



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
EMBAJADA DE LA REPUBLICA DE FILIPINAS
MADRID

REQUEST FOR QUOTATION

The Philippine Embassy in Madrid, Spain requests proposal/quotation for the maintenance of its official website and subscription to IONOS as its website host for a period of one year (starting 01 January 2023 to 31 December 2023) www.philembassymadrid.com, for its information dissemination and public service program.

The said procurement project is in accordance with the Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act of the Philippines, and GPPB Resolution No. 28-2017 or the Guidelines on Projects to be Procured and Performed Overseas.

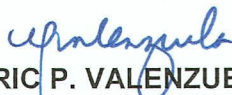
Kindly include the IVA in the proposal/quotation.

You are requested to submit a proposal/quotation on or before 14 January 2023, 1200H.

For more information, please contact the BAC Secretariat, Philippine Embassy, C/ Eresma 2, 28002, Madrid at telephone no. 917 823 830, e-mail addresses: madrid.pe@dfa.gov.ph and liz.riosa@dfa.gov.ph.

Madrid, 27 December 2022




ERIC P. VALENZUELA
Chairperson, Bids and Awards Committee

Terms of Reference

The Philippine Embassy in Madrid needs to engage the services of a qualified website maintenance provider with expertise in website maintenance, updating and programming.

I. Description of the Maintenance Service

1. Domain dashboard maintenance including PHP and security updates;
2. Management of domain email addresses xxx@philembassymadrid.com; creating new accounts, closing and or deleting old ones;
3. Regular uploading of new content to the website mainly as posts in the 3 areas of Latest News, Embassy Announcements and Community and Cultural Zone;
4. Regular uploading of ePassport lists that can be collected;
5. Ad-hoc revision of the Easy Appointment plugin to resolve problems or manage required changes and amendments;
6. Regular changes or updates to specific pages as well as ongoing uploading of changes or updates to informational content including consular forms, prices, holidays, Embassy procurements, Covid message, Overseas Voting News, POLO etc;
7. Up to date security features to prevent hacking;
8. Other new reliable features as recommended by the prospective provider subject to the approval of the Embassy.

II. Duration of Engagement

The Contract shall be for one year starting 01 January 2023 to 31 December 2023, and may be terminated by the Philippine Embassy at any time for a valid cause and after due notice of 15 calendar days.