

## Request for Quotation

04 August 2020

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

Quotation No. TPB-PR.2020.08.223

PR No. 6.038 PHITEX 2020

Requirements : SERVICES OF VIRTUAL PLATFORM DEVELOPER FOR VIRTUAL PHITEX 2020

Project Title : Philippine Travel Exchange (PHITEX) 2020

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p><b>19<sup>th</sup> PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2020, Virtual Edition</b>  <b>22-26 September 2020</b>  <b>Manila</b></p> <p>DELIVERY AND MANAGEMENT OF WEBSITE DEVELOPMENT AND VIRTUAL EVENTS PLATFORM FOR THE PHITEX 2020 VIRTUAL EDITION</p> <p><b>I. BACKGROUND</b></p> <p>PHITEX is the biggest government-organized travel trade event in the country first held in 1996. Patterned after the ASEAN Tourism Forum, this event hosts qualified international buyer delegates worldwide to participate in table-top business appointments with accredited Philippine tourism suppliers. Invited foreign participants are also given a chance to experience what the country can offer as a tourism destination during pre and post tours featuring key Philippine attractions and destinations.</p>	993,200.00	993,200.00

### TOURISM PROMOTIONS BOARD PHILIPPINES

4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines  
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	<p>Research reveals that 68% of business events have been cancelled or postponed due to the very recent COVID-19 pandemic. This has caused significant challenges for the tourism industry; digitization is one of the most effective ways to bridge us into the new normal.</p> <p>For the first time, TPB shall host PHITEX Virtual Edition. This online exhibition shall provide an opportunity to experience innovative ways of developing new business connections and update global buyers with the latest Philippine tourism offerings. In addition, it can maximize trackability where every registration, login, click, download and share, and other event tracking functionality has become easier than ever.</p> <p>TPB needs services of an experienced 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.</p> <p><b>II. COMPONENTS OF PHITEX, VIRTUAL EDITION</b></p> <ol style="list-style-type: none"> <li>1. 2-day Travel Exchange</li> <li>2. Five Webinars</li> <li>3. Four Interviews</li> <li>4. Two roundtable discussions</li> <li>5. Speed networking sessions</li> <li>6. Online games</li> <li>7. Trivia</li> <li>8. Surveys</li> <li>9. Opening and closing receptions</li> <li>10. Virtual tours</li> <li>11. Videos-on-demand</li> </ol> <p><b>III. SCOPE OF SERVICES</b></p> <p><b>A. PROVISION OF AN ONLINE PLATFORM TO INCLUDE ALL THE COMPONENTS SPECIFIED ABOVE.</b></p> <p><b>GENERAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. The design must have rich content, highly engaging, provides real-time interaction;</li> <li>2. Must have one-on-one chat, and video calling facility on a real-time basis;</li> <li>3. Exhibitors can upload their downloadable contents</li> </ol>		
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	<p>like e-brochures, business cards, videos, etc.;</p> <ol style="list-style-type: none"> <li>Must have break-out rooms for webinars, discussions, online games, interviews;</li> <li>Registration page for all users to include important profile information;</li> <li>Recording options</li> <li>Interactivity/experiential options: chats, polls, questions, voting, etc.</li> <li>Measurement: time in sessions, number of questions asked, click-through rate, attendee-to-registration ratio, etc.</li> <li>Welcome video</li> <li>Manage the website and virtual platform during for the duration of the Event</li> </ol> <p><b>B. PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2020 WEBSITE</b></p> <p><b>GENERAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>Host, design, develop, test, implement, and maintain an interactive, appealing, and responsive website that will act as a virtual platform</li> <li>Appropriate rendering on mobile and tablet as well as to different web browsers</li> <li>Optimal website performance through the use of content management systems and other necessary modules/plugin</li> <li>Easily maintainable and effective front end, middleware, and database code using best practice coding languages appropriate for the platform</li> <li>Provides accessible back-end support functionality for easy maintenance that should not require specialized skills on web development.</li> <li>Will have Appropriate network bandwidth capacity to allow interruption-free use of the platform.</li> <li>Functional and well-optimized Search Engine Optimization</li> <li>Integrated cybersecurity measures to protect users and the data disclosed</li> <li>Infomercial showcasing all about Phitex</li> </ol> <p><b>IV. DATE OF EVENT. 22-26 September 2020</b></p>		
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	<p><b>V. SCHEDULE OF DELIVERY OF SERVICES:</b> Delivery of services shall commence upon receipt of Notice to Proceed (NTP)</p> <p><b>VI. QUALIFICATION OF BIDDER</b></p> <ol style="list-style-type: none"> <li>1. Supplier must be an Events Management/Organizer, ICT, or any capable company, which must have been in business operation for at least three (3) years.</li> <li>2. Supplier must assign key personnel with relevant experience for the PROJECT, as follows: <ul style="list-style-type: none"> <li>· Project Manager (1 personnel)</li> <li>· Content Manager (1)</li> <li>· Graphic Designer (1)</li> <li>· Platform Developer (2)</li> <li>· Technical Support Team (2)</li> </ul> </li> </ol> <p><i><b>*Note:</b> may recommend additional personnel deemed fit for the team following the scope of work and deliverables.</i></p> <ol style="list-style-type: none"> <li>3. Bidder must accomplish the Technical Specifications correctly and accurately “Annex 1”</li> </ol> <p><b>VII. ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Must be registered in the Philippine Government Electronic Procurement System (PHILGEPS);</li> <li>2. Must submit a Company Profile</li> <li>3. Valid Mayor’s permit / Business Permit</li> <li>4. Income / Business Tax Return</li> <li>5. Omnibus Sworn Statement</li> </ol> <p><b>VIII.</b> Approved Budget for the Contract is in the amount of <b>993,200.00</b> inclusive of all applicable taxes.</p> <p><b>IX. TERMS AND CONDITIONS</b></p> <ol style="list-style-type: none"> <li>1. Bidders shall provide correct and accurate information required in this form.</li> <li>2. Bidders may quote for any or all the items.</li> </ol>		
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	<ol style="list-style-type: none"> <li>3. Price quotation/s must be valid for a period of <i>thirty (30) calendar days</i> from the date of submission.</li> <li>4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.</li> <li>5. Quotations exceeding the Approved Budget for the Contract shall be rejected.</li> <li>6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) that complies with the minimum technical specifications and other terms and conditions stated herein.</li> <li>7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.</li> <li>8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.</li> <li>9. The PHITEX Technical Committee shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.</li> <li>10. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.</li> <li>11. Payment shall be made after delivery of the services and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the supplier/contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor’s identified bank account. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor’s account.</li> <li>12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. TPB shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.</li> </ol> <p>Contact Person:</p>		
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Mr. Emmanuel Zarate  
 Technical Committee  
 Virtual Philippine Travel Exchange 2020  
 Email address: eman\_zarate@tpb.gov.ph

**ANNEX 1 (Form of Annex 1 attached)**

**TECHNICAL SPECIFICATIONS**

TECHNICAL SPECIFICATIONS	Statement of Compliance Bidders must state here either "Comply" or "Not Comply"
<b>SERVER REQUIREMENT</b> (minimum)	
On a CDN (Content Delivery Network)	
2 CPU CORES @ 3.1 GHZ	
8 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	
<b>VIRTUAL EVENTS PLATFORMS FEATURES</b>	
Log-in and onboarding Three (3) login Mechanism, can log in through - SocMed, - Custom Generated OTP (Email & SMS) - Customised OTP	
Virtual Sessions • Detailed track wise agenda • Set reminders, favorite session and take notes on a session	

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	<ul style="list-style-type: none"> <li>• Download speaker presentations</li> <li>• View speakers speaking at the sessions</li> <li>• Join session icon – attendees can easily click on the icon and join the session virtually</li> <li>• Attendees engagement during the virtual sessions such as ask questions,raise their hands, emoticons and chat panelist and to other attendees</li> </ul>			
	<p>Session screening and Live Q&amp;A, attendees can</p> <ul style="list-style-type: none"> <li>• Easily screen the entire session</li> <li>• Live stream the entire session remotely and on demand after the session ended</li> <li>• Can interact with other attendees and panelists present in the live session</li> <li>• Can ask away all their questions through the Q&amp;A feature</li> <li>• Speakers can highlight the questions that they are answering in an ongoing session</li> <li>• Can leave feedback on a session once the screening is over pertaining to the speaker</li> </ul>			
	<p>Attendee Networking - garnering networking amongst all attendees and can;</p> <ul style="list-style-type: none"> <li>• View , search, filter and sort attendee list</li> <li>• Bookmark an attendee to talk to them later</li> <li>• Take noyes on attendee profiles</li> <li>• Set up meeting at available time slots of an attendee</li> <li>• Accept, reject and reschedule meetings</li> <li>• Platform suggests TOP 10 attendees that someone should meet</li> <li>• Chat with other attendees and speakers</li> </ul>			
	<p>Chat rooms</p> <ul style="list-style-type: none"> <li>• attendees can do impromptu meetings by grabbing a chair at the networking lounge</li> <li>• two (2) or four (4) people can be part of the meeting</li> <li>• video pop up opens on the platform itself to facilitate in person video meetings</li> <li>• table can be named to an exhibitor or a topic</li> </ul>			
	<p>Event News Feed Feed - An exclusive event feed for your attendees to participate and create posts and polls &amp; stay updated with event highlights.</p>			

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	<p>Added features such as;</p> <ul style="list-style-type: none"> <li>• Post text, image, video and links</li> <li>• Likes, comments on the posts</li> <li>• Post offering or requirement where other attendees can show interest</li> <li>• Create and participate in an poll</li> <li>• Speakers can schedule Polls and trigger at different times</li> <li>• Client can see who has voted for which answers</li> </ul>			
	<p>Contests / Games – engage your attendess by hosting games to take your virtual conferences to another level</p> <ul style="list-style-type: none"> <li>• Host an entry contest, best response conteset and quiz contest</li> <li>• Choose winners by yourself or allow attendees to choose a winner basis engagement</li> <li>• Top engaging attendees are showcased on the app</li> <li>• A prize can be awarded to an attended for a maximum engagement</li> </ul> <p>Partners and Exhibitors – a thorough fame-up of all partners and exhibitor involved in the event.</p> <ul style="list-style-type: none"> <li>• Partners and Exhibitors profile listings</li> <li>• Categorise your partners &amp; exhibitors</li> <li>• Brochures &amp; documents available for download</li> <li>• View company website and socmed links</li> <li>• Schedule meetings &amp; chat with individuals from these companies</li> <li>• Exhibitors’ products &amp; services can be displayed with relevant details</li> <li>• Exhibitors can showcase their comoany &amp; product videos via Youtube on their profile</li> </ul>			

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	<p>Speaker Lounge</p> <ul style="list-style-type: none"> <li>• Attendees can uncover speaker profile</li> <li>• View speakers details and all the sessions that the speaker will be speaking</li> <li>• View and download speaker presentation</li> <li>• Rate a speaker, bookmark them and take notes pertaining to the speaker</li> </ul>			
	Analytics – analyse everything “Real-Time” happening across the events and make insightful decisions			
	Support - a Support Manager designated to the event for complete handholding in setting up the virtual event			
	<b>PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2020 WEBSITE FEATURES</b>			
	Infomercial - landing page for the Phitex website			
	Optimal website performance through the use of content management systems and other necessary modules/plugin			
	Easily maintainable and effective front end, middleware, and database code using best practice coding languages appropriate for the platform			
	Appropriate rendering on mobile and tablet as well as to different web browsers			
	Provides accessible back-end support functionality for easy maintenance that should not require specialized skills on web development			
	Will have Appropriate network bandwidth capacity to allow interruption-free use of the platform.			
	Functional and well-optimized Search Engine Optimization Integrated cybersecurity measures to protect users and the data disclosed			
	Improve the on-line Registration System for Buyer and Seller delegates			
	Send mass email blasts to participants.			
	Provide (Survey) Customer Satisfaction Feedback System.			
	Provide a Monthly Visitor Statistics / Analytics			
	Content and database must be regularly backed-up			

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	Provide 24/7 technical support			
	Documentation – appropriate system documents to quickly guide users through specific tasks			
	TPB personnel training on how to upload / update / revise content information			
	Provides three (3) G suite accounts with a 1 year validity			
	Appropriate rendering on mobile and tablet as well as to different web browsers			
	Host, design, develop, test, implement, and maintain an interactive, appealing, and responsive website that will act as a virtual platform			
	<p><b>C. OTHER REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>Bidder must undertake a technical dry-run at least <b>14 calendar days</b> prior to the implementation of the Event.</li> <li>Bidder shall coordinate with the PHITEX Technical Team Committee</li> <li>Assign key personnel with relevant experience for the PROJECT</li> </ol> <ul style="list-style-type: none"> <li>Project Manager (1 personnel)</li> <li>Content Manager (1)</li> <li>Graphic Designer (1)</li> <li>Platform Developer (2)</li> <li>Technical Support Team (2)</li> </ul>			
<p>I hereby certify to comply and deliver all of the above requirements.</p>				
<p>_____</p> <p>Name of Company</p>	<p>_____</p> <p>Signature over Printed Name of the authorized representative</p>	<p>_____</p> <p>Date</p>		

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Terms	30 days upon receipt of invoice		
ABC	Php <b>993,200.00</b> inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **10 August 2020, 8:00 A.M.** thru email at [soc\\_torres@tpb.gov.ph](mailto: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
7. Income Tax Return

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