



**Department of Tourism – Region 3
Ground Floor, Clark Center Two-2, Clark Center, Jose Abad Santos Avenue,
Clark Freeport Zone, Philippines**

REQUEST FOR QUOTATION

Date: 7 January 2024

RFQ No.: 2025-001

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____ **TIN:** _____

The Department of Tourism – Region 3, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement – Small Value Procurement for the **Services of a Marketing Agency for the DOT 3 Website Revamp And Social Media Management** in accordance with Section 53.9 of the Revised Implementing Rules and Regulation of Republic Act No. 9184.

Please quote your best offer for the item/s described herein addressed to:

MS. RONSAN M. PELARIZA

Chairperson, Bids and Awards Committee

Ground Floor, Clark Center Two-2, Clark Center, Jose Abad Santos Avenue, Clark Freeport Zone, Philippines

Email: dot3bac@tourism.gov.ph

Phone: (045) 499-0497

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative no later than **20 January 2025 at 10:00 AM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above or before a notice of award is issued:

Document	Remarks
Copy of 2024 Mayor's or Business Permit	In case not yet available, you may submit your expired 2024 Mayor's or Business Permit with the Official Receipt of renewal application.
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	GPPB Prescribed Template attached as Annex A
Latest Income/Business Tax Return	2023 or 2024
Philgeps Registration	Philgeps Registration Certificate or Screenshot of Philgeps Registration
BIR Tax Clearance (copy)	2023 or 2024
Company Profile and Portfolio	Proof of Projects from Previous Clients
Company should be at least 5 years in operation	Proof of 5-year operation

For any clarification, you may contact us at telephone no. or email address provided.

Bids and Awards Committee Secretariat

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. **The use of this RFQ is highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to a deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

3. All mandatory technical specifications (with an asterisk) must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted through electronic mail at dot3bac@tourism.gov.ph.
5. **Quotations, including documentary requirements, received after the deadline shall not be accepted.** For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of forty-five (45) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, **shall include all taxes, duties, and/or levies payable.**
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DOT Region III shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to **the lowest quotation which complies with the technical specifications**, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the DOT Region III. The delivery of the item/s shall be acknowledged upon delivery to confirm compliance with the technical specifications.
10. Payment shall be made after delivery of items and services, and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered, within the prescribed delivery period shall be imposed per day of delay. The DOT Region III may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

ABOUT THE PROJECT

Name of Project: **Services of a Marketing Agency for the DOT 3 Website Revamp And Social Media Management**

Location : Central Luzon

Brief Description:

The Department of Tourism Region III endeavors to enhance its online presence through the re-design and re-development of its website, aligning it with the new Regional Tourism Branding. This project aims to revamp the online presence of the Department of Tourism Region III through the design, development, and implementation of a new website and social media management that embodies the essence of the region's tourism branding. The scope encompasses a comprehensive overhaul, from conceptualization to execution, ensuring that the website aligns with the strategic objectives and vision of the Department.

Approved Budget: **PhP 690,000**

Contract Duration: **February to December 2025**

TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<i>ITEM NO</i>	<i>DESCRIPTION</i>	<i>STATEMENT OF COMPLIANCE</i>		
		<i>YES</i>	<i>NO</i>	<i>REMARKS</i>

<p>1.</p>	<p>Website Design and Development</p> <p>Craft a visually engaging and intuitive website design that reflects the essence of the regional tourism branding.</p> <p>Implement modern design principles and responsive layouts for optimal accessibility across various devices and platforms.</p> <p>Content Management System - A content management system is a customizable web component or a system used to organize and facilitate collaborative content creation. CMS allow end-users (typically authors of some sort) to provide new content in the form of articles. The articles are typically entered as plain text, perhaps with mark-up to indicate where other resources (such as pictures) should be placed. The system then uses rules to style the article, which separates the display from the content, which has a number of advantages when trying to get many articles to conform to a consistent "look and feel".</p> <p>To manage the site content efficiently, a CMS component will be installed in the later part of the site's re-engineering. Content providers can already add, update, and administer site's content without doing any actual code or learning how to tweak with html at a zero cost. This saves time and effort in updating the website which has always been a hassle in the Content provider's part.</p> <p>Original Web Design Concepts - A design composition is a conceptual art of the look and feel of the existing website with elements completely recreated from scratch. One to two original design mockups will be provided.</p> <p>Responsive Design - This feature provides mobile users (tablets and phones) with self-adjusting layouts more suitable for their chosen devices and give them a smoother and better user experience.</p> <p>Interactive Map - The website will feature an interactive map of Region III, providing easy access to information about the different provinces, including Clark and Subic. Users can hover over each province to view a brief overview of its tourism highlights.</p> <p>Clicking on a province will redirect users to the respective provincial page for detailed information. The map will be responsive, allowing seamless navigation on various devices.</p> <p>Content Write-ups per Identified Destinations</p> <p>The supplier will be in charge of the research and creation of articles/write-ups for destination promotions (e.g. top 10 things to do, must-try food, trivia, etc.)</p> <p>Provincial Repository - Each province, Clark and Subic within Region III will have a dedicated page on the website to showcase its unique tourism offerings.</p> <p>Detailed descriptions and imagery highlighting key attractions, landmarks, and activities. Quick information section providing essential details such as things to do, must-try, top recommended activities, weather, transportation options, and notable events.</p> <p>Integration of multimedia elements, including videos and virtual tours, to immerse visitors in the provincial experience. Social media integration for easy sharing of province-specific content.</p> <p>Business Listings - The website will feature a comprehensive collection of business listings related to tourism activities, services, and amenities within Region III.</p> <p>Businesses will be categorized and tagged according to their respective provinces for easy navigation. Each listing will include essential information such as contact details, services offered, and location.</p> <p>Users can filter listings based on specific criteria such as accommodation, dining, transportation, LGUs, etc.</p>			
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<p>Latest News - Manage news articles with archiving functions.</p> <p>Unlimited Pages – Unlimited pages for the profile, FAQs, and the like.</p> <p>Facebook Chat Integration – we will integrate the Facebook chat/messenger as the chat platform</p> <p>Social Media Share Buttons – these will allow the sharing of the site and its contents via the various social media sites (i.e. but not limited to Facebook, Twitter, Google+, Pinterest)</p> <p>Mailer Form Module – This module will be used for the contact us and application forms that will allow clients to contact the company directly through a form mailer.</p> <p>Content Planning and Optimization</p> <ul style="list-style-type: none"> • Curate compelling content, including imagery and articles, to showcase the unique attractions and experiences of Region III. • Apply basic SEO strategies to improve visibility and attract organic traffic to the website. • Incorporate newly defined tourism branding elements consistently throughout the website to reinforce brand recognition. <i>This includes basic photo and video editing to ensure alignment with regional branding standards.</i> <p>Testing and Quality Assurance</p> <ul style="list-style-type: none"> • Conduct rigorous testing to ensure seamless functionality and optimal performance across different browsers and devices. • Address any technical issues or usability concerns to enhance the overall user experience. <p>Training and Documentation</p> <ul style="list-style-type: none"> • Provide comprehensive training sessions for Department staff on website administration and content management. • Develop documentation for future reference and maintenance of the website. <p>Newsletter Email Marketing</p> <ul style="list-style-type: none"> • Newsletter Scheduling • List Management • Monthly Report • Email Newsletter Software <p>Launch and Promotion</p> <ul style="list-style-type: none"> • Strategize a launch plan to unveil the revamped website, leveraging social media and other promotional channels. • Monitor analytics to measure the effectiveness of promotional efforts and user engagement. • The social media launch and promotion for <i>one month</i> 			
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2.	<p>Web Hosting and System Maintenance</p> <p>Cloud Hosting Facility Package:</p> <ul style="list-style-type: none"> • VPS Cloud Hosting based in Singapore • 6000GB Monthly Bandwidth • 15GB SSD Storage • 4096 MB Memory <p>System Maintenance Package:</p> <ul style="list-style-type: none"> • 24/7 Security Monitoring with monthly report • Daily Malware Scan • Secure Off-Site Backups • Wordpress Core Updates • Theme/Plugin Updates 			
3.	<p>Social Media Management</p> <ol style="list-style-type: none"> a. Creation and Management of DOT3 SocMed pages b. Publishing of minimum ten (10) posts per month for each selected channels. c. Design social media-friendly artwork, photos, or videos that align with the scheduled posts and ads for the selected channels. d. Creation of content calendar per (1) month. Maximum of 2 revisions per content calendar e. Responding to inquiries submitted to the social media channels f. Management of Photo and Video Data Bank g. Provision Quarterly Report on Insights and Engagements h. Photo and Video Pooling strategies (e.g. photo/video contest, crowdsourcing, etc.) 			

**Please mark with a check (✓) as the Statement of Compliance. Fill out remarks, if necessary.*

FINANCIAL OFFER:

Approved Budget of Contract:	Six Hundred Ninety Thousand Pesos (PhP 690,000.00)
Total Offered Quotation:	In Words:
	In Figures:

Note: Any undeliverable item/s from the above list shall be deducted from the billing.

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

Name of Company/Bidder or
Representative

Signature over Printed Name of Bidder

Date

Annex A

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]

