

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**

**PROJECT: Hosting and Maintenance Services for the TPB Corporate Website (PR No. 11.058)**

**Quotation No. TPB-PR.2022.11.**

**[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	<b>1. PROJECT NAME:</b> 1.1. Procurement of Hosting and Maintenance Services for the TPB Corporate Website	
2	<b>2. BUDGET:</b> 2.1. One Million Pesos (PHP 1,000,000.00) 2.2. Inclusive of all applicable fees and taxes	
3	<b>3. DELIVERABLES:</b> 3.1. Website Hosting Service 3.2. Support and maintenance service	
4	<b>4. BIDDER QUALIFICATIONS</b> 4.1. Must be an IT company operating for at least five (5) years specializing in website development and maintenance and is well versed in SEO strategy 4.2. Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs: 4.2.1. Project Manager (1 personnel) 4.2.2. Content Manager (1) 4.2.3. Graphic Designer (1) 4.2.4. Web Developer (2) 4.2.5. SEO Specialist (1) 4.2.6. Technical Support Team (1)	
5	<b>5. MINIMUM REQUIRED TECHNICAL SPECIFICATIONS</b> 5.1. Web Server 5.1.1. Dedicated	

	<ul style="list-style-type: none"> <li>5.1.2. Storage capacity: 2 TB</li> <li>5.1.3. Processor: 4 cores, 3.1 GHz processor</li> <li>5.1.4. Memory: 16 GB</li> <li>5.1.5. Bandwidth: unmetered</li> </ul>	
6	<p>5.2. Performance requirements</p> <ul style="list-style-type: none"> <li>5.2.1. 99.9% server uptime</li> </ul>	
7	<p>5.3. Inclusions</p> <ul style="list-style-type: none"> <li>5.3.1. 3 dedicated IP addresses</li> <li>5.3.2. SSL certificate effective throughout the duration of the hosting</li> <li>5.3.3. Business-grade content delivery network (CDN) effective throughout the duration of the hosting</li> <li>5.3.4. cPanel</li> <li>5.3.5. 24/7 voice and email support</li> </ul>	
8	<p><b>6. BIDDER RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>6.1. 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.</li> </ul>	
9	<ul style="list-style-type: none"> <li>6.2. 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.</li> </ul>	
10	<ul style="list-style-type: none"> <li>6.3. Adopt and implement Search Engine Optimizations (SEO) to ensure favorable website ranking in search engines</li> </ul>	
11	<ul style="list-style-type: none"> <li>6.4. Provide and submit reports <ul style="list-style-type: none"> <li>6.4.1. Quarterly Visitor statistics - count of unique visits, pages/visits, average visit, duration, percentage of new visits, etc.</li> <li>6.4.2. Analytics / Interpretation Report on the Visitor Statistics and provide recommendations</li> <li>6.4.3. Outpost performance using available tools</li> <li>6.4.4. Incident reports – within the next business day of the incident</li> <li>6.4.5. Monthly Accomplishment Report</li> </ul> </li> </ul>	

12	6.5. Conduct monthly website backups (database, CMS, etc.) and handle the proper archiving of the backups	
13	6.6. Resolve issues that may arise (i.e., DDOS attacks)	
14	6.7. Provide training on the use of the WordPress CMS for end-users and content managers	
15	6.8. 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	
16	6.9. Add, edit, or delete webpages/modules/contents as may be requested by the TPB	
17	6.10. 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	
18	6.11. Endorse admin access to the website (cPanel, CMS, database, etc.) to the designated MISD Personnel.	
19	6.12. Upgrade/update the website as may be required by the Department of Information and Communications Technology (DICT)	
20	6.13. Coordinate with the existing website hosting and maintenance provider on the transfer of the credentials and domain website and hosting	
21	6.14. 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.	
22	<b>7. TECHNICAL ELIGIBILITY DOCUMENTS:</b> 7.1. List of Government and Private Sector Clients for the last three (3) years	

	<p>7.2. List of ongoing and completed projects within the past three (3) years similar or related to the requirements</p> <p>7.3. List of personnel to be assigned to the project with their respective job description and work experience for the last three (3) years.</p>							
23	<p><b>8. ADDITIONAL REQUIREMENTS</b></p> <p>Bidders will be required to make a presentation (maximum of 10 minutes) of their Plan Approach for the project. The winning bid must attain a hurdle rate of 80% based on the following set of selection criteria with their corresponding weight assignment:</p> <table border="1" data-bbox="602 663 1027 905"> <thead> <tr> <th>Proposal</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>Technical Proposal</td> <td>80%</td> </tr> <tr> <td>Financial Proposal</td> <td>20%</td> </tr> </tbody> </table> <p>The bidder shall be advised of the Schedule of the presentation.</p>	Proposal	Weight	Technical Proposal	80%	Financial Proposal	20%	
Proposal	Weight							
Technical Proposal	80%							
Financial Proposal	20%							

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

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date