

12 July 2021

REQUEST FOR PROPOSAL (RFP)

The **TOURISM PROMOTIONS BOARD (TPB)** invites you to submit proposal for the requirements listed below:

RFP No. TPB-PR 2021.07.250

Requirement: Web Development, Hosting, and Management of the TPB Motorcycle Tourism Program

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p>Scope of Services</p> <p>A. Design and development of the website based on the specifications provided</p> <ol style="list-style-type: none"> 1. Creating the basic lay-out and design of the website /microsite 2. Technically optimized and mobile-friendly website. <p>B. Management and maintenance of the website</p> <ol style="list-style-type: none"> 1. Research and Content Management System 2. Grouping information for a smooth user experience e.g. site map etc. 3. Dedicated Researchers, Editors and writers until 31 December 2021 4. Support Email Blast and SMS messaging for an announcement of the event. 5. Training and transfer of technology 6. Provide the on-line Registration System for TPB project initiatives 7. Back-up and Recovery <p>C. Free hosting of website for one (1) year</p> <p><i>Please see attached Terms of Reference for the general specifications and deliverables</i></p>	1,000,000.00	1,000,000.00

Eligibility Documents

1. SEC registration and Articles of Incorporation, DTI, or CDA registration, whichever is applicable.
2. Submit a list of ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid within the last five (5) years from the opening of proposal.

The list shall include the name of the contract and brief description of the consulting services, the client, date of award of contract, amount of contract, contract duration.

The contract awarded must be supported with a copy of the contract/PO, Notice of Award, Notice to Proceed, or Certificate of project completion, whichever is applicable.

3. CV of the Key personnel using the TPF6 Form. The document to be submitted need not be notarized

Legal Documents

1. PhilGEPS Registration Certificate
2. Mayor/Business Permit
3. Latest Business/ITR Certificate
4. Omnibus Sworn Statement
5. Company Profile

Criteria for Evaluation

Proposal	Weight
A. Technical Proposal	80%
B. Financial Proposal	20%

Technical and Financial Proposals Criteria and Rating (80% Passing Score)

Eligible Bidders shall be required to prepare a 20-minute presentation of their proposal, the date of the presentation will be on short notice.

	Attachments: <ol style="list-style-type: none"> 1. Terms of Reference 2. TPF6 Form 3. Revised Omnibus Sworn Statement Note: <ol style="list-style-type: none"> 1. All entries must be typewritten in your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	As stated		
Delivery	As stated		
ABC	PhP1,000,000.00 inclusive of applicable taxes		

Please submit your **proposal** together with the **eligibility and legal documents** enumerated above to email address **bac_sec@tpb.gov.ph/janet_villafranca@tpb.gov.ph** not later than **21 July 2021, until 5:00pm.**

The **submission of the proposal and other documents shall be in one (1) compressed file folder, any submission not in this format shall not be considered.** For easy identification of email, the subject shall be in this format: **Motorcycle Tourism Website_<Company Name>**

Thank you very much.

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person
Email:

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