

29 September 2020

### REQUEST FOR PROPOSAL (RFP)

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

**RFP No. TPB-PR 2020.09.302**

**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><b>PR No. 9.041 DEVELOPMENT, DESIGN, WEB HOSTING, MAINTENANCE AND EMAIL/SMS SERVICES OF THE 2020 TPB MEMBERSHIP SITE</b></p> <p><b>OBJECTIVES:</b></p> <ul style="list-style-type: none"> <li>● To build a more responsive, interactive and effective platform of the TPB Membership Program;</li> <li>● To increase the number of tourism establishments and stakeholders registering in TPB's Membership Program;</li> <li>● To better assist our TPB members in their marketing efforts, particularly during this period of pandemic and recovery thereafter; and</li> <li>● To strengthen collaboration and partnership with the private sector and tourism stakeholders.</li> </ul> <p><b>GENERAL SPECIFICATIONS:</b></p> <p>Specifically included as major requirements for this project are the following:</p> <p><b>A. WEBSITE</b></p> <ol style="list-style-type: none"> <li>1. The site must be dynamic and interactive and should allow easy information update; the update process should not require specialized skills in web development.</li> </ol>	630,000.00	630,000.00

2. 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.
3. The website must have a web interface as stated in the Terms of Reference

**DELIVERABLES**

1. Content – Sitemap
2. Training / Technology transfer
3. Dedicated Website Hosting and Maintenance. 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

**QUALIFICATION OF BIDDER**

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 and maintenance, and well versed in SEO strategy.
3. Bidders must have had at least three (3) projects developed with web portal capabilities.
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)
  - Web Developer (2)
  - SEO Specialist (1)
  - Technical Support Team (1)
- \*Note: Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables.*

**ELIGIBILITY REQUIREMENTS:**

1. List of all its ongoing and completed government and private contracts within the past **three (3) years** whether similar or not related to the requirements
2. List of personnel to be assigned to the project with their respective job description and work experience for the last **three (3) years**

**TERMS OF PAYMENT**

Full payment upon completion of the project and upon final user-acceptance of the project.

**PROJECT DURATION**

The work shall commence from the date of receipt of Notice to Proceed until 31 December 2020

**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:**

Proposal	Weight
Technical Proposal	80%
Financial Proposal	20%

**Please see attached Terms of Reference for the terms of payment, rating criteria and other details**

Terms	As stated
Delivery	As stated
ABC	PhP630,000.00 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 **05 October 2020, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery.

Kindly ensure that the subject title of your email is in this format: **TPB Membership Website\_<company name>** for easy identification of emails.

Thank you very much.



**ELOISA A. ROMERO**

Head, Procurement and General Services Division

Contact Person

JANET G. VILAFRANCA

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