UNIVERSITY OF THE PHILIPPINES BAGUIO
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REQUEST FOR QUOTATION (RFQ)

PROCUREMENT PROJECT: Supply of Professional Services for the Design, Development and Implementation of Website for Office of the Public Affairs
Purchase Request No.: 16462
Approved Budget for the Contract: Php 380,000.00

Date: **10 May, 2022**
RFQ No.: **2518**
MOP: **NP-SVP**

INSTRUCTIONS:

1. Accomplish this RFQ correctly and completely.
2. **Bidder should attach a copy of the latest Mayor's/ Business Permit, PhilGEPS Registration and Omnibus Sworn Statement.**
3. Failure to comply with any of the Technical Specifications will disqualify the quotation.
4. **Submit your quotation at the Supply and Property Management Office, UP Baguio OR may email at jebagsic@up.edu.ph and cc: spmo.upbaguio@up.edu.ph with RFQ No. as part of the subject NOT LATER THAN 5:00 PM on 17 May, 2022.**
5. Failure to follow these instructions will disqualify your entire quotation.

Please quote your lowest government price (including VAT) on the item/s listed below, and state the time of which you can make delivery. The information stated below shall be the basis for the evaluation and calculation of your quotation.

RODOLFO T. SUYAT, JR
Chief, SPMO

ITEM NO.	GENERAL DESCRIPTION	STATEMENT OF COMPLIANCE TO TECHNICAL SPECIFICATIONS (PLEASE CHECK)		UOM	QTY	UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
		YES	NO						
1	Design, Development, Implementation of the Official UP Baguio Website with Maintenance Package good for 2 years(Basic Information: RFP from the University of the Philippines Baguio; Timeline: A. -60 days completion upon awarding of contract, with weekly updates, B. Current website use CNS: Wordpress, Joomla or Drupal, C. Login credential of Hosting Server or Details of FTP account, D. Email account to receive notifications and mails(cen use UP Mail account), E. Maintenance for 1 year year (see attached)			lot	1	320,000.00	320,000.00		
2	Maintenance and Customization Services			lot	1	60,000.00	60,000.00		
	-Delivery Period: within 60 calendar days upon receipt of Purchase Order								
	-PLEASE INDICATE WARRANTY OFFERED FOR THE ITEM								
	-¤¤¤ Nothing Follows ¤¤¤-								
						TOTAL:	**380,000.00**	**BID TOTAL:**	
TOTAL QUOTED AMOUNT IN WORDS:									

After having carefully read and accepted your General Conditions, I/We quote you on the Item at prices noted above.

Name of the Company: _____
Address: _____
Name of Representative: _____
Position: _____
Signature: _____

Tel. No. : _____
Fax No. : _____
Email Address: _____
Date: _____

/dcb

Revised: v01 – 18 APR 2022

Terms of Reference (ToR)

Name of Contract:

Design, Development and Production of Main Website , UP Baguio

Background:

The University of the Philippines Baguio is currently implementing a project entitled Developing the UP Baguio Website. The focus of this project is to create a dynamic website design and development, Implementation of the Official UPB Website 2.0 Interactive Multi-media Website. The target audiences are UPB, UPB constituents, Students, Government Agencies, Public Agencies etc.

Approved Budget for the Contract:

Php. 380,000.00 **Funded by: API-OPA 2022**

Objective:

The overall objective of this project is to produce a complete, up-to-date, 1and secure main website (Website) for the University of the Philippines Baguio, with complete functionality, responsive design, security features, SEO enabled, automatic backup and recovery facility, CMS and tools.

Deliverables:

The Contractor selected for this project is expected to:

1. Present overall work plan for the project, including, but not limited to, phase/s, timeline/s, whole website, maintenance etc.

2. Design the entire Website, its User Interface, User Experience, CMS, menus, sections, etc., with design inputs from UP Baguio – OPA.
3. Development the entire Website, its User Interface, User Experience, CMS, menus, sections, etc., with development inputs from UP Baguio – OPA.
4. Conduct functional end-to-end testing for website, features, sections, pages, etc.
5. Conduct End-user Training Sessions (for website administrators/operators/managers)
6. Provide complete documentation/manual(s) for the daily operation and upkeep/maintenance of the website, including its features, sections, pages, plugins, etc.
7. Provide at least 12 months free warranty and support package after website completion and go-live date

Technical Specifications:

1. Website Design and Development

- UP and UPB Branded, Responsive, Dynamic Website
- Easy-to-use Content Management System (CMS)
- Entire site is HTTPS/SSL enabled
- SEO built-in and Search Engine Friendly features
- Security features built-in
- Default menu items: Home, Sidebar, admissions, Academics, Faculty, Research, Career Development, Students, About, Articles etc.
- Default site pages: Home, Sidebar, admissions, Academics, Faculty, Research, Career Development, Students, About, Articles etc.
- Default site sections: Sidebar, admissions, Academics, Faculty, Research, Career Development, Students, About, Articles, Quick links, logos etc.
- Look and feel inspired by: cac.upb.edu.ph , Annenberg.usc.edu, colors of UP (maroon, forest green.
- Compliance to UP VIG: https://up.edu.ph/wp-content/uploads/2017/03/VIG-layout-Jan-2017B-compressed.pdf

2.Website Hosting and Domain Name (if locally-hosted at UPB)

- Website must be compatible with Open Source server Software:
  1. Apache
  2. MariaDB or MySQL
  3. PHP
  4. CMS (Drupal, Wordpress, Joomla, etc.)
  5. Can work with Baremetal or Virtualized Server Environment (VSE Preferred)
  6. Linux OS (Preferred)
  7. Using UPB.EDU.PH domain name (provided by UPB)

3. Maintenance and Support

- Free Website Maintenance for at least twelve (12) months after go-live
- at most 2-hour response and resolution time during business hours
- Support channels via Phone, Mobile, E-mail, Helpdesk Ticketing, etc.

4. End-User Training is included
   - at least 3 working days (24 hours total) for website administrators, operators and managers/maintainers

5. Documentation and Manuals included
   - Website source codes
   - User guides / manuals for site administrators/operators/content managers
   - Service guides / manuals for site administrators/operators
   - Certifications, Warranty and Technical Support Documentation

6. Other website features
   - Automated full website backup system with daily backups and quick restore capability from CMS GUI
   - Site visitor counter with map locator
   - Site disaster recovery services (optional)
   - _____

Payment Schedule

1. Payment of 100% shall be made upon final user-acceptance.

Content Management System (CMS) Website Package

Pages to be Developed	
Home	This is the main landing page of the website. Will include the following: **Head section** Organization Logo Main Navigation Bar • Admissions • Academics • Students • Faculty • Research • Career Development **Main Section** Quick Access to: • Latest Announcements • Latest News • Tsek.ph Posts
Sidebar	**Quick links** • Administration • Bids and Awards Committee • Awards Notices • Request for Quotations • PhilGEPS Integrated Notices Publication Interface (INPI) • Career opportunities • Sustainable Development Goals • UP Baguio Credit Cooperative • All U.P Workers Union • UP Baguio Live • HSO Online Health Declaration Form
Admissions	• Graduate Applicants • Undergraduate Applicants • Tuition & Financial Aid
Academics	• Course offerings per college • Academic Calendar • Handbook of Academic Information
Faculty	• Faculty Recognition • Faculty and Staff Resources
Research	• Faculty Research Database • Cordillera Studies Center • The Cordillera Review • UPB Main Library • Micro & Nano Innovations Lab • SDG • UPB Phil-LiDAR 1

Career Development	• Students • Alumni • Employers
Students	• Advisement and Academic Services • Progressive Degrees • International Programs • Career Development • Organizations • Student Resources • UP Baguio Media Center
About	• History • Profile, Vision, and Mission • UP Baguio Citizens Charter • Organization Structure • Accomplishment Report
Articles	• Latest Announcements • Latest News • Tsek.ph posts • Displays Articles Depending, on what category (Announcement, news, Tsek.ph) • Page title changes depending on category.

Content Management System (CMS) Website Package

50 Hours Maintenance Package	

Website Maintenance	• Can be used to update page contents such as updating of photos and page write-ups.
	• Can be used for development such adding new features, sections or pages that may require additional programming.
	• Technical assistance via email, phone, or online meeting.
	• Within the skillset of designers or developers.
	• Valid for 1 year only.
	• Full payment is required.
	• On-site meetings are not included. Meetings shall be conducted in supplier's premises or via zoom only.
	  o Office hours
	  o Monday to Friday from 8:00 am to 5:00 pm.
	  o No work weekends and holidays.

Content Management System (CMS) Website Package

Additional Website Package	
Design	• Unlimited website layout revisions during the design phase. (Desktop View) • Change/revise the layout as many times as you want during the design phase.
Complete Control over Website & No Payment Updates	• Content Management System (CMS) based updatable/editable website. • Password protected Administrator Control Panel wherein you can login and add/remove/edit the contents of your website. • Update your website from any computer if it has an internet connection. • Very user-friendly. Edit your website using a Microsoft Word like user interface. No technical skills or programming knowledge required. • Allows you to add/remove pictures and create photo galleries with just a few clicks. • Updates your home, about, contact us and other pages at any time you want.
Tablet and Mobile Friendly	Responsive design, Compatible with any screen size. Layout will automatically adjust for optimum viewing in mobile phones and tablets.
Cross- Browser Compatible	• Website works in the most recent version of Chrome, Firefox, Safari and Internet Explorer
Fast Loading Website	• Use latest coding technologies (HTML5, CSS3, jQuery, etc.) • Web optimized images and minified scripts
Secured Website	Security features that we implement: • Captcha/ Spam Filter • CMS Login Authentication • Regular scheduled back-up of database and website files
Measure Effectiveness of Marketing Tool	• Monitor how many users visit your website, their location, pages visited, time spent on your website and other details with our website analytics.
Worry Free	Inclusive of 1 year warranty and maintenance • Fixing of bugs and errors • Updating of content (photos and write-ups) • Adding new basic pages • Creating designs for website banners • Quarterly backup of website files and databases • Email backups should be the responsibility of the client • Retraining of the website within maintenance coverage • Page speed optimization
No Fear of being locked-out	Should have full access to server, database, source codes and even Photoshop files.
Documentation and Training	Upon turn-over of the website, client will be taught how to manage the CMS admin and a suer manual will be provided. • Re-training will be free of charge. If client requests re-training outside of developer's office, there will be an additional re-training fee. • If possible, also provide a developer documentation.

Content Management System (CMS) Website Package

Freebies	
Stock Photos	• Provide 10 basic royalty free stock photos that can be embedded on the website for no additional cost.
Photo Enhancement	• Will do basic enhancement for 50 photos. This includes removing noise correcting colors, sharpen or brighten an image, making it easier to identity key features. • Basic banner design and image editing are provided by developer.
Social Media Integration	• Link to your company's Facebook, Twitter, YouTube, Instagram and other social media accounts. • Can create the accounts if you don't have any.
On Page SEO (Search Engine Optimization) with 7 Keyword Research	• Developer will work on the On Page Search Engine Optimization with a maximum of 7 keyword research and apply appropriate tags and keywords making sure that search engine know what website id offering. • Website will be submitted to major search engines like Google, Yahoo, Bing, etc. • Website will be coded following SEO standard practices

Requirements before project kick-off		
Contract Signing Data Gathering & Settlement of Initial Payment	10-15 days	• Discuss project details • Sign contract and get 50% down payment • Gather materials needed for the project. • Client will provide all the necessary materials to start with the design • Design phase will not start unless necessary contents are provided. Client's Checklist of Deliverables • Clear Idea of what you want. The client must have list of website pages or sitemap. • Reference websites/ peg websites. • Preferred type of design, for example: Minimalist, Adventurous, Corporate etc. • Website images, if applicable, i.e., Staff, office, facilities, products, write-ups, and contents of the website. • Write-ups and contents of the website. • Client related images that will be uploaded. • Client Logo • Preferred domain name (if applicable)

Content Management System (CMS) Website Package

Project Timeline (working days)		
Design Phase (Homepage Creation)	4-5 days	• Create 2 Homepage design studies • Submit Design Studies via email for checking
Client Checking	4-5 days	• Check designs for possible revisions
Homepage Revisions	10-15 days	• Received Homepage feedback • Do necessary revisions • Multiple revisions are considered on the given days
Client Checking	4-5 days	• Check designs for possible revisions
Design Phase (Inner Page Creation)	9-10 days	• Creation of Inner page designs • Submit Inner page designs via email for checking
Client Checking	4-5 days	• Check designs for possible revisions
Inner Page Revisions	10-15 days	• Received Inner page feedback • Do necessary revisions • Multiple revisions are considered on the given days
Design Sign-off	9-10 days	• Client must sign and send a copy of signed Design Acceptance form via email • Settle 25% payment
Development Phase	22-25 days	• Approval layouts will be coded to the actual website. • Creation of database and CMS admin • Content population • Front-end Programming • Back-end Module Programming
Quality Assurance	4-5 days	• Checking and correction of any errors and bugs. • Upload website to demo server for Client viewing
Development Revisions	5-8 days	• Apply Client's feedback
Admin Training	3 days	• Client will be taught how to mage/edit the website • Client shall sign the Certificate of Training after the training.
Commercial Launching	1 day	• Upload the website to the actual server and domain • Do necessary configuration and testing. • Developer will inform Client for successful migration. The website is now live and running. • This will be day 1 of 1 year maintenance • Post-launch quality assurance • Site launching will be based upon GO signal of the Client.
Project Sign off	1 day	• Submit source codes, database, Photoshop files, admin manual (Power Point slides) and login credentials via email. • Clients shall send the signed copy of certificate of Completion upon receipt of the files. • Collect 25% remaining balance.
Total No. of working days	90-113 days	

Content Management System (CMS) Website Package

Template reference: https://annenberg.usc.edu/ and cac.upb.edu.ph

UP Baguio Website Specifications:

Design, Development, and Implementation of Web 2.0 Interactive Multi-media Website, including Website Optimizations, Customizations (custom themes and modules), CMS, Databases, Media Library, Quick Links, Responsive design and Wide compatibility with viewing devices, platforms, screen resolutions and Web Browsers (IE/Edge, FF, Chrome, Safari, etc.). Customizations, change requests, security improvements, end-user/administrator training and technical support (on-site or virtual) for at least 12-months after live deployment of the website shall be included in the package. Additionally, user documentation must also be provided.

Separately paid for technical support after initial contract is optional.

SEO optimization is separately paid for.

Backend Technical Specifications:

Apache2: 2.4.41 with PHP-FPM support
MySQL: 8.0.28
PHP: 8.1.3 with PHP-FPM, 512MB post and upload max size, 256MB memory limit
Drupal: 9.3.9

Delivery: at least 60 calendar days.