

Republic of the Philippines  
Department of Trade and Industry  
**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
Golden Shell Pavilion, Roxas Blvd. Cor. Gil Puyat Ave., Pasay City

Solicitation No.: CITEM-2020-0117

**REQUEST FOR QUOTATION  
(NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT)**

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

**PROCUREMENT OF A DEDICATED WEB SERVER FOR CITEM'S ONLINE ASSETS AND WEBSITES**

*(Please see attached Terms of Reference for more details.)*

Approved Budget	:	PHP 660,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	:	28 September 2020, Monday, 05:00PM
Opening of Bids	:	29 September 2020, Tuesday, 02:00PM

Conduct of *Opening of Bids* shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. The BAC Secretariat may be reached through email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph) for request of these links.

The *Notice of Award* shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

*Eligibility Documents (1st Envelope / Compressed Folder)*

**1. Mayor's Permit for the current year or for individuals, BIR Certificate of Registration**

*Expired Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment, shall be accepted as alternate documentary document during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020.*

**2. Valid PhilGEPS Registration Number (evidenced by a certificate or screen shot)**

*PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.*

**3. Latest Income or Business Tax Return stamped and received by BIR**

**4. Notarized Omnibus Sworn Statement**

*Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract before payment shall be accepted as alternate documentary requirement during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020.*

**5. Notarized Special Power of Attorney, Notarized Secretary's Certificate or Board/Partnership Resolution for partnership, corporation, cooperative, or joint venture, whichever is applicable**

*Unnotarized Special Power of Attorney or Unnotarized Secretary's Certificate or Board/Partnership Resolution are likewise accepted in accordance with ARTA Advisory No. 01 series of 2020 on the Advisory for the Adoption of Fast-Track Measures during the COVID-19 State of Calamity.*

Bidders shall submit these documents, on the above stated date and time, either on the following:

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- As highly encouraged, submission to the BAC Secretariat through online at [citembac@citem.com.ph](mailto:citembac@citem.com.ph). A password protection may be inflicted in the compressed folders to ensure security of the documents. The password must be disclosed an hour before the date and time of the Opening of Bids indicated above.

CITEM-BAC reserves the right to reject any or all bids disadvantageous to, waive any formality or accept such bids as may be considered advantageous to the government. Further, CITEM-BAC assumes no obligation whatsoever to compensate or indemnify the bidders for expenses or losses that may be incurred in participating in this bidding.

For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. (02) 8-831-2201 local 309/294 or email at [citembac@citem.com.ph](mailto:citembac@citem.com.ph)

  
**ATTY. ANNA GRACE I. MARPURI**  
Chairman, Bids and Awards Committee



## REQUEST FOR QUOTATION

- Shopping with ABC of Php 50,001 and above     Small Value Procurement with ABC of Php 50,001 and above  
 Lease of Real Property and Venue             Others : \_\_\_\_\_

Date: 24-Sep-2020  
 RFQ No: 2020-0117

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed and stamped in an envelope submitted to CITEM BAC or in a compressed folder submitted at citembac@citem.com.ph.

Schedule of Pre-Bid Conference:	n/a	Time:	n/a	Venue:	n/a
Schedule of Opening of Bids:	29 September 2020	Time:	2:00PM	Venue:	Microsoft Teams / Zoom

QUANTITY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
		<b>PROCUREMENT OF A DEDICATED WEB SERVER FOR CITEM'S ONLINE ASSETS AND WEBSITES</b>		
		The supplier must be capable of providing the following specifications: Intel Xeon Quad -Core E3-1230 v5 Processor - 32 GB DDR3 Memory - 2 TB SSD Primary Storage (Apache, PHP, Tomcat) - 2 TB HDD Backup Drive - Server OS-CentOS 7 + Cpanel /WHM Management - Panel /WHM Management - With Web analysis tools to monitor site traffic and bandwidth meter - SSL Certificate - DDoS protection - Unlimited domain name hosting - Unlimited Email Accounts - Unlimited Secure FTP Accounts - Dedicated IP Address - Dedicated Managed Support and 24/7 Technical Support - Seamless Full Migration of Web and Email - The server must have the latest versions of PHP & MySQL - With SMTP Access - Automatic Weekly BAckup of Files and Database with up to seven (7) revisions before recycling - With Content Management System Installation Option - Free Transfer Domains		
		Period of Engagement : One Year: 1 October 2020 to 30 September 2021		
		<i>Please see attached Terms of Reference for more details.</i>		
		<b>APPROVED BUDGET FOR THE CONTRACT : PHP 860,000.00</b>		
		<b>DEADLINE FOR SUBMISSION OF ELIGIBILITY DOCUMENTS, AND FINANCIAL BID</b>		
		<b>: 28 September 2020, 05:00PM</b>		

**Terms and Condition:**

- 1.) Delivery period: \_\_\_\_\_ working days upon acceptance of Purchase/Job Order.
- 2.) Bid price must be **Inclusive of Value Added Tax**.
- 3.) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 4.) Any alterations, erasures or overwritings shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 5.) Required documents, if any, must be submitted within 3 Days after receipt of notice.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may consider advantageous to the government.

  
**ATTY. ANNA GRACE I. MARPURI**  
 BAC Chairman

TO: CITEM Bids and Awards Committee:

Per your request, I/we have indicated the prices of the above mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood and shall conform with the terms and conditions of this requirement.

\_\_\_\_\_  
 Date Submitted

\_\_\_\_\_  
 Signature over printed name of the Authorized Company Representative  
 Designation: \_\_\_\_\_  
 Telephone no.(s) \_\_\_\_\_  
 E-mail: \_\_\_\_\_



# TERMS OF REFERENCE FOR PROCUREMENT OF A DEDICATED WEB SERVER FOR CITEM'S ONLINE ASSETS AND WEBSITES

## **Project Title:**

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Procurement of a Dedicated Web Server to house all of CITEM's Online Assets and Websites

## **Rationale:**

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The **Center for International Trade Expositions and Missions (CITEM)**, created under the EO 989 series of 1984, is the export promotion arm of the Philippine Department of Trade and Industry (DTI).

CITEM contributes to the DTI's export growth targets by marketing and promoting the Philippines as a reliable source of quality export products and services in the global market through trade fairs and missions and other export promotion programs and bearing the message that the Philippines is a reliable source of quality products and services that are at par with global standards.

The restrictions brought by the pandemic continues to challenge many trade shows and physical platforms, and CITEM's projects are some of them. Due to this unexpected turn of events, the agency is enhancing its promotional activities through developing digital trade platforms and digital marketing efforts to keep up with the needs of the market.

## **Thrusts, Directions, and Realities:**

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Websites are one of the most cost-efficient ways to improve a business' marketing and promotion effectiveness. It is easy to maintain and update, and the customers can easily visit it whenever and wherever they are and get the business updates on services, products, and promos. It can educate potential customers of the services and products available and expand the market reach on a local and global scale. Websites can build the business' online reputation and improve their customer service by facilitating a two-way interaction.

According to a report published by Solarwinds Pingdom in 2018, the average web page size from the top 1000 Alexa-ranked websites is 2MB.<sup>1</sup> This data is of a single web page. It matters because it correlates with how fast users can get to the content and how fast a content-generation platform can grow. Websites or platforms that contain many multimedia contents like hi-resolution photos and videos, even if optimized, can take up to 10GB storage space.

Apart from a larger webspace, one of the most critical features a dedicated server can do is improve the security of the websites housed in it. Security is essential for every website, especially for those handling sensitive information such as confidential emails, credit card numbers, or

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<sup>1</sup> <https://royal.pingdom.com/webpages-are-getting-larger-every-year-and-heres-why-it-matters/>

sensitive customer information. It's crucial to protect this information and your website from viruses, hacks, and other risks.

In recent years, CITEM continuously improves its marketing and promotion efforts through digital marketing, from website development to establish the projects' online presence and provide information to its stakeholders and the public, to email and social media marketing to push contents to its target audience.

To stay relevant to its stakeholders and target audiences, the agency develops web-based systems, inspiring stories, and visually-appealing content across different platforms – website, email, and social media. With this increasing effort in publishing online content, it is also vital to allocate enough storage space and secure a dedicated web server for the agency's online assets.

Today, a shared web hosting server stores CITEM's websites and some of its online assets, which could cause several significant impacts on the websites' performance and its security. Shared web hosting is a hosting in which you share resources with other websites.<sup>2</sup> It has limited resources to support a more elaborate platform such as the Digital Trade and Community Platform for Manila FAME. It is sluggish, and on a busy day, it might stop working and will likely cause the website to be unavailable. Since the websites are sharing a host, there's also an increase in its security vulnerability. To ensure the security of the websites on a shared web host, a separate Secure Sockets Layer digital certificate is needed.

The website files of the projects consume 37% of the current 100GB web space allocation in a shared web hosting server. As CITEM plans to enhance the existing websites into a more collaborative platform with content coming from its stakeholders, the development of several Digital Trade and Community Platforms to support the agency's projects will require a more stable server in anticipation of higher traffic. The Digital Trade and Community Platforms will allow each user (exhibitor) to upload several product photos at a limited capacity, in any case. With at least 100 users uploading 10 of their products, such activity would mean a consumption of approximately 3GB of webspace.

Given the scenario discussed above, it is crucial to procure a dedicated webserver to house all the websites and online assets of CITEM. Such procurement will ensure a reliable user online experience.

## **Objectives:**

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A dedicated web server shall help CITEM to:

1. Accommodate more users to access the websites and platforms at any given time without affecting loading speed and each platform's performance;
2. Gain administrative or root access, providing greater access server control;
3. Customize and allot resources depending on the need of each website and platform;
4. Have a reliable infrastructure for all the websites and online assets to be available to anyone anytime;
5. Enhance the security of its online assets, including the websites and the corresponding uploaded digital content on all the Digital Trade and Community Platforms; and
6. Have a 24/7 on-premise support whenever necessary.

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<sup>2</sup> (We Manage Website, 2020)

## **Technical Specification / Requirements:**

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The supplier must be a Philippine registered company;

The supplier must be active in providing shared and dedicated web hosting services for at least ten (10) years;

The supplier must be capable of providing the following specifications:

- Intel Xeon Quad-Core E3-1230 v5 Processor
- 32 GB DDR3 Memory
- 2 TB SSD Primary Storage (Apache, PHP, Tomcat)
- 2 TB HDD Backup Drive
- Server OS - CentOS 7 + Cpanel/WHM Management
- Web Hosting Control Panel
- With web analysis tools to monitor site traffic and bandwidth meter
- SSL Certificate
- DDoS Protection
- Unlimited domain name hosting
- Unlimited Email Accounts
- Unlimited Traffic with Unlimited Bandwidth
- Unlimited Secure FTP Accounts
- Unlimited MySQL database
- Dedicated IP Address
- Dedicated Managed Support and 24/7 Technical Support
- Seamless Full Migration of Web and Email
- The server must have the latest versions of PHP & MySQL
- With SMTP Access
- Automatic Weekly Backup of Files and Database with up to seven (7) revisions before recycling
- With Content Management System Installation Option
- Free Transfer of Domains

## **Deliverables and Project Milestones:**

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### **Month 1**

- Assist in migrating CITEM's domains, websites, online assets, and databases
- Host CITEM's domains, websites, online assets, and databases in a dedicated web server
- Assist in installing the SSL Certificate
- Provide 24/7 technical support whenever necessary
- Backup CITEM's websites, online assets, and databases in a weekly interval

### **Month 2 to 12**

- Host CITEM's domains, websites, online assets, and databases in a dedicated web server
- Provide technical 24/7 technical support whenever necessary
- Backup CITEM's websites, online assets, and databases in a weekly interval

**Project Duration:**

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**One Year**

Start: From the date of delivery

End: 365 days after the date of delivery

**Approved Budget of Contract:**

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**Php 660,000.00** (Inclusive of Value-Added Tax)

Sources:

1. Digital Trade and Community Platform APP FY. 2020
  - a. Dedicated Web Server: Php 60,000.00
2. Digital: IFEX Philippines NXTFOOD Asia APP FY. 2020
  - a. Dedicated Web Server: Php 600,000.00

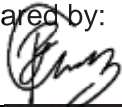
**Payment Term:**

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CITEM shall pay the supplier the full amount of the awarded contract price for a one-year subscription of a dedicated server upon accomplishment of the following terms:

- The supplier shall assist CITEM in migrating its domains, websites, online assets, and databases
- Setup a dedicated server for CITEM's domains, websites, online assets, and databases for a one-year utilization
- Successful installation of SSL Digital Certificate

Prepared by:



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**ROSELLER FLORES DELA CRUZ**  
IT Officer I, WMD

Noted By:



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**CAROLINA O. ALTAREJOS**  
SP- Assistant Division Chief, WMD



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**CLODUALDO D. EVIO,**  
Assistant Division Chief, SMDD

Recommending Approval:



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**ATTY. ANNA GRACE I. MARPURI**  
OIC-Department Manager, CSD

Approved By:



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**PAULINA SUACO JUAN**  
Executive Director, CITEM 