



Philippine Economic Zone Authority

RFQ No. 2019-07-031
Date 22 July 2019

REQUEST FOR QUOTATION (Alternative Mode – Small Value Procurement)

Name of Company: _____

Address: _____

The Philippine Economic Zone Authority (PEZA), through its Bids and Awards Committee (BAC) will undertake **Alternative Mode – Small Value Procurement** in accordance with Sec. 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project: Updating/Concept and Design Development of the PEZA Website	
ABC	Php500,000.00
Terms of Reference	Annex "A"
Price Quotation Form	Annex "B"
Deadline of submission	29 July 2019

Interested suppliers may submit their duly accomplished Price Quotation Form (Annex "B"), on or before the deadline of submission of bids to the BAC Secretariat at the PEZA Head Office, 5Floor, PNOC Bldg.5, DOE-PNOC Complex, Energy Center, Rizal Drive, BGC, Taguig City.

Bidders must submit sealed bid/quotation in the address given above together with the following documentary requirements:

- 1) PhilGEPS Registration Number;
- 2) Valid and Current Mayor's/Business Permit 2019, (for individual proprietor, BIR Certificate of Registration shall be submitted in lieu of Mayor's permit);
- 3) BIR eFPS, Quarterly Income Tax Return (ITR)-(previous 2 quarters, BIR Form No. 1701Q); and
- 4) BIR eFPS, Monthly VAT Declaration (last 6mos, BIR Form No. 2550-M)
- 5) Omnibus Sworn Statement (OSS)

Notice of Award/Contract shall be given to the lowest calculated bidder which complies with the Terms of Reference (Annex A) and Terms and Conditions.

For any clarification, you may contact the BAC Secretariat at tel. nos. (02) 5513429 or 5513451 local 200.


TERESO O. PANGA
BAC, Chairman

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Email: info@peza.gov.ph • Website: www.peza.gov.ph

ISO 9001:2015 Certified Organization
with Certificate Nos. AJA 08/13114 and AJA08-0009

TERMS OF REFERENCE

Updating/ Concept and Design Development

of the PEZA Website

I. Background

The Philippine Economic Zone Authority (PEZA) is the Philippine government agency tasked to promote investments, extend assistance, register, and grant incentives to export-oriented manufacturing and service facilities inside selected areas in the Philippines. Currently, PEZA manages 395 operating economic zones nationwide including Industrial and Export Processing Zones, IT Parks and Centers, Tourism Ecozones, Medical Tourism Parks, and Agro-Industrial Parks.

PEZA has tapped the use of technology through the adoption of an agency website as a medium in promoting the country and PEZA as an ideal investment location. While PEZA continues to abide by the government website template prescribed by the Department of Information and Communications Technology through E.O. 39, s. 2013, PEZA intends to harness various corporate and modern looking digital illustrations in order to improve the overall user experience of the clients in accessing vital information on the PEZA website.

II. Objectives

1. To upgrade the layout and design of the website using platforms in accordance with existing government rules and regulations.
2. To transform information regarding the agency profile, investment promotions, communications, process flow, and other concepts into digital illustrations.
3. To incorporate diverse, modern, professional looking, pleasing and captivating digital arts on the PEZA website.
4. To aid PEZA in its mandate to attract investments through the use of multimedia.

III. Scope of Services and Deliverables

1. Should use CMS and template prescribed by DICT (<http://i.gov.ph/gwt/>) such as WordPress, Joomla and Drupal, and adopt the Web Content Accessibility Guidelines (WCAG 2.0) as the accessibility standard.
2. Website should be mobile responsive.
3. Present at least 2 designs for approval and/or suggestions for enhancement.
4. Quantity and file size of the images used on a single page should not delay the loading time of the website beyond tolerable.
5. Created images resolution should be 72 pixels per inch.
6. Images should be crafted through Adobe Photoshop and final PSD files created should be turned over together with the approved images.
7. Should include design of a maximum of 2 additional sections in the website.
8. Should provide graphic design services after the project development for future contents as the need arises based on a service agreement.
9. Should provide training on content management/updating if WordPress or Drupal CMS will be used.



Section	Size (WxH, in pixels)	Components	Status
Top bar	1190x45	Republic Seal, Menu, Search bar	Mandatory, Locked
MastHead	1190x140	Agency Logo, Agency Name	Mandatory, Customizable
Auxiliary Menu	1190x45	"Extra" Menu/Navigation	Optional
Content Area	1190 W H varies	Contents (Refer to Content Area)	Min. of 1 column Max. of 3 columns Customizable
Agency Footer	1190 W H varies	Directory of Agency, site map, etc.	Mandatory, Customizable
Standard Footer	1190 W H varies	Link of Government Directory	Mandatory, Locked

Fig 1. Basic Layout of Government Website Template

IV. Project Timetable

Final turnover should be within 40 working days from the receipt of the Notice to Proceed, including training for PEZA on maintenance.

V. Approved Budget

The approved budget of contract is Five Hundred Thousand Pesos (P500,000.00), VAT inclusive.

[Handwritten signature]

PRICE QUOTATION FORM
(Financial Bid)

DDG TERESO O. PANGA
Chairperson, Bids and Awards Committee
Philippine Economic Zone Authority (PEZA)
5Floor, PNOC Bldg.5, DOE-PNOC Complex, Energy Center
Rizal Drive, BGC, Taguig City

Thru: BAC Seretariat

Dear Sir:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s for the items as follows:

Description	Bid Price (Php)
• Updating/Concept and Design Development of the PEZA Website	(Inclusive of VAT)

Signature over Printed Name

Office Telephone No. / Mobile Telephone No.

Email address

TERMS AND CONDITIONS

- Bidder shall type or write in "Ink" the following on the sealed envelope:
 - his/her name or business name;
 - address; and
 - identification of the item/s being quoted.
- Delivery period: **40 Calendar days upon receipt of NTP/PO/VO.**
- Terms of payment: Through Cheque/15 working days upon receipt of original invoice.
- Winning bidder must deliver the item/s to the following address:
3Floor, PNOC Bldg.3, DOE-PNOC Complex, Energy Center, Rizal Drive, BGC, Taguig City.

