

10 August 2020

REQUEST FOR PROPOSAL (RFP)

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

RFP No. TPB-PR 2020.08.230

Requirement: Service Provider for the Management and Development of Tourism Promotions Board (TPB) Membership Website

| Quantity | Particulars | Estimated Unit Price (PhP) | Estimated Total Amount(PhP) |
|----------|--|----------------------------|-----------------------------|
| 1 Lot | <p>PR No. 8.005 DEVELOPMENT, DESIGN, WEB HOSTING, MAINTENANCE AND EMAIL/SMS SERVICES OF THE 2020 TPB MEMBERSHIP SITE</p> <p>OBJECTIVES:</p> <ol style="list-style-type: none"> 1. To build a more responsive, interactive and effective platform of the TPB Membership Program; 2. To increase the number of tourism establishments and stakeholders registering in TPB's Membership Program; 3. To better assist our TPB members in their marketing efforts, particularly during this period of pandemic and recovery thereafter; and 4. To strengthen collaboration and partnership with the private sector and tourism stakeholders. <p>GENERAL SPECIFICATIONS:</p> <p>Specifically included as major requirements for this project are the following:</p> | 830,000.00 | 830,000.00 |

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|--|--|--|--|
| | <ol style="list-style-type: none"> 1. WEBSITE 2. The site must be dynamic and interactive and should allow easy information update; the update process should not require specialized skills in web development. 3. The layout and pages are in accordance with an agreed content structure – and will provide easy maintenance capability to update news, articles, pictures, and infomercials. 4. The website must have a web interface as stated in the Terms of Reference <p>DELIVERABLES</p> <ol style="list-style-type: none"> 1. Content – Sitemap 2. Training / Technology transfer 3. Dedicated Website Hosting and Maintenance for a period of <u>1 year</u>. High-capacity dedicated server to have the minimum specifications as stated in the Terms of Reference 4. Content Management System 5. Backup and Security 6. Ownership 7. E-mail / SMS Services 8. Reporting 9. Pagespeed 10. SEO 11. Databases 12. Content Catalogue 13. Other features as stated in the Terms of Reference <p>QUALIFICATION OF BIDDER</p> <ol style="list-style-type: none"> 1. Bidders must have been in the ICT industry for at least five (5) years. 2. Bidders must have at least five (5) years of experience in website development | | |
|--|--|--|--|

| | <p>and maintenance, and well versed in SEO strategy.</p> <p>3. Bidders must have had at least three (3) projects developed with web portal capabilities.</p> <p>4. Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs:</p> <ul style="list-style-type: none">· Project Manager (1 personnel)· Content Manager (1)· Graphic Designer (1)· Web Developer (2)· SEO Specialist (1)· Technical Support Team (1) <p><i>*Note: Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables.</i></p> <p>Qualified Bidders will be required to make a presentation (maximum of 20 minutes) of their Plan Approach and Methodology (the date of the presentation will be on short notice). The winning bid must attain a hurdle rate of 85% based on the following set of selection criteria with their corresponding weight assignment:</p> <table><tr><th>Proposal</th><th>Weight</th></tr><tr><td>Technical Proposal</td><td>80%</td></tr><tr><td>Financial Proposal</td><td>20%</td></tr></table> <p>Please see attached Terms of Reference for the terms of payment, rating criteria and other details</p> | Proposal | Weight | Technical Proposal | 80% | Financial Proposal | 20% | | |
|--------------------|---|----------|--------|--------------------|-----|--------------------|-----|--|--|
| Proposal | Weight | | | | | | | | |
| Technical Proposal | 80% | | | | | | | | |
| Financial Proposal | 20% | | | | | | | | |
| Terms | As stated | | | | | | | | |
| Delivery | As stated | | | | | | | | |
| ABC | PhP830,000.00 inclusive of service charge and all applicable taxes | | | | | | | | |

Please submit your **proposal and legal documents** duly signed by your representative to email address *janet_villafranca@tpb.gov.ph* not later than **18 August 2020, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery.

Thank you very much.



ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Contact No

0995-0274187

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. PhilGEPS Registration Certificate
2. Mayor's/Business Permit
3. Income Tax Return Certificate
4. Omnibus Sworn Statement
5. Company Profile