



PHILIPPINE CHILDREN'S MEDICAL CENTER
 Quezon Avenue, Quezon City
 Tel. No. 8588-9900 local 224/226

REQUEST FOR QUOTATION
No. RFQ-2023- 747

Date : _____
 Name of Supplier : _____
 Address : _____
 Telephone No. : _____

Please quote your lowest price as per specifications per item listed below thru Alternative Mode of Procurement - Negotiated- Procurement Small Value (PhilGEPS Ref # _____) on or before **November 24, 2023**.
 Please fax your quotation at **8588-9997** or email at **pcmcbac@gmail.com** , **pcmcproc@pcmc.gov.ph** c/o Ms. Aileen Sarem

QTY	UNIT	PCMC REQUIREMENT Item Description	OFFER TO COMPLY WITH THE REQUIREMENTS
1	lot	PCMC Website Design, Development and Web Hosting Service	
		Total ABC : 350,000.00	TOTAL COST :
		A. Technical Specifications (but not limited to the following)	
		1. Content Management Services	
		• WordPress Only	
		2. Internet Browser Compatibility	
		• Edge	
		• Safari	
		• Firefox	
		• Chrome	
		3. Programming Languages	
		• PHP, MySQL, JavaScript, AJAX, CSS	
		4. Site Security	
		• SS/TLS Certificates from web hosting service	
		• Enhanced DDoS Protection	
		• Web Application Firewall	
		• CloudFlare Protected Nameservers	
		• Malware Scanner	
		• Secure Access Manager	
		• Free Domain WHOIS Privacy Protection	
		5. Others	
		• Must be compatible with the Government Website Template Design (GWTD) Guidelines	
		6. Web Hosting Features and Dedicated Resources	
		• Can host at least 300 website (Subdomain)	
		• At least 200gb NVMe Storage	
		• Daily Backups	
		• Unlimited SSL	
		• Unlimited Bandwidth	
		• Free domain	
		• Free Content Delivery Network (CDN)	
		• Dedicated IP Address	

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	B	Conforme to the attached PCMC Terms of Reference	
	C.	Warranty : One year Warranty for website and One (1) Year Web Hosting	
	D.	Delivery Schedule : Within seven (7) days upon receipt of approved Notice to Proceed (NTP)	
	E	Duration of the Contract : Within Three (3) Months from the start date	

PCMC has the right to reject any or all bids without offering any reason, waive any required formality and award the contract to any bidder whose proposals as evaluated by PCMC is the most advantageous to the government.

Terms and Condition

Documentary Requirements

- a. Mayor / Business Permit
- b. Valid PhilGEPS Registration Number
- c. Income / Business Tax Return filed and paid through EFPS within the last three (3) months.
- d. With at least 5 years experience in developing website for National / Local government and/or private hospitals
- e. With staff who are proficient in open-source programming and language, including but not limited to C#, Angular, Typescript, Javascript, HTML, and CSS as well as developing online system
- f. ISO Certification on 27001-2018 standards or its equivalent

Posting of Warranty Security:

The obligation for the warranty shall be covered by retention money in an amount equivalent to five percent (5%) of the Contract Price deductible to final payment.

The said amount shall only be released after the lapse of the warranty period specified above; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.

Liquidated Damages:

When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned. The procuring entity need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to the supplier, or collected from any securities or warranties posted by the supplier, whichever is convenient to the procuring entity concerned. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid

Signature over Printed Name
Authorized Representative

**For Certificate of Creditable Tax Withheld at Source (BIR Form N. 2307) and Certificate of Final Tax Withheld at Source (BIR Form No. 2306) please submit your latest/updated BIR Certificate of Registration together with your quote.*

Terms of Reference

Project Title: PCMC Website Design, Development and Web Hosting Service

Background

The Philippine Children's Medical Center (PCMC) stands as one of the nation's foremost pediatric institutions, consistently delivering unparalleled healthcare services tailored specifically for the children of the Philippines. Our facility not only focuses on providing top-tier medical care but is also deeply entrenched in the enhancement of pediatric medicine through research, training and education initiatives.

In an age dominated by digitization and online presence, it is essential for institutions like ours to maintain a robust digital footprint that is both informative for the general public and functional for our dedicated staff. Recognizing the necessity for a digital platform that mirrors our physical reputation, PCMC currently maintains a website that serves as an online portal for our services, achievements, and information dissemination.

However, as with the evolving nature of technology and design, our existing website now necessitates a comprehensive overhaul to meet the modern standards and expectations. In our continuous commitment to serve with excellence, PCMC seeks to engage with a professional web developer to rejuvenate our website, ensuring it is user-friendly, aesthetically appealing, and hosted on a stable platform.

The core objective of this project is threefold:

Design Enhancement - Develop a contemporary website design that captures the essence of PCMC, ensuring an intuitive and interactive user experience and easy navigation.

Functional Development - Infuse the website with functionalities tailored for our varied user base - from potential patients seeking information, to staff safely accessing internal resources.

Stable Web Hosting - Secure a reliable web hosting service that guarantees minimal downtime, fast loading speeds, and the ability to handle high traffic, data analytics, visitor information and ensuring uninterrupted access for all users.

Specific Objectives:

1. Create a user-friendly, informative, and engaging website that will serve as a digital platform to provide information about the hospital's services, facilities, and medical expertise to its stakeholders, including patients, families, medical professionals, and the general public.
2. Create a modern website that showcases the mission and services of the PCMC, and reflects the organization's values and identity.
3. Design the website with a responsive layout, allowing it to be accessed and viewed effectively on a variety of devices, including smartphones and tablets.
4. Create a website that enhances the reputation of the PCMC as a leading medical institution in the Philippines and the region.

Technical Specification (*but not limited to the following*):

- 1. Content Management System**
 - WordPress only
- 2. Internet Browser Compatibility**
 - Edge
 - Safari
 - Firefox
 - Chrome
- 3. Programming Languages**
 - PHP, MySQL, JavaScript, AJAX, CSS
- 4. Site Security**
 - SSL/TLS Certificates from web hosting service
 - Enhanced DDoS Protection
 - Web Application Firewall
 - Cloudflare Protected Nameservers
 - Malware Scanner
 - Secure Access Manager
 - Free Domain WHOIS Privacy Protection
- 5. Others**
 - Must be compatible with the Government Website Template Design (GWTD) Guidelines
- 6. Web Hosting Features and Dedicated Resources**
 - Can host at least 300 websites (subdomain)
 - At least 200gb NVMe Storage
 - Daily Backups
 - Unlimited SSL
 - Unlimited Bandwidth
 - Free domain
 - Free Content Delivery Network (CDN)
 - Dedicated IP Address

Obligations of the Supplier

1. Ensure that the created website is accessible to all users in all types of device.
2. Conduct testing of the created website for security vulnerabilities and apply any necessary security measures found before the website is launched.
3. Provide training to the PCMC team on how to use the newly created website before the actual turnover.
4. Provide 24/7 support for the created website's maintenance and web hosting.
5. Provide the Following staff and qualifications for the PCMC Website Design and Development project team which shall be composed of the following:
 - Project Coordinator (with 2 years- experience website development and handles 2 active website project) – He/She responsible for overseeing the project, ensuring that it stays on schedule, and communicating with the client. Also responsible for coordinating between team members and ensuring that the project stays on track.

- (1) Quality Assurance Specialist (with at least 2 website design and maintenance project in the last 2 years) - responsible for gathering, analyzing, and documenting the requirements for the website, and working with the developers to ensure that the requirements are implemented correctly.
6. Provide minimum 1 Terabyte web storage and 1 Terabyte back up of web files.
 7. The proponent shall ensure that the website design and development project for PCMC will meet the following standards of service:
 - I. Communication:
 - a. The project team assigned to PCMC will maintain regular communication through email, phone, and video conferencing.
 - b. Regular progress reports will be submitted to PCMC in each milestone, or as requested.
 - II. Timelines:
 - c. The project timeline will be strictly observed, and any changes to the schedule will be communicated to PCMC immediately.
 - d. The project team will ensure that each milestone is completed on or before the agreed upon deadline.
 - e. In case of any delay in the project timeline, the project team will inform PCMC immediately and provide a revised timeline.
 - III. Quality:
 - f. The website design and development will adhere to industry standards and best practices.
 - g. The website will be tested before turnover to ensure that it meets the functional requirements specified in the terms of reference.
 - h. The project team will ensure that the website is mobile-responsive and user-friendly.

Project Cost

Project cost is 350,000.00 including applicable taxes and is part of the PCMC – 2021-2023 ISSP.

Qualification of the Supplier

1. With at least 5 year's - experience in developing website for National/Local government and/or private hospitals.
2. With staff who are proficient in open-source programming and language, including but not limited to C#, Angular, Typescript, Javascript, HTML, and CSS as well as developing online system.
3. With ISO Certification on 27001-2018 standards or its equivalent.

Components of Technical Proposal

The proponent shall prepare a technical proposal for the PCMC website. The proposal, which will be submitted in both hard and electronic copies, shall include the following:

1. Redesign the given pages and propose an overall look and layout of the website. Pages to redesign for the technical proposal:
 - a. **HOME** (PCMC Landing Page - <http://www.pcmc.gov.ph/>)
 - b. **ABOUT PCMC**
 - (a) Vision, Mission, Goal & Core Values
 - (b) Our History
 - (c) Key Officials
 - (d) Integrated Management System Policies & Objectives

- (e) Facilities
 - (i) Pediatric Cancer Center with LINAC Facility
 - (ii) Pediatric Brain Center
 - (iii) Pediatric Rehabilitation with Brace Factory
 - (iv) New 8-storey PCMC Building
 - (v) Main Building Renovation
- (f) News
 - (i) News Release
 - (ii) Newsletter
- c. PATIENT GUIDE**
 - (a) Before your Visit
 - (i) Information Center
 - (ii) Find a Doctor
 - (iii) Admission
 - (iv) Visitor Information
 - (v) Directions & Parking
 - (b) During your Stay
 - (i) Hospital Amenities
 - (ii) Patient and Family Support Services
 - (iii) Dietary & Nutrition
 - (iv) Philhealth
 - (v) Billing
 - (c) After your Visit
 - (i) Praise an Employee
 - (ii) Share your Story
 - (iii) Medical Records
- d. RESEARCH**
 - (a) PCMC Medical Library
 - (b) Online Research Abstract
 - (c) Research Forum 2022
 - (d) Research Forum 2021
 - (e) Research Forum 2020
 - (f) Journal
 - (g) Instructions to Authors
 - (h) IR-EC
 - (i) Ethics Committee Members and Officers
 - (ii) Flowchart
 - (iii) Meeting Schedule
 - (iv) SOPs and Forms
 - (v) About IR-EC
 - (vi) Level 3 Accreditation (Exp. July 7, 2023) Certificate
 - (vii) FERCAP Recognition (Certificate)
- e. TRAININGS**
 - (a) Education and Training
 - (i) Fellowship
 1. Adolescent
 2. Ambulatory
 3. Cancer
 4. Child Neuro
 5. Child Psychiatry
 6. Dentistry
 7. ENT
 8. Gastro
 9. Infectious
 10. Neonatology

- 11. Nephro
- 12. Neuro Dev
- 13. Ophthalmology
- 14. Perinatal Anesthesiology
- 15. PICU
- 16. PULMO
- 17. Surgery
- 18. Urology
- (ii) Residencies
- (iii) Medical Internship
- (iv) Pediatric Nurse Residency
- (v) Training Affiliations
- (b) Alumni Association
- (c) Continuing Medical Education
- f. CAREERS**
- g. STRATEGIC MANAGEMENT**
- h. OUR SERVICES**
 - (a) Admitting
 - (b) Adolescent Medicine
 - (c) Cancer & Hematology Center
 - (d) Cardiology
 - (i) 2d Echo
 - (ii) ECG
 - (e) Child Neuro Science (Brain)
 - (f) Covid Lab/RT-PCR Test
 - (g) Critical Care
 - (i) Pediatric Intensive Care Unit (PICU)
 - (ii) Emergency Room (ER)
 - (h) CT Scan
 - (i) Dental
 - (j) General Pediatrics
 - (k) Heart, Lung, Kidney, Liver
 - (i) Gastroenterology, Hepatology and Nutrition
 - (l) Hemodialysis
 - (m) Laboratory
 - (n) MRI
 - (o) Neonatology
 - (p) Nursing
 - (q) Perinatology Center
 - (r) Pharmacy
 - (s) Private Clinics
 - (t) Pulmonology
 - (u) Rehabilitation
 - (v) Surgery
 - (w) Telemedicine
 - (x) X-Ray
- i. CONTACT US**

2. Company Profile and Portfolio (including projects / clients previously handled)

The technical proposal shall form part of the required documents to be submitted and presented by the proponent and will be subject to PCMC's thorough evaluation.

Scope of Work

The scope of work for the website design and development project includes, but is not limited to:
(The proponent will provide a Gantt chart for the proposed activities and work plan, with a duration of three months.)

Phase 1 Web Design Phase	Deliverables	Timetable
<p>1. Website Design: The proponent will design the website's layout, color scheme, and typography to ensure that the website's design is consistent with PCMC's branding guidelines. The website will be designed to be mobile-responsive, accessible, and user-friendly.</p>	<ul style="list-style-type: none"> • Source codes (framework, themes CSS and others) • Technical specification and details • Banner, image, icon, photos – design template 	30 Calendar Days
<p>2. Information Architecture: Create a clear and intuitive information architecture to ensure that visitors can easily find the information they need on the website.</p>	<ul style="list-style-type: none"> • Technical specification and details • Website map 	
Phase 2 – Testing Phase		
<p>3. Testing and Quality Assurance: Conduct testing and quality assurance procedures to ensure that the website functions as intended, is error-free, and meets the project's objectives</p>	Certification of Testing and Quality Assurance	30 Calendar Days
<p>4. Content Management System (CMS): Use WordPress CMS to manage the website's content. The CMS will allow authorized users to create, edit and publish content on the website.</p>		15 Calendar Days
<p>5. Training: Upon completion of the project, the proponent shall conduct knowledge transfer to the PCMC personnel who will be tasked to manage the website. This knowledge transfer shall include, but not limited to, the following:</p> <ul style="list-style-type: none"> a. Training on how to manage the website using the Content Management System (CMS) that will be used for the new website. b. The content management training will cover the basic website management such as uploading of content, editing of web pages, navigation of pages and accessing the dashboard among others. <p>The knowledge transfer shall be conducted by the proponent's technical team and shall be scheduled and coordinated with the PCMC personnel.</p>	<ul style="list-style-type: none"> • Training Certificates 	3 Calendar Days

Project Duration

The contract for the website design project for PCMC shall be in effect upon the signing of the contract by both parties and shall remain in effect until the completion of the project, which is estimated to be within three (3) months from the start date. In the event of any delays or extensions, both parties shall agree to a new timeline and terms in writing. The contract may also be terminated by either party in writing if there is a material breach of the terms and conditions of the contract or if mutually agreed upon by both parties.

Payment Terms:

The payment terms for the website design and development project for PCMC are as follows:

MILESTONES	PAYMENT
Approval of submitted detailed maintenance and enhancement plan For the Corporate and Marketing Website.	15%
Submission of monthly accomplishment report of implemented Maintenance and enhancement of the PCMC websites on the 1 st month of implementation upon signed approval of end-user.	17%
Submission of monthly accomplishment report of implemented Maintenance and enhancement of the PCMC websites on the 2 ND month of implementation upon signed approval of end-user.	17%
Submission of monthly accomplishment report of implemented Maintenance and enhancement of the PCMC websites on the 3 RD month of implementation upon signed approval of end-user.	17%
Submission of monthly accomplishment report of implemented Maintenance and enhancement of the PCMC websites on the 4 TH month of implementation upon signed approval of end-user.	17%
Submission of monthly accomplishment report of implemented Maintenance and enhancement of the PCMC websites on the 5 TH month of implementation upon signed approval of end-user.	17%

Confidentiality Clause

The proponent agrees that all information obtained during the course of the website design and development project for PCMC shall be kept strictly confidential. This includes all documents, data, and information shared by the client, including but not limited to patient information, medical records, financial statements, and other sensitive information.

The proponent shall not disclose any of the confidential information to any third party without the prior written consent of the client. This obligation of confidentiality shall continue even after the termination of the project or any agreement between the PCMC and the proponent.

Conflict of Interest

The proponent and its key staff, who may have a direct association with entities that may have an interest in or bias against PCMC or any PCMC project, shall disclose the extent of their conflict with PCMC. The Service Provider acknowledges that any conflict of interest may be a basis for PCMC to terminate the contract.

Ownership

The PCMC shall have full and exclusive ownership of the website and all materials conceptualized, designed, and produced, including all photos, illustrations, and write-ups.

Warranty

1 Year Warranty for Website/ 1 Year Web Hosting



CONFORME:

Authorized Signatory
Signature over printed name

Contact No:

Name of Company/Firm

Company's Official Email Address
(where notices will be sent)

Company's Official Contact No.