIRTUAL EVENTS & VIRTUAL MEETINGS PLATFORMS FEATURES

1. Log-in and onboarding **-** Seamless log-in and onboarding specifying interests and other details relevant to the event
    Three (3) login Mechanism, can log in through

    - Social Media
    - Custom Generated OTP (Email & SMS)
    - Customised OTP

2. Virtual Sessions ‑ An exhaustive view of the virtual event schedule for easy perusal. Attendees should be able to:
    a. Detailed track wise agenda
    b. Set reminders, favorite session and take notes on a session
    c. Download speaker presentations
    d. View speakers speaking at the sessions
    e. Join session icon – attendees can easily click on the icon and join the session virtually
    f. Attendees engagement during the virtual sessions such as asking questions, raising their hands, emoticons and chat panelist and to other attendees.

3. Session screening and Live Q&A, attendees can;
    a. Easily screen the entire session
    b. Live stream the entire session remotely and on demand after the session ended
    c. Can interact with other attendees and panelists present in the live session
    d. Can ask away all their questions through the Q&A feature
    e. Speakers can highlight the questions that they are answering in an ongoing session
    f. Can leave feedback on a session once the screening is over pertaining to the speaker

4. Attendee Networking - garnering networking amongst all attendees and to:
    a. View, search, filter and sort attendee list
    b. Bookmark an attendee to talk to them later
    c. Take notes on attendee profiles

| | | d. Set up meeting at available time slots of an attendee
e. Accept, reject and reschedule meetings
f. Platform suggests TOP 10 attendees that someone should meet
g. Chat with other attendees and speakers
5. Chat rooms
   a. attendees can do impromptu meetings by grabbing a chair at the networking lounge
   b. two (2) or four (4) people can be part of the meeting
   c. video pop up opens on the platform itself to facilitate in person video meetings
   d. table can be named to an exhibitor or a topic
6. Event News Feed - An exclusive event feed for your attendees to participate and create posts and polls & stay updated with event highlights. Added features such as:
   a. Post text, image, video and links
   b. Likes, comments on the posts
   c. Post offering or requirement where other attendees can show interest
   d. Create and participate in a poll
   e. Speakers can schedule Polls and trigger at different times
   f. Client can see who has voted for which answers
7. Contests / Games/ Entertainment Lounge – engage the attendees by hosting games to take your virtual conferences to another level
   a. Host an entry contest, best response contest and quiz contest
   b. Choose winners by yourself or allow attendees to choose a winner basis engagement
   c. Top engaging attendees are showcased on the app
   d. A prize can be awarded to an attended for a maximum engagement
8. Partners and Exhibitors – a thorough fame-up of all partners and exhibitors involved in the event.
   a. Partners and Exhibitors profile listings
   b. Categorise your partners & exhibitors
   c. Brochures & documents available for download
   d. View company website and socmed links
   e. Schedule meetings & chat with individuals from these companies
   f. Exhibitors' products & services can be displayed with relevant details
   g. Exhibitors can showcase their company & product videos via Youtube on their profile
9. Speaker Lounge
   a. Attendees can uncover speaker profile
   b. View speakers' details and all the sessions that the speaker will be speaking
   c. View and download speaker presentation
   d. Rate a speaker, bookmark them and take notes pertaining to the speaker
10. Analytics – analyse everything "Real-Time" happening across the | | |

events and make insightful decisions

11. Support - a Support Manager designated to the event for complete hand-holding in setting up the virtual event

B.   PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2020 WEBSITE
    a.   GENERAL REQUIREMENTS
2. Host, design, develop, test, implement, and maintain an interactive, appealing, and responsive website that will act as a virtual platform;
3. Appropriate rendering on mobile and tablet as well as to different web browsers;
4. Optimal website performance through the use of content management systems and other necessary modules/plug ins;
5. Easily maintainable and effective front end, middleware, and database code using best practice coding languages appropriate for the platform;
6. Provide accessible back-end support functionality for easy maintenance that should not require specialized skills on web development;
7. Must have appropriate network bandwidth capacity to allow interruption-free use of the platform.
8. Functional and well-optimized Search Engine Optimization;
9. Integrated cybersecurity measures to protect users and the data disclosed;
10. Infomercial showcasing all about Phitex.
    b.   KEY TASKS
1. The website layout and pages are in accordance with the agreed content structure
2. Improve the on-line Registration System for Buyer and Seller delegates.
3. Send mass email blasts to participants.
4. Provide (Survey) Customer Satisfaction Feedback System.
5. Provide a Monthly Visitor Statistics – count of unique visits, pages/visits, average visit duration, percentage of new visits and Analytics/interpretation Report on the Visitor Statistics.
6. Phitex website and its database must be regularly backed-up.
7. Provide appropriate security measures to secure the web host against unauthorized intrusion and ensure minimal downtime of the web site.
8. The Web site and database must be hosted on a dedicated stand-alone high-capacity server with the following minimum specifications:

SPECIFICATIONS OF DEDICATED SERVER

- On a CDN (Content Delivery Network)
- 4 CPU CORES @ 3.1 GHZ
- 16 GB MEMORY
- 5 TB STORAGE
- 3 DEDICATED IPs
- UNMETERED BANDWIDTH
- FREE 3-YEAR SSL CERTIFICATE
- APPROPRIATE DATA SECURITY
- Stack for Virtual Platform
- Guaranteed 99.99% uptime
- 90% Pagespeed Insight result

9. Provide 24/7 technical support
10. Documentation – appropriate system documents to quickly guide users through specific tasks
11. TPB personnel training on how to upload / update / revise content information
12. The Phitex Website 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.
13. Creation of Three (3) G suite accounts with a 1 year validity
14. Coordination with the existing website provider on the transfer of the credentials and domain website and hosting.

III. QUALIFICATION OF THE BIDDER / OTHER TECHNICAL REQUIREMENTS

1. Bidder must have been in operation for at least ten (10) years.
2. Bidder must be an ICT Company and have at least five (5) years of experience in providing and executing a Virtual Event platform and Web Design development.
3. Bidder must have had at least four (4) international projects hosting online B2B/B2C events, preferably in the travel trade.
4. Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs:

   · Project Manager (1 personnel)
   · Content Manager (1)
   · Graphic Designer (1)
   · Platform Developer (2)
   · Technical Support Team (2)

IV. APPROVED BUDGET OF THE CONTRACT (ABC):

Nine Hundred Ninety Three Thousand Two Hundred Pesos (PHP 993,200.00) inclusive of all applicable fees and taxes.

V. TERMS OF PAYMENT

PARTICULARS	AMOUNT

1. Timeline and Gantt Chart (approved by TPB)
2. Mock-up designs (based on the approved theme) for
    a. Virtual Event Platform
 	
    b. Website
 	
3. Presentation of three (3) proposed concepts / designs for virtual event platform and website
	40% of the total contract price

4. Acceptance and approval of design template for the Virtual Event Platform and Website	20% of the total contract price
5. Complete implementation of all approved deliverables (virtual event platform is running and the website must have been launched at this time) 6. Full completion of deliverables to TPB	40% of the total contract price

VI. ADDITIONAL REQUIREMENTS

Bidders will be required to make a presentation (maximum of 15 minutes) of their Plan Approach. The winning bid must attain a hurdle rate of 85% based on the following set of selection criteria with their corresponding weight assignment:

VII. CRITERIA FOR EVALUATION

Proposal	Weight
Technical Proposal	80%
Financial Proposal	20%

VIII. RATING GUIDE FOR TECHNICAL PROPOSAL

Technical Bid/Proposal Criteria and Rating (80% passing score)

CRITERIA	RATING	
I. Qualification of Personnel who may be Assigned to		**10%**

the Project					
Required qualifications and experience of the following key personnel in organizing Virtual events and Website development MICE, B2B events: · Project Manager (1 personnel) · Content Manager (1) · Graphic Designer (1) · Platform Developer (2) · Technical Support Team (2) Covering the suitability of the key staff to perform the duties of the particular assignments and general qualifications and competence including education and training of the key staff and similar projects handled by personnel (based on submitted CVs)					
II. Firm Experience and Capability		**20%**			
Experience of the firm in handling similar nature of work (20%) Bidder has presented evidence in developing virtual exhibition platforms and event websites whose quality is acceptable for PHITEX requirements.					
III. Plan Approach and Methodology		**70%**			
a. Functionality of the virtual event platform and website (ease of use, GUI -user friendly, visual appeal, design, organization/visual hierarchy) (30%)					
b. Usability (adaptable to all screens and mobile devices, SEO, ease of navigation, speed/load time) (15%)					
c. Hosting capability (CDN, bandwidth & disk space) (15%)					

	d. CyberSecurity (site back-up and restoration, uptime and reliability, SSL certification and anti-spam/hack) (10%)			
	TOTAL		**100%**	

Approved Budget for the Contract is inclusive of all applicable fees and taxes. The cost of items in the bid should be broken down. The winning bid shall be determined **based on the quality of the proposal with the most advantageous financial package cost**, provided that the amount of bid does not exceed the above mentioned approved budget. The deadline for submission of bids should be at time and place specified in the request for quotation (RFQ).

Contact Person:
Mr. Emmanuel Zarate
Technical Committee
Virtual Philippine Travel Exchange 2020
Email address: eman_zarate@tpb.gov.ph

Terms	30 days upon receipt of invoice
ABC	Php **993,200.00 i**nclusive of all applicable taxes

Please submit your quotation and legal documents not later than **08 July 2020, 5:00 P.M.** thru email at soc_torres@tpb.gov.ph or thru fax no. 02 8526-5971, 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.

(sgd)
ELOISA A. ROMERO
Head, Procurement and General Services Division

Contact Person	**SOCRATES G. TORRES**
Contact No	8525-93-18 loc. 266 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.

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

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