

09 December 2022

REQUEST FOR QUOTATION (RFQ)

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

RFP No. TPB-PR 2022.12.505

Requirement: DESIGN, DEVELOPMENT, AND MAINTENANCE OF THE TPB'S MEETINGS, INCENTIVE TRAVEL, CONVENTIONS, EXHIBITIOS (M.I.C.E.) WEBSITE

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p>TPB MICE Website</p> <p>Scope of Works</p> <ol style="list-style-type: none"> Design wireframes, storyboards and prototypes to propose options for implementation; *Liaise with relevant officers and team members to understand users' needs and identify corresponding user interface requirements, workflows, and functionalities; Develop corresponding user interface components (web templates, style sheets, scripts, images, etc.) as needed; Creation of HTML documents and graphics for web implementation; Provision for backup / restore plan, software, hardware, and other back-end applications Develop guidelines for consistent web design on the MICE Marketing website, in collaboration with relevant team members, taking into account international best practices of similar agencies Maintain an inventory of deliverables, and deliver source elements to allow the TPB to maintain them Carry out other relevant web-related tasks as requested for the duration of the contract Assign a main coordinator for the project 	1,000,000.00	1,000,000.00

	<p>Deliverables</p> <ol style="list-style-type: none"> 1. Detailed project proposal for website design and development 2. Detailed presentation to include, among others, the functions and other applications of the website 3. Website framework and sitemap 4. Website graphic design and layout 5. Registration of domain name/s (<i>e.g. PhilMICE.ph, PhilMICE.net, PHLMICE.com, PHMICE.travel—for discussion with TPB</i>) 6. Registration / processing of all requirements / documentation that would deem the website legal to run under Philippine law (<i>consider Data Privacy law</i>). 7. Hosting of a fully functional TPB MICE marketing website (Duration of hosting?) 8. <i>Detailed</i> SEO optimization strategies 9. Provision of technical support 10. Source code and CMS access of the website 11. Submission of quarterly reports with digital / online analytics and screenshot of all pages 12. <i>Page Speed must meet the minimum passing rate of 90% for both mobile and desktop access.</i> <p>TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> a. Articles of Incorporation, SEC, DTI, CDI, registration certificate, whichever is applicable b. Company Profile c. List of ongoing and completed government and private contract for the last five (5) years whether similar or not similar in nature to the project. The format shall include the name of the client, title of the project, amount of the contract, and duration of the contract <ul style="list-style-type: none"> ▪ For Ongoing Project – submit Notice of Award or Notice to Proceed or Contract ▪ For Completed Project – submit Certificate of Project Completion d. Draft/Proposed website design e. Plan approach and methodology <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 		
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	3. Business/Income Tax Return Certificate 4. Omnibus Sworn Statement Attachments: <ul style="list-style-type: none"> Revised Omnibus Sworn Statement Terms of Reference Note: <ul style="list-style-type: none"> All entries must be typewritten in your company letterhead. 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 **technical and legal documents** enumerated above to email address **bac_sec@tpb.gov.ph/janet_villafranca@tpb.gov.ph** not later than **16 December 2022, until 5:00pm.**

The **submission of the quotation 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: **MICE Website_<Company Name>.**

The Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.


ROSELLE D. ROMERO
12 December 2022
Acting Head, Procurement and General Services Division
Administrative Department