

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

PROJECT: ENHANCEMENT, WEB HOSTING MAINTENANCE AND MIGRATION FOR 2023 TPB MEMBERSHIP WEBSITE (PR No. 10.070)

Quotation No. TPB-PR.2022.10.390

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification]

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	<p>GENERAL SPECIFICATIONS:</p> <p>Specifically included as major requirements for this project are the following:</p> <p>A. WEBSITE</p> <ol style="list-style-type: none"> 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. 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 for the following: <ol style="list-style-type: none"> i. Maintenance of the home page and other sections. The interface will allow for deletion, addition, or editing of new content on the home page or other pages. ii. Online Registration System (New and Renewal applications) for TPB Membership and portal for Registered TPB Members 	

	<p>iii. Upload function for members to submit their products/services/packages to be featured on the website upon review and approval.</p>	
2	<p>DELIVERABLES</p> <ol style="list-style-type: none"> 1. Content – Sitemap (<i>minimum</i>) <p>TPB Membership Homepage</p> <ol style="list-style-type: none"> A. Home – VISUALS B. Online Application (improved process/system for new and renewal; privacy policy) C. Directory of Members D. Activities E. Membership Bulletin F. How to Join G. Who can become a member? H. Members’ Benefits (Visible according to category: paying and non-paying) I. Availment of Benefits (Visible according to category: paying and non-paying) J. Login K. Contact Us L. Leave a Message M. Other functions - Automated email acknowledgement on submitted applications, automated email notification for approval of new application <p>Member’s Portal and Back-end</p> <ol style="list-style-type: none"> N. Announcement O. My Account P. Change Password Q. Edit Information R. My Activities S. Surveys T. E-library with conforme on the dialogue box U. Calendar of Events V. Catalog of collaterals W. Submission of featured package/s with time duration X. Automated reminder/notification on expiring membership Y. Automated email notification on approval of “edit profile” 	

	<p>Z. Email Marketing communication software (for all registered email addresses; unlimited credits) with scheduled sending function</p> <p>AA. Automated SMS marketing with SMS credits amounting to 100,000 (with scheduling functioning)</p> <p>BB. Export of data</p> <p>CC. Email and SMS delivery report/status</p>			
3	<p>2. Training / Technology transfer</p> <p>Documentation and Training: The bidder will develop electronic and hardcopy documentation for all aspects of the administration of the TPB Membership website and provide appropriate training to relevant TPB personnel. This will include on-the-job support and handholding (including in-person, telephone and on-line support), as well as formal courses at regular intervals throughout this assignment.</p> <p>Provision of Back-end Access (minimum)</p> <ul style="list-style-type: none">A. Uploads of the TPB Membership website and Member’s PortalB. Printable/PDF version of applications and reportsC. Email notification on every application receivedD. Export of data			
4	<p>3. Dedicated Website Hosting and Maintenance for a period of <u>1 year</u>. High-capacity dedicated server to have the following minimum specifications:</p> <table><tr><th>SPECIFICATIONS OF DEDICATED SERVER</th></tr><tr><td><ul style="list-style-type: none">● 4 CPU CORES @3.1 GHZ● 8 GB MEMORY● 2 TB STORAGE● 3 DEDICATED IPs● UNMETERED BANDWIDTH● FREE 1-YEAR SSL CERTIFICATE</td></tr></table>	SPECIFICATIONS OF DEDICATED SERVER	<ul style="list-style-type: none">● 4 CPU CORES @3.1 GHZ● 8 GB MEMORY● 2 TB STORAGE● 3 DEDICATED IPs● UNMETERED BANDWIDTH● FREE 1-YEAR SSL CERTIFICATE	
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		<ul style="list-style-type: none"> ● APPROPRIATE DATA SECURITY ● CentOS 6 (or any other Open Source system) ● With Cpanel ● Patching ● Security ● CDN technology 		
5		<p>4. Content Management System</p> <p>A. The Web site should be developed with a user-friendly content management system at the back-end.</p> <p>B. Access to the content and membership management system should be provided to appropriate TPB personnel.</p>		
6		<p>5. Backups and Security</p> <p>A. Hosting agreements for the Web site should include an appropriate service level agreement (SLA) to ensure minimal downtime.</p> <p>B. Monthly maintenance of the Web site and Database, Payment facility, and Image Bank should include regular backups.</p> <p>C. Appropriate security measures shall be taken to secure the Web host and all social media properties against unauthorized intrusion.</p> <p>Inclusion of SSL for one (1) year</p>		
7		<p>6. Ownership</p> <p>The TPB Membership website and its source codes are owned by 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>		
8		<p>7. E-mail /SMS Services</p> <p>A. Customized Email/SMS notification for approved application and account activation</p> <p>B. Email/SMS notification for new posts/content to Members.</p>		

	<ul style="list-style-type: none"> C. Email/SMS notification to the back-end for all applications received. D. Email/SMS notification on expiring membership. E. Provides a platform for the E-mail / SMS services and access to TPB personnel (EDM/Newsletter platform). 	
9	<p>8. Reporting</p> <p>The winning bidder should provide a Quarterly report on the site covering the following:</p> <ul style="list-style-type: none"> A. Quarterly Visitor statistics - count of unique visits, pages/visits, average visit duration, percentage of new visits, etc. B. Analytics / Interpretation Report on the Visitor Statistics and provide recommendations C. Outpost performance using available tools D. Monthly Accomplishment Report E. Creating easy to print versions of documents. 	
10	<p>9. Pagespeed</p> <p>Should meet the minimum page speed of 90% for both desktop and mobile access to the Membership website.</p>	
11	<p>10. SEO</p> <p>Techniques adopted for search engine optimization and ensuring favorable website ranking in search engines. Submit the identified keywords to search engines including but not limited to Google, Yahoo, and Bing.</p> <p>Bidders to submit a proposal for keywords tagging</p> <ul style="list-style-type: none"> A. Easy accessibility of website by most if not all search engines. B. Exchange links with identified websites for creating affiliations. 	
12	<p>11. Databases</p> <ul style="list-style-type: none"> A. Maintenance of members list and other databases C. Option for forwarding updates thru email/SMS blasts to members if requested. D. Design and development of interactive contact forms that are easy to fill in by website visitors. E. Design and development of interactive Registration forms 	

	<p>F. Design and development of easy forms and survey creation tools with the ability to send the form to identified email addresses.</p> <p>G. Development of automatic archives option for items such as reports, training programs, etc. by year.</p> <p>H. Export of reports and database</p>	
13	<p>12. Content Catalogue</p> <p>Design and functionality peg will be like Lazada or Shoppe platform</p>	
14	<p>13. Other Features</p> <p>TPB Membership Website should have a responsive web design adaptable to all screens and mobile devices.</p> <p>A. Enhanced usability through:</p> <p>B. Simple and reliable navigation.</p> <p>C. Achievement of faster browsing speed.</p> <p>D. Appropriate branding; consistency of appearance of graphics and text for aestheticism and professional appeal.</p> <p>E. Active content which may include animation.</p> <p>F. Ensure browser compatibility especially with Firefox, Internet Explorer, Chrome, and other browsers.</p>	
15	<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 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: <ul style="list-style-type: none"> • Project Manager (1 personnel) • Graphic Designer (1 personnel) • Web Developer (1 personnel) • SEO Specialist (1 personnel) • Technical Support Team (1 personnel) 	

	<i>*Note: Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables.</i>											
16	ELIGIBILITY REQUIREMENTS <div><div>1.</div><div>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. Required to show proof of Notice to Proceed for ongoing contracts and Certificate of Completion for completed contracts.</div></div> <div><div>2.</div><div>Submission of a valid SEC Certificate, Articles of Incorporation, and updated General Information Sheet.</div></div>											
17	TERMS OF PAYMENT <table><tr><td>1. Timeline and Gantt Chart (approved by TPB) to be submitted on or before December 31, 2022</td><td>10% of the total contract price</td></tr><tr><td>2. Mock-up designs based on the Deliverables</td><td>20% of the total contract price</td></tr><tr><td>3. Presentation of two (2) proposed concepts/designs for Website on or before March 31, 2023</td><td>40% of the total contract price</td></tr><tr><td>4. Acceptance and approval of the design template for the Website</td><td>30% of the total contract price</td></tr><tr><td>5. Completion of project implementation</td><td>30% of the total contract price</td></tr></table>	1. Timeline and Gantt Chart (approved by TPB) to be submitted on or before December 31, 2022	10% of the total contract price	2. Mock-up designs based on the Deliverables	20% of the total contract price	3. Presentation of two (2) proposed concepts/designs for Website on or before March 31, 2023	40% of the total contract price	4. Acceptance and approval of the design template for the Website	30% of the total contract price	5. Completion of project implementation	30% of the total contract price	
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18	VII. Project Duration May to December 2023											
19	VI. Approved Budget for the Contract is EIGHT HUNDRED FIFTY THOUSAND PESOS (PHP 850,000.00) ONLY inclusive of all applicable taxes. The cost of items in the bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost , provided that the											

	amount of bid does not exceed the above mentioned approved budget. The deadline for submission of bids should be at the time and place specified in the request for proposal.	
VII. Contact Person: Ronileen Bauto Project Development Officer III ronileen bauto@tpb.gov.ph		

I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of Authorized Representative

Date