

February 20, 2023

REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2023.02.031**

PR No. **2.052**

Requirements : **Service Provider for the Management and Maintenance of the Regional Travel Fair (RTF) 2023 Website**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	TECHNICAL REQUIREMENTS: <ol style="list-style-type: none"> Company Profile Accomplished Statement of Technical Compliance to the Technical Specifications (Annex "A") List of all ongoing and completed government and private contracts within the past five (5) years, whether similar or not related to the requirements LEGAL REQUIREMENTS: <ol style="list-style-type: none"> PhilGEPS Certificate Updated Business/Mayor's Permit SEC/DTI Registration Certificate BIR Registration / TIN Notarized Revised Omnibus Sworn Statement (Annex "B") ATTCHMENTS: <ol style="list-style-type: none"> Technical Specifications Statement of Compliance to the Technical Specifications (Annex "A") NOTE: <ol 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. 	PhP500,000.00	PhP500,000.00
Terms	30 days from receipt of Invoice		
Delivery	Upon receipt of NTP		
ABC	The approved budget for the contract (ABC) is PhP500,000.00 inclusive of all applicable taxes.		PhP500,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil_fajardo@tpb.gov.ph not later than **27 February 2023 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

Thank you very much.



ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact person: Soleil Moon A. Fajardo

Contact number: 02 8525 -7312 loc. 278

Note: All entries must be typewritten in your company letterhead.

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

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

- a. PhilGEPS Certificate
- b. Mayor's Business Permit
- c. SEC/DTI Registration Certificate
- d. BIR Registration /TIN
- e. Company profile (New Supplier only)
- f. Notarized Revised Omnibus Sworn Statement

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE MANAGEMENT AND MAINTENANCE OF THE REGIONAL TRAVEL FAIR
(RTF) WEBSITE

TPB-RFQ.2023.02.031

Bidder 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)
I. WEBSITE		
1.	<p>Update and maintain pages of existing website in accordance with the agreed content structure for the following:</p> <ul style="list-style-type: none"> • News, articles, pictures, and infomercials • Schedule of activities • List of Registered Sellers (exhibitors) and their profile including a maximum of three (3) tour packages or offerings per sellers to be posted on the web page • List of Approved Buyers and Sellers <p>Format: Name of Agency/Company: Name of Participant/Designation and Contact Details: Profile:</p>	
2.	<p>Provide the on-line Registration System of the following:</p> <ul style="list-style-type: none"> • Buyer and Seller delegates • Business to Consumer (B2C) 	
3.	<p>Provide easy access customer feedback with QR code. Template will be provided by RTF Secretariat:</p> <ul style="list-style-type: none"> • Buyer Evaluation • Sellers Evaluation • Pre and Post Tour Activities 	
4.	Manage automatic email reminders and send invites and registration forms one (1) week prior to the schedule of the event.	
5.	Manage sending of email blasts to participants to inform the participants for an announcement of the event.	
II. WEB HOSTING		
1.	Free value-added services for one (1) year of web hosting and maintenance.	
2.	<p>The Web site and database must be hosted on a dedicated stand-alone high-capacity server with the following minimum specifications:</p> <ol style="list-style-type: none"> 1. ON A CDN (Content Delivery Network) 2. 2 CPU CORES @ 3.1 GHZ 3. 8 GB MEMORY 4. 5 TB STORAGE 5. 3 DEDICATED IPS 6. UNMETERED BANDWIDTH 	

	7. FREE 3-YEAR SSL CERTIFICATE 8. APPROPRIATE DATA SECURITY 9. Stack for virtual platform 10. Guaranteed 99.99% uptime 11. 90% Page speed insight result	
3.	RTF website and its database must be regularly backed-up.	
4.	Provide appropriate security measures to secure the web host against unauthorized intrusion and ensure minimal downtime of the web site.	
5.	Provide 24/7 technical support.	
6.	Documentation – appropriate system documents to quickly guide users through specific tasks.	
7.	TPB personnel training on how to upload / update / revise content information.	
8.	The RTF Website and its source codes are owned by TPB. Source codes, applications, and databases must be turned over to TPB and installed in the TPB server on or before the end of the contract.	
9.	Creation of Three (3) G suite accounts with a 1-year validity.	
10.	Coordination with the existing website provider on the transfer of the credentials and domain website and hosting.	
11.	E-mail /SMS Services 1. Provide 5,000 SMS load. Unconsumed SMS load can be carried over the following year 2. Customized Email/SMS notification for approved application and account activation 3. Email/SMS notification for new posts/content to participants 4. Email/SMS notification to the back-end for all applications received 5. Provides a platform for the E-mail / SMS services and access to TPB personnel (EDM/Newsletter platform)	
12.	The winning bidder should provide a report on the site covering the following: 1. Monthly Visitor statistics - count of unique visits, pages/visits, average visit duration, percentage of new visits, etc. 2. Analytics / Interpretation Report on the Visitor Statistics and provide recommendations 3. Outpost performance using available tools 4. Monthly Accomplishment Report 5. Creating easy to print versions of documents	
13.	Should meet the minimum page speed of 90% for both desktop and mobile access to the RTF website.	
III. ONSITE : BUSINESS TO BUSINESS (B2B) NETWORKING FEATURES		
1.	Provide the pre-scheduled appointments wherein the Buyers and Sellers Meet for the B2B component.	
2.	Provide a minimum of 15 Business Appointments from 9:00 a.m. to 6:00 p.m.	
IV. SOCIAL MEDIA PROMOTIONS OF BUSINESS TO CONSUMER (B2C)		
1.	Campaign a social media campaign for three (3) platforms (Facebook, Twitter and Instagram) to participate/attend, log-in online and visit virtually the RTF events.	
V. MONITORING AND REPORTING		
1.	Generate performance reports for all components.	
2.	Prepare analysis performance reports for all components.	

3.	Generate report on final reach, values, and mileage earned for all components for the duration of the engagement.	
VI. OTHER REQUIREMENTS		
1.	Provide website user guidelines and documentation.	
2.	Provide content and source codes of the website to the project officer upon project completion.	
3.	Bidder must undertake a technical dry-run at least 10 calendar days prior to the implementation of the Event.	
4.	The bidder shall shoulder all necessary travel expenses, required health protocol and other logistic requirements needed for the said event.	
5.	All assigned personnel shall follow the health protocol provided by IATF and respective LGUs rules and regulations. The winning bidder shall bear their RT PCR expense for assigned personnel in each leg.	
6.	Assign key personnel with relevant experience to the position. CV to be submitted. <ul style="list-style-type: none"> 1. Project Manager (1) at least 3 years 2. Content Manager (1) at least 1 year 3. Graphic Designer (1) at least 1 year 4. Technical Support Team (2) at least 1 year 	
VII. QUALIFICATION OF BIDDER		
1.	The supplier must have been in business operation and experience services in ICT and Web Developer at least three (3) years or more which for at least two (2) years.	
2.	List of all its ongoing and completed government and private contracts within the past five (5) years, whether similar or not related to the requirements.	
VIII. PROJECT IMPLEMENTATION		
1.	(Indicative Dates) Region VII : Cebu City April 27-30, 2023 Region I : La Union October 12-15, 2023	

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]