

November 21, 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2024.11.323

PR No. 11.026 (11.243)

Requirements: **Procurement of Hosting, Support, and Maintenance Services with Domain Name Registration for the TPB Corporate Website and Microsites**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 lot	DELIVERABLES: <ul style="list-style-type: none"> 1-year Website Hosting Service for TPB Corporate Website and Microsites 1-year Basic Support and Maintenance Service 	Php500,000.00	Php500,000.00
	SCOPE OF WORK: <ul style="list-style-type: none"> - Hosting and Management of TPB Corporate Website and Microsites <ul style="list-style-type: none"> * Websites Covered: phitex.ph, micecon.ph, rtf.tpb.gov.ph, meetphilippines.travel (TBC), and phworldexpo.tpb.gov.ph • Provision of Dedicated IP Addresses for each microsite • Provision of SSL Certificate effective throughout the hosting • Provision of a Business-grade Content Delivery Network (CDN) effective throughout the hosting period • Access to cPanel for administrative control • 24/7 Technical Support available via voice and email - Domain Name Registration and Management <ul style="list-style-type: none"> * Domain Name Registration for: <ul style="list-style-type: none"> • micecon.ph (renew upon expiration on 15 March 2025) • meetphilippines.travel (TBC) 		

	<ul style="list-style-type: none"> * Domain Name Server Maintenance * Implement updates and changes to the name servers, if necessary * Interact with Regulatory Agencies for technical concerns related to domain management 		
	MINIMUM REQUIRED TECHNICAL SPECIFICATIONS <ul style="list-style-type: none"> - Web Server Requirements <ul style="list-style-type: none"> * Dedicated server * 1TB Cloud Storage * Processor: 4 cores, 3.1 GHz * 64GB RAM * Operating System: Linux with 100GB SSD Storage * Performance requirements * 99.9% server uptime 		
	BIDDER QUALIFICATIONS <ul style="list-style-type: none"> - Must be an IT company operating for at least five (5) years specializing in website hosting, development, and maintenance 		
	BIDDER RESPONSIBILITIES <ul style="list-style-type: none"> - Security and Vulnerability Management <ul style="list-style-type: none"> * Conduct regular vulnerability testing and security audit. Deploy updates and security patches as needed to ensure the security and integrity of the corporate website (including web server, database, CMS, addons, and modules). Document and communicate the security assessments and activities undertaken to TPB. - Performance Optimization <ul style="list-style-type: none"> * Conduct performance tweaks and optimizations to ensure optimal load speeds, compatibility with various browsers (including Firefox, Chrome, Microsoft Edge, and Safari), and responsiveness across both desktop and mobile screen sizes - Reporting <ul style="list-style-type: none"> * Quarterly Visitor Statistics Report, including unique visits, pages per visit, average visit duration, and percentage of new visitors * Analytics and Interpretation Report on 		

	<p>Visitor Statistics with recommendations</p> <ul style="list-style-type: none"> * Outpost Performance Report using available tools * Incident reports - submitted within the next business day following an incident * Monthly Accomplishment Report <p>- Data Backup and Archiving</p> <ul style="list-style-type: none"> * Conduct monthly backup (database, source codes, etc.) and handle the proper backup archiving <p>- Issue Resolution</p> <ul style="list-style-type: none"> * Resolve issues that may arise (e.g., DDOS attacks) following Data Privacy Act (DPA) regulations and VAPT compliance from DICT <p>- Training</p> <ul style="list-style-type: none"> * Provide training on using the WordPress CMS for end-users and content managers <p>- Documentation and Knowledge Transfer</p> <ul style="list-style-type: none"> * Develop electronic and hard-copy documentation for all aspects of Corporate Website administration and provide training to relevant TPB personnel. This includes on-the-job support and hand holding (in-person, telephone, and online support), and formal courses at regular intervals throughout the assignment <p>- Website Content Management</p> <ul style="list-style-type: none"> * Add, edit, or delete webpages/modules/contents as TPB requests <p>- Back-End Management and Support</p> <ul style="list-style-type: none"> * Provide back-end management and support as required <p>- Access Control</p> <ul style="list-style-type: none"> * Endorse Admin Access of the website (cPanel, CMS, database, Cloudflare, Google Analytics, etc.) to designated MISD Personnel <p>- Compliance and Upgrades</p> <ul style="list-style-type: none"> * Upgrade/update the website as may be required by the Department of Information and Communications Technology (DICT) 		
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	<ul style="list-style-type: none"> - Transition Support <ul style="list-style-type: none"> * Coordinate with the existing website hosting and maintenance provider on the transferring credentials and website hosting - Ownership of Website and Source Codes <ul style="list-style-type: none"> * Acknowledge that the TPB owns the Corporate Website and its source codes. All source codes and applications must be clearly defined and handed over to TPB, with installation on TPB's server at the end of the contract 		
	TECHNICAL ELIGIBILITY DOCUMENTS: <ul style="list-style-type: none"> - List of Government and Private Sector Clients for the last three (3) years - List of ongoing and completed projects within the past three (3) years similar or related to the requirements 		
	PROJECT TIMELINE Must be delivered within thirty (30) working days upon receipt of Notice to Proceed, after which liquidated damages shall be imposed.		
	ADDITIONAL TECHNICAL /ELIGIBILITY REQUIREMENTS <ul style="list-style-type: none"> a. Company profile (New Supplier only) b. SEC/DTI Registration Certificate LEGAL REQUIREMENT: <ul style="list-style-type: none"> a. PhilGEPS Certificate b. Mayor's /Business Permit c. BIR Registration /Income/Business Tax Return d. Statement of Compliance to the Technical Specification (Annex "A") e. Omnibus Sworn Statement (Annex "B") ATTACHMENTS: <ul style="list-style-type: none"> a. Statement of Compliance to the Technical Specification (Annex "A") b. Omnibus Sworn Statement (Annex "B") 		
	NOTE: <ul style="list-style-type: none"> 1. Quotation - All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days. 		

Terms	<p>PAYMENT SCHEDULE</p> <p>Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of a billing statement and complete supporting documents subject to usual accounting rules and regulations.</p> <p>Payments will be made through a Land bank of the Philippines (LPB) deposit. In case the supplier does not have an LBP account, bank charges will be shouldered by the supplier.</p> <table><tr><th>Milestone</th><th>Payment (% of the contract amount)</th><th>Activity</th></tr><tr><td>1</td><td>20%</td><td><ul style="list-style-type: none">- Timeline and Gantt Chart (approved by TPB)- Conduct user-training to MISD personnel for WordPress and back-end configuration- Provision of user manual and how to's</td></tr><tr><td></td><td></td><td>Documentation:<ul style="list-style-type: none">• Certificate of completion and acceptance signed by the MIS Department Head</td></tr><tr><td>2</td><td>40%</td><td><ul style="list-style-type: none">- Refresher of MISD personnel- Completion of migration and optimizations- Endorsement of login credentialsDocumentation:<ul style="list-style-type: none">• Certificate of completion and acceptance signed by the MIS Department Head</td></tr><tr><td>3</td><td>40%</td><td><ul style="list-style-type: none">- Complete implementation of all approved deliverables. Full completion of deliverablesDocumentation:<ul style="list-style-type: none">• Certificate of completion and acceptance signed by the MIS Department Head</td></tr></table>	Milestone	Payment (% of the contract amount)	Activity	1	20%	<ul style="list-style-type: none">- Timeline and Gantt Chart (approved by TPB)- Conduct user-training to MISD personnel for WordPress and back-end configuration- Provision of user manual and how to's			Documentation: <ul style="list-style-type: none">• Certificate of completion and acceptance signed by the MIS Department Head	2	40%	<ul style="list-style-type: none">- Refresher of MISD personnel- Completion of migration and optimizations- Endorsement of login credentials Documentation: <ul style="list-style-type: none">• Certificate of completion and acceptance signed by the MIS Department Head	3	40%	<ul style="list-style-type: none">- Complete implementation of all approved deliverables. Full completion of deliverables Documentation: <ul style="list-style-type: none">• Certificate of completion and acceptance signed by the MIS Department Head		
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Delivery	<p>CONTRACT DURATION</p> <p>The website hosting services and basic maintenance services shall be effective for 12 months from January 01, 2025 to December 31, 2025.</p>																	
ABC	<p>The approved budget for the contract (ABC) Is Php500,000.00 inclusive of applicable</p>																	

Please submit your **quotation and Legal Documents** enumerated above, duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **26 November 2024 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery to the Procurement Management Division, Finance Department, Tourism Promotions Board, 6th Floor, Five E-Com Center, Harbord Drive, Mall of Asia Complex, Pasay City

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.

A handwritten signature in black ink, appearing to read "Roselle D. Romero", with a date "11/24/2024" written to the right.

ROSELLE D. ROMERO

Acting Head,

Procurement Management Division

Finance Department

Contact person: Jose T. Ducusin, Jr

STATEMENT OF COMPLIANCE WITH TECHNICAL SPECIFICATION			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification			
Item	Description	Total Quantity	Bidder's Statement of Compliance (comply /not comply)
A.	Procurement of Hosting, Support, and Maintenance Services with Domain Name Registration for the TPB Corporate Website and Microsites		
	DELIVERABLES: <ul style="list-style-type: none"> • 1-year Website Hosting Service for TPB Corporate Website and Microsites • 1-year Basic Support and Maintenance Service 		
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I hereby certify to Comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of 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:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - 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]