

## REQUEST FOR QUOTATION

APRIL 19, 2023

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

**Quotation No.** TPB-PR.2023.04.068

**REQUIREMENTS:** PHILIPPINE MOTORCYCLE TOURISM WEB HOSTING, MAINTENANCE AND EMAIL/SMS SERVICES

**PROJECT NAME:** PHILIPPINE MOTORCYCLE TOURISM

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>PHILIPPINE MOTORCYCLE TOURISM WEB HOSTING, MAINTENANCE AND EMAIL/SMS SERVICES</b></p> <p><b>TECHNICAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. Accomplished Statement of Compliance to the Technical Specifications</li> </ol> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's permit</li> <li>3. Income/Business Tax Return</li> <li>4. Notarized Omnibus Sworn Statement</li> <li>5. SEC/DTI Certificate of Registration</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Statement of Compliance to the Technical Specifications</li> </ol>	PhP300,000.00	PhP300,000.00

### TOURISM PROMOTIONS BOARD PHILIPPINES



4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines  
Tel: +63 2 8525.9318 to 27 • Fax: +63 2 8521.6165 / 8525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph

	<b>Note:</b> <ol style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP300,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **soc\_torres@tpb.gov.ph** not later than **April 28, 2023 on or before 12:00 P.M.**, 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.

Please be informed that 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.

  
**ELOISA A. ROMERO**  
 Head, Procurement and General Services Division  
 Administrative Department 

Contact Person  
Contact No.

**MR. SOCRATES G. TORRES**  
(8) 525-9318 local 266

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS  
REQUIREMENTS: PHILIPPINE MOTORCYCLE TOURISM WEB HOSTING, MAINTENANCE  
AND EMAIL/SMS SERVICES**

**Quotation No. TPB-PR.2023.04.068**

**[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><b>SCOPE OF WORKS AND DELIVERABLES:</b></p> <p>A. Management and Maintenance of the Website</p> <ol style="list-style-type: none"> <li>Update and maintain pages of existing website in accordance with the agreed content structure for the following: <ul style="list-style-type: none"> <li>News, articles, pictures, and infomercials.</li> <li>Schedule of activities</li> </ul> </li> <li>Research and Content Management System</li> <li>Grouping information for a smooth user experience e.g. site map etc.</li> <li>Support Email Blast and SMS messaging for an announcement of the event.</li> <li>Training and transfer of technology</li> <li>Provide the on-line Registration System for TPB project initiatives</li> <li>Back-up and Recovery</li> </ol> <p>B. Free value-added services for one (1) year of web hosting and maintenance.</p>	
2	<p><b>GENERAL SPECIFICATIONS AND DELIVERABLES:</b></p> <p>Specifically included as major requirements for this project are the following:</p> <p><b>A. WEBSITE / MICROSITE</b></p> <ol style="list-style-type: none"> <li>The site will be under the domain name of tpb.gov.ph</li> <li>The site must be dynamic and interactive and should allow easy information update; the update process should not require specialized skills in web development.</li> </ol>	

	<ol style="list-style-type: none"> <li>3. The layout and pages are in accordance with an agreed content structure and approved by TPB- and will provide easy maintenance capability to update news, articles, pictures, featured destinations, itineraries, and infomercials.</li> <li>4. The website must have a web interface for the following: <ol style="list-style-type: none"> <li>a. 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.</li> <li>b. Online Registration System for motorcycle riders for TPB initiated projects and newsletters.</li> </ol> </li> <li>5. Philippine Motorcycle Website should have a responsive web design adaptable to all screens and mobile devices. <ol style="list-style-type: none"> <li>a. Enhanced usability through: <ul style="list-style-type: none"> <li>• Simple and reliable navigation.</li> <li>• Achievement of faster browsing speed.</li> <li>• Appropriate branding; consistency of appearance of graphics and text for aestheticism and professional appeal.</li> <li>• Dynamic content, which may include animation.</li> <li>• Ensure browser compatibility, especially with Firefox, Internet Explorer, Chrome, and other browsers.</li> </ul> </li> </ol> </li> </ol>	
3	<p>B. Management and Maintenance of the Website</p> <ol style="list-style-type: none"> <li>1. Research and Content for The Website <ul style="list-style-type: none"> <li>• Sitemap (minimum requirement) <ol style="list-style-type: none"> <li>a. Home – VISUALS</li> <li>b. On-line registration system (activity-based)</li> <li>c. Press releases, videos, news, newsletters and articles</li> <li>d. Riders' Photo Corner to feature per month</li> <li>e. Calendar of Activities</li> <li>f. Featured Destinations and Itineraries</li> <li>g. Automated Chat</li> <li>h. Quick Search</li> <li>i. Auto reminder on upcoming activities</li> <li>j. Automated email marketing</li> <li>k. Automated SMS marketing</li> </ol> </li> </ul> </li> </ol>	

1. Photo gallery

2. Training / Technology transfer

Documentation and Training: The bidder will develop electronic and hardcopy documentation for all aspects of the administration of the Philippine Motorcycle Tourism 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.

Provision of Back-end Access (minimum)

- a. Uploads of the said website portal
- b. Printable/PDF version of applications and reports
- c. Email notification on every application received
- d. Export of data

3. Content Management System

- a. The Web site should be developed with a user-friendly content management system at the back-end.
- b. Access to the content and management system should be provided to appropriate TPB personnel.

4. Backups and Security

- a. Hosting agreements for the Web site should include an appropriate service level agreement (SLA) to ensure minimal downtime.
- b. Monthly maintenance of the Web site and Database, include regular backups.
- c. Appropriate security measures shall be taken to secure the Web host and all social media properties against unauthorized intrusion.

5. Ownership

The 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>6. E-mail /SMS Services</p> <ul style="list-style-type: none"> <li>a. Provide 10,000 SMS load. Unconsumed SMS load can be carried over the following year.</li> <li>b. Customized Email/SMS notification for approved application and account activation</li> <li>c. Email/SMS notification for new posts/content to Riders.</li> <li>d. Email/SMS notification to the back-end for all applications received.</li> <li>e. Provides a platform for the E-mail / SMS services and access to TPB personnel (EDM/Newsletter platform).</li> </ul> <p>7. Reporting</p> <p>The winning bidder should provide a report on the site covering the following:</p> <ul style="list-style-type: none"> <li>a. Monthly Visitor statistics - count of unique visits, pages/visits, average visit duration, percentage of new visits, etc.</li> <li>b. Analytics / Interpretation Report on the Visitor Statistics and provide recommendations</li> <li>c. Outpost performance using available tools</li> <li>d. Monthly Accomplishment Report</li> <li>e. Creating easy to print versions of documents.</li> </ul> <p>8. Pagespeed</p> <p>Should meet the minimum page speed of 90% for both desktop and mobile access to the Membership website</p> <p>9. SEO</p> <ul style="list-style-type: none"> <li>a. Techniques adopted for search engine optimization and ensuring favorable website ranking in search engines.</li> <li>b. Submit the identified keywords to search engines, including but not limited to Google, Yahoo, and Bing.</li> <li>c. 6 key words for SEO relative to motorcycles tourism <ul style="list-style-type: none"> <li>• Motorcycle</li> <li>• Motor</li> <li>• Motorcycle Tourism</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>• Rides</li> <li>• Hidden gems</li> <li>• TPB</li> </ul> <p>d. Bidders to submit a proposal for keywords tagging</p> <p>e. Easy accessibility of website by most if not all search engines.</p> <p>f. Exchange links with identified websites for creating affiliations.</p> <p>10. Databases</p> <ol style="list-style-type: none"> <li>Maintenance of members list and other databases</li> <li>Option for forwarding updates thru email/SMS blasts to riders if requested.</li> <li>Design and development of interactive contact forms that are easy to fill in by website visitors.</li> <li>Design and development of interactive Registration forms</li> <li>Design and develop accessible forms and survey creation tools to send the form to identified email addresses.</li> <li>Development of automatic archives option for items such as reports, training programs, etc. by year.</li> <li>Export of reports and database</li> </ol>	
4	<p>C. Dedicated Website Hosting and Maintenance. High-capacity dedicated server to have the following minimum specifications:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>SPECIFICATIONS OF DEDICATED SERVER</b></p> <ul style="list-style-type: none"> <li>● 4 CPU CORES @3.1 GHZ</li> <li>● 8 GB MEMORY</li> <li>● 2 TB STORAGE</li> <li>● 3 DEDICATED IPs</li> <li>● UNMETERED BANDWIDTH</li> <li>● FREE 1-YEAR SSL CERTIFICATE</li> <li>● APPROPRIATE DATA SECURITY</li> <li>● CentOS 6 (or any other OpenSource system)</li> <li>● With Cpanel</li> <li>● Patching</li> <li>● Security</li> <li>● CDN technology</li> </ul> </div>	
5	D. OTHER REQUIREMENTS:	

	<ol style="list-style-type: none"> <li>1. Provide website user guidelines and documentation;</li> <li>2. Provide content and source codes of the website to the project officer upon project completion</li> <li>3. Bidder must undertake a technical dry-run at least 10 calendar days prior to the implementation of the Event.</li> <li>4. Assign key personnel with relevant experience to the position. CV to be submitted. <ul style="list-style-type: none"> <li>• Project Manager (1) at least 3 years</li> <li>• Content Manager (1) at least 1 year</li> <li>• Graphic Designer (1) at least 1 year</li> <li>• Technical Support Team (2) at least 1 year</li> </ul> </li> </ol>	
6	<p><b>E. QUALIFICATION OF BIDDER</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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</li> </ol>	
7	<p><b>F. CONTRACT DURATION</b></p> <p>The contract shall be valid for twelve (12) months. The delivery of the services shall commence from the date of the receipt of Notice to Proceed.</p>	
8	<p><b>G. APPROVED BUDGET FOR THE CONTRACT (ABC)</b></p> <p>Three Hundred Thousand Pesos (Php300,000.00) inclusive of all applicable taxes and fees.</p>	
<p><b>PROJECT OFFICER/S</b>  Michelle S. Alcantara  Email Address : michelle_alcantara@tpb.gov.ph</p> <p>Karizza Zapata  Email Address : karizza_zapata@tpb.gov.ph</p>		



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

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

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

\_\_\_\_\_  
Date