

Republic of the Philippines  
Department of Agriculture  
**NATIONAL TOBACCO ADMINISTRATION**  
Quezon City

**Request for Quotation**

29 October 2020

PROJECT: Hiring of Service Provider for the Development/ Enhancement of the Existing NTA Website

Purchase Request No.: 2010-197

1. The NATIONAL TOBACCO ADMINISTRATION (NTA), through its' *Corporate Operating Budget for CY 2020*, intends to apply the sum of Php300,000.00, being the Agency Estimate, to payments under the contract for the " Hiring of Service Provider for the Development/ Enhancement of the Existing NTA Website". Quotations received in excess of the Agency Estimate shall be automatically rejected.
1. The NTA now invites quotations for the service provider on the development/ enhancement of the existing NTA website. Delivery of Goods/Services is required for a period of thirty (30) calendar days, after the issuance of Notice of Award/Purchase Order.
2. A complete set of Specifications and Quotation Form may be acquired by interested parties from Ms. PRISCILLA S. ESGUERRA, from the address below and only upon payment of a non-refundable fee of Php500.00.
3. Quotations must be delivered to the address below on or before 09 November 2020.
4. The NTA reserves the right to accept or reject any quotation prior to contract award, without thereby incurring any liability to the affected interested parties.
5. For further information please refer to:

**ROBERTO R. BONOAN, PhD**

National Tobacco Administration

3<sup>RD</sup> & 4<sup>TH</sup> Floor, Ben Lor Bldg., 1184 Quezon Avenue, Quezon City

Tel No. 372 3188;

[docrbnta@yahoo.com](mailto:docrbnta@yahoo.com)

Fax No. 3732095

Website Address: nta.da.gov.ph

  
**ROBERTO R. BONOAN, PhD**

Chairperson, NTA-BAC



**RF Quotation Form No. 2010-197**

**Name of Company:** \_\_\_\_\_

**Address/Tel No:** \_\_\_\_\_

**Quoted by:** \_\_\_\_\_

**Signature over Printed Name**  
**Authorized Representative**

<b>ABC: PhP300,000.00</b>	<b>OFFER:</b> _____
<b>TECHNICAL SPECIFICATION</b>	<b>COMPLIED: Y for YES; N for NO</b>
<p><b>1. Website Enhancements and Redevelopment</b></p> <p>a. The Website must be dynamic and interactive and should allow easy information update.</p> <p style="padding-left: 20px;">i. Curation of digital assets via improved images and videos and content of the NTA website.</p> <p style="padding-left: 20px;">ii. Technical Guide for succeeding content posts for news articles, publications and documents.</p> <p>b. The layout and design of the pages of the website must be in accordance to the agreed content structure and in sync with government compliance and standard guidelines.</p> <p>c. The website must be able to function and allow optimal viewing across desktops, smart phones and tablets.</p> <p>d. The website content Site Map should include at a minimum the following: (see Diagram)</p>	
<p><b>2. Content Management System</b></p> <p>a. The website must allow end- user to be able to access and manage the website via user-friendly content management system at the back- end.</p> <p>b. Particular access to the content and membership management system for dedicated end- users.</p>	
<p><b>3. Back- Up and Security</b></p> <p>a. Technical Support: On- call 24/7 support for checking of the website during the roll- out prior actual Go Live and production phase.</p>	

<p><b>4. Ownership</b></p> <p>a. All source codes of the website will be turned over to the client and end- user with provision of a technical training and documentation.</p>	
<p><b>5. Page Speed and Optimal Viewing</b></p> <p>a. The website when developed should be able to meet the minimum page speed of 90% for both desktop viewing and optimal viewing for smartphones and tablets.</p> <p>b. The website should be able to have a layout according to specified viewing experience of users whether it be desktop PC, tablet or smartphone.</p>	
<p><b>6. Search Engine Optimization</b></p> <p>a. Adaptation and uses of Search Engine Optimization strategies and techniques to improve on the site reach and website rankings.</p>	
<p><b>7. 5-day Technical Training for IT Staff/ Website Administrator and the End-users, to include specifically Network Security, Content Management and curation of images</b></p>	
<p><b>DELIVERY PERIOD: THIRTY (30) CALENDAR DAYS</b></p>	

The NTA reserves the right to reject any or all offers, waive any formality herein or accept such offer as may be considered most advantageous to the Agency.

Very truly yours,



**ROBERTO R. BONOAN, PhD**

Chairperson, NTA-Bids and Awards Committee (NTA-BAC)