



Embassy of the Republic of the Philippines  
Pasuguan ng Pilipinas  
Seoul

## **REQUEST FOR QUOTATION**

The Philippine Embassy in Seoul, Republic of Korea is inviting companies to submit quotations for its procurement of contract for the updating and upgrading of the Philippine Embassy's official website, in accordance with the "Guidelines for the Procurement of Goods and Services, Infrastructure Projects and Consulting Services to be Procured and Performed Overseas", as approved by the Government Procurement Policy Board (GPPB) in its Resolution No. 28-2017 dated 31 July 2017.

The terms of reference of the project are listed on **Annex A**.

The last day for the submission of quotations is on Thursday, 18 January 2024, at 5:00 p.m. Interested suppliers may send their duly signed proposals to **seoulpe@philembassy-seoul.com** and attention it to **Ms. Anna Gabriella E. Guinto**.

For further inquiries, please contact the Philippine Embassy at telephone number (02)788-2100/2101 ext. 142.

The Embassy of the Philippines  
Seoul, Republic of South Korea

11 January 2024

# UPDATING AND UPGRADING OF THE PHILIPPINE EMBASSY'S OFFICIAL WEBSITE

## TERMS OF REFERENCE

The Philippine Embassy intends to procure for the upgrading of the features of its existing website (<http://www.philembassy-seoul.com>) from a reputable Company.

### **I. Background**

The Embassy's official website serves as a platform to provide valuable and up-to date information about the Philippines and the various functions and services of the Embassy including the line agencies. The Philippine Embassy is utilizing its current official website that was developed way back in 2007, which may be considered outdated and vulnerable to security attacks.

Upon the recommendation of Rakso CT, the company that developed and maintains the Embassy website, the need to update and upgrade the Philippine Embassy website platform is crucial in order to improve security and technology standards. An up-to-date, more stable and secure website is highly warranted to keep up with recent trends in the digital technology and to effectively capture reader-interest, and to cope with the changing landscape of cyber security.

### **II. Project Duration**

The updating and upgrading of the official Philippine Embassy website shall be within sixty (60) days from the receipt of the Notice to Proceed.

### **III. Technical Specification**

The current Embassy website shall be updated and upgraded with the following minimum specifications:

#### **1. Web and Mobile Platform**

- Optimize the site for low bandwidth users
- Develop a user-friendly interface with intuitive navigation system
- Add a comprehensive search functionality to the website
- Important links to consular services
- Integrate links to official social media accounts (Facebook, Instagram and Twitter)
- Updated links to relevant official Philippine government websites
- Browser compatibility. The site must be compatible with the current versions of the following browsers: (Firefox, Internet Explorer, Safari, Chrome and Microsoft Edge)

#### **2. Website Hosting**

- The website currently requires 5GB, but this will increase significantly over the coming years

#### **3. Content Management System (CMS)**

- Must be easy to use and with editor features

- Allows uploading of high-resolution images, graphics and videos
- Internal links to downloadable files

#### 4. Website maintenance

- Must install comprehensive security features
- Install analytics and site performance tracking
- Assist with content update when the changes that have to be made are not possible from the CMS user interface
- Maintain full backup of the website through the duration of the contract. The backup, code and source files will be delivered in full to the Embassy on closing of the contract
- Setup an automated testing system that checks for broken hyperlinks on the website
- Verify regularly that the website is up and running, and will revert to the backup whenever necessary

#### 5. Website Security

- Setup measures to secure the website from cyberattacks (e.g. hackers, malware, scams or phishing, and errors).

### **IV. Scope of Work**

The Company shall be responsible of the following:

1. Web and mobile site feature update and upgrade;
2. Regular security maintenance, which would include applying security patches, sorting out security certificates and fixing bugs in the code;
3. Continuing website hosting and maintenance

### **V. Terms of Payment**

Payment (VAT exclusive) shall be made based on the following schedule via bank deposit:

- 15% - upon signing of contract (downpayment)
- 15% - seven (7) days after start of project
- 70% - upon project completion