

REQUEST FOR QUOTATION

21 March 2022

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

Quotation No. TPB-PR.2022.03.091

PR No. 3.037

REQUIREMENTS: WEB HOSTING AND MAINTENANCE SERVICE FOR THE TOURISM PROMOTIONS BOARD (TPB)'S CORPORATE WEBSITE

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p style="text-align: center;">WEB HOSTING AND MAINTENANCE SERVICE FOR THE TPB'S CORPORATE WEBSITE</p> <p>1. DURATION: April 01 to December 31, 2022</p> <p>2. OBJECTIVES</p> <p>2.1. Improve the TPB's digital presence and market through the Corporate Website</p> <p>2.2. Avail web hosting and maintenance services to ensure accessibility, performance, updating, and security of the Corporate Website</p> <p>3. BIDDER QUALIFICATIONS</p> <p>3.1. At least five (5) years of experience in website development and maintenance, and well versed in SEO strategy</p> <p>3.2. Knowledgeable in PHP, JavaScript, and WordPress</p> <p>3.3. Licensed ICT company for at least five (5) years</p> <p>3.4. Key personnel involved in the project must have a minimum of</p>	PhP950,000.00	PhP950,000.00

	<p>three (3) years of relevant experience supported by CVs:</p> <ul style="list-style-type: none"> 3.4.1. Project Manager (1 personnel) 3.4.2. Content Manager (1) 3.4.3. Graphic Designer (1) 3.4.4. Web Developer (2) 3.4.5. SEO Specialist (1) 3.4.6. Technical Support Team (1) <p>4. TECHNICAL SPECIFICATIONS</p> <ul style="list-style-type: none"> 4.1. Dedicated Web Server 4.2. 4 cores, 3.1 GHz processor 4.3. 16 GB memory 4.4. 2 TB storage capacity 4.5. 3 dedicated IP addresses 4.6. Unmetered bandwidth 4.7. 3-year SSL certificate <p>5. BIDDER RESPONSIBILITIES</p> <ul style="list-style-type: none"> 5.1. Conduct regular vulnerability testing and security audit. Deploy updates and security patches as needed to ensure the security and integrity of the corporate website (web server, database, CMS, addons, modules, etc.). Document and communicate to the TPB the security assessment and activities made. 5.2. Conduct performance tweaks and optimizations to ensure optimal load speeds, compatible with desktop and mobile web versions of Firefox, Chrome, Edge, and Safari, and adaptive to desktop and mobile screens. 5.3. Adopt and implement Search Engine Optimizations (SEO) to ensure favorable website ranking in search engines 		
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	<p>5.4. Provide and submit reports</p> <p>5.4.1. Quarterly Visitor statistics - count of unique visits, pages/visits, average visit, duration, percentage of new visits, etc.</p> <p>5.4.2. Analytics / Interpretation Report on the Visitor Statistics and provide recommendations</p> <p>5.4.3. Outpost performance using available tools</p> <p>5.4.4. Incident reports – within the next business day of the incident</p> <p>5.4.5. Monthly Accomplishment Report</p> <p>5.5. Conduct monthly website backups (database, CMS, etc.) and handle the proper archiving of the backups</p> <p>5.6. Resolve issues that may arise (i.e., DDOS attacks)</p> <p>5.7. Provide training on the use of the WordPress CMS for end-users and content managers</p> <p>5.8. Develop electronic and hardcopy documentation for all aspects of the administration of the corporate website and provide appropriate training to relevant TPB personnel. This will include on-the-job support and handholding (including in-person, telephone, and online support), as well as formal courses at regular intervals throughout this assignment</p>		
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	<p>5.9. Add, edit, or delete webpages/modules/contents as may be requested by the TPB</p> <p>5.10. Provide back-end management and support for the PH Travel RT-PCR Subsidy for Qualified Domestic Travel Project and other TPB projects that may be incorporated in the TPB Corporate Website</p> <p>5.11. Renew the CDN Business Plan for a period of four (4) months – September to December 2022</p> <p>5.12. Endorse admin access to the website (cPanel, CMS, database, etc.) to the designated MISD Personnel.</p> <p>5.13. Upgrade/update the website as may be required by the Department of Information and Communications Technology (DICT)</p> <p>5.14. Coordinate with the existing website hosting and maintenance provider on the transfer of the credentials and domain website and hosting</p> <p>5.15. It shall be understood that the corporate website and its source codes are owned by the TPB. Source codes and applications must be clearly defined by the client. Source codes and applications must be turned over to TPB and installed in the TPB server at the end of the contract</p> <p>6. TECHNICAL ELIGIBILITY DOCUMENTS:</p> <p>6.1. List of Government and Private Sector Clients for the last three (3) years</p>		
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	<p>6.2. List of ongoing and completed projects within the past three (3) years similar or related to the requirements</p> <p>6.3. List of personnel to be assigned to the project with their respective job description and work experience for the last three (3) years.</p> <p><i>*Attached is the Terms of Reference (TOR)*</i></p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP950,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis_lee@tpb.gov.ph** not later than **28 March 2022 on or before 1700H**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

1. Mayor's Permit/ License 2022
2. Income/Business Tax Return
3. Company Profile/ Reference
4. PhilGEPs Certificate
5. Omnibus Sworn Statement

Thank you very much.

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

(MISS) GENESIS WEIYN B. LEE

Note: **All entries must be typewritten on your company letterhead.**

Price Validity shall be for a period of thirty (30) calendar days.