



Construction Industry Authority of the Philippines
REQUEST FOR QUOTATION/PROPOSAL

CIAP-F-PrM-03
Rev. No.: 00

Engagement of Consulting Services for the CIAP Website Hosting, System Redesign, Enhancement and Maintenance

P.R. No./Date: **25-07092 | 04 July 2025**

RFQ/P No. / Date: **2025-07-074 | 04 July 2025**

The Construction Industry Authority of the Philippines (CIAP) invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached **Terms of Reference/Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

The following are the required document/s to be submitted as attachment/s to the quotation/proposal:

(Please submit the documents required to be submitted by the bidder pursuant to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)

- 1 **Mayor's/Business Permit**
- 2 **Professional License/Curriculum Vitae for consulting services**
- 3 **PhilGEPS Registration Number**
- 4 **Latest Income/Business Tax Return**
- 5 **Notarized Omnibus Sworn Statement (original notarized copy to be submitted before issuance of PO/JO/Contract)**
- 6 **Signed Terms of Reference or Technical Specifications, if applicable**
- 7 **BIR Certificate of Registration (BIR Form No. 2303)**

This pro-forma quotation maybe submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to bac_ciap@construction.gov.ph or russellracelis@construction.gov.ph on or before 11 July 2025, 05:00 PM, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence is required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.
10. Payment shall be made through **check payment (Landbank)**.
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: _____.

Very truly yours,
(ORIGINAL Copy Signed)

Russell N. Racelis

Secretariat, Bids and Awards Committee

CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City

Telephone: 0917-855-7198 | e-mail: bac_ciap@construction.gov.ph

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-out by the supplier)		
1	1 lot	₱ 980,000.00	Engagement of Consulting Services for the CIAP Website Hosting, System Redesign, Enhancement and Maintenance *** See attached for complete Terms of Reference ***			
Total ABC		₱ 980,000.00				
Delivery and Other Instructions:			within five (5) months from receipt of Job Order			

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____

TERMS OF REFERENCE

FOR THE PROCUREMENT OF THE CONSULTING SERVICES FOR THE CIAP WEBSITE HOSTING, SYSTEM REDESIGN, MAINTENANCE AND ENHANCEMENT

I. BACKGROUND

In November 2014, the Construction Industry Authority of the Philippines (CIAP) launched its official website, which allow accessibility of the public and stakeholders to the agency's online system, services and digital information.

Currently, CIAP official website is housed at the DTI Infrastructure, giving limited access to modification and technical configuration. With the fast transition of technology and immediate access and response to requests, CIAP found the need to maintain and improve the current CIAP Website overall by migrating to a new web hosting services as well as giving the website a redesign, enhancement and maintenance to keep the website framework up-to-date and provide security.

II. OBJECTIVES

The consulting services project aims to:

- i. Migration of existing domain name, configurations, and database to a new Web Hosting service and platform.
- ii. Keep the CIAP website up to date with the latest software, features and functions while overall improving user experience to site visitors.
- iii. Ensures security from cyber-attacks, securing sensitive information in compliance with the Data Privacy Act and ensuring smooth website operation thereby allowing its users, both internal and external, to access website without incident and delays.
- iv. Serve as a platform to promote the Philippine Construction Industry Roadmap (PCIR) 2020-2030 consistent with "Tatag at Tapat" and "Building with Integrity" through the website.
- v. Upgrade visual look and functionalities of the CIAP website to be more aligned with the agency digital transformation and Construction Industry Roadmap Action Plans.
- vi. Comply to new policies and web posting requirements of other government agencies (i.e. uploading and placement of FOI logo, user accessibility/assistive technology for PWD, file/document display, formatting and creation of additional pages/categories, among others);

III. PROJECT DURATION



CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

An Attached Agency of the Department of Trade and Industry
5/F Executive Building Center 369 Sen. Gil J. Puyat Ave. cor. Makati Ave Makati City, Philippines
Website: www.construction.gov.ph
E-mail address: ciap@construction.gov.ph
Telephone Number: + (632) 8895-6826



The project will run for 90 days after the issuance of the Notice to Proceed (NTP).

IV. APPROVED BUDGET OF THE CONTRACT

The Approved Budget for Contract (ABC) is **Nine Hundred Eighty Thousand Pesos (Php980,000.00)** inclusive of Value-Added Tax (VAT). All other costs such as transportation, equipment, meals and related items will be on consultant's account.

V. SCOPE OF WORK AND DELIVERABLES

To implement the project, CIAP requires services for the enrollment of the domain name for one (1) year, migration, cloud hosting, maintenance and enhancement of the CIAP website (construction.gov.ph). The proponent should ensure proper implementation, troubleshooting and maintenance support for the website and can collaborate with the CIAP Team to serve as a resource for problem analysis and solution.

1. SITE ADMINISTRATION

- 1.1 Manage the existing CIAP Website and its components.
- 1.2 Lead the migration from current webhosting to the new host.
- 1.3 Manage security to protect information and existing content to prevent hacks, defacing, loss of data, etc. In case of a serious breach incident, the restoration of the website from the most recent backup needs to be assured.
- 1.4 SEO keywords and meta tags shall be applied to all key website pages and Google Analytics is installed.
- 1.5 Allow posting and resources upload of digital files and documents in different format.
- 1.6 Scalable to allow creation of additional/new pages/sections to accommodate new requirements
- 1.7 Provide audit logs to monitor admin and user activities
- 1.8 The site should be configured to use the HTTPS protocol, ensuring secure communication between the server and users, and safeguarding data privacy and integrity during transmission.
- 1.9 Perform Vulnerability and Penetration Testing (VAPT).
- 1.10 Include security protocol that provides privacy, authentication, and integrity to Internet communications (SSL)

2. DOMAIN

- 2.1 Domain name enrollment/subscription for a minimum of one (1) year as needed; and
 - 2.2 Ensure that the domain name remains under the custody and ownership of CIAP.
3. REGULAR TECHNICAL SITE AND MAINTENANCE
- 3.1 The proponent shall secure the existing site during the transition period to the new server and preserve all current website content and functionality;
 - 3.2 Assure that the website is secured, maintained, updated and enhanced as needed. Data backups weekly, code backups as needed;
 - 3.3 Provide 24/7 cloud hosting of the website to make it accessible to users regardless of location and type of device used;
 - 3.4 Install, upgrade/update, or modify modules and security patches including bug fixes if needed;
 - 3.5 Troubleshoot any existing errors on the website including the testing on a variety of browsers and mobile devices to ensure that everything is functioning correctly; and
 - 3.6 Implement and maintain a module for the generation of web analytics to determine the level of interactivity of visitors and analysis of their needs.
4. USER INTERFACE/USER EXPERIENCE DESIGN
- 4.1 Upon turnover from the previous consultant the new consultant should do a full analysis and assessment of factors that affect a website's usability and effectiveness to better understand our audience's behavior;
 - 4.2 Redesign select pages of the website and assure the usability of the website on all platforms to be smooth and seamless.
 - 4.3 Implement and design additional pages based on the requirements of CIAP. Consider adding micro pages or portal for the CIAP's Implementing Boards.
 - PCAB
 - POCB
 - PDCB
 - CIAC
 - CMDF
 - 4.4 Ensure email notifications to end users for the Contact Us and Complaint messages.

- 4.5 Implement programs, applications, widgets, functions and other features requested by CIAP and include analytics for data reports.
- 4.6 Maintain and/or install the latest version released of the website's programs, applications, widgets, functions and other software, upon release of the latest version.
- 4.7 In the event of an update in the software, features, functions, widgets, etc., used for the CIAP website, a user manual is to be submitted by the Consultant to inform CIAP of the said changes.

5. CONTENT MANAGEMENT

- 5.1 Implement a system to control unauthorized downloading of content and images; and
- 5.2 Manage the CMS interface to enable administrators to add users and set access controls for the system

6. KNOWLEDGE TRANSFER

Conduct a two-day hands-on training on the following;

- a. Content management – 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; and
- b. Technical backend – The technical backend will cover the technical backend aspects of the website management such as website hosting, existing server specs, overview on how to configure the server to 'public' the website, backup and restoration, advance options in Security, troubleshooting guide (Error codes) and Installation of Plugins.

7. MAINTAIN SERVICE LEVEL AGREEMENT (SLA)

- 7.1 Consultant/Website Developer shall maintain continuous operation of the website.
- 7.2 Consultant/Website Developer will provide a 4-hour response time telephone support during business hours after an issue/s has been reported.
- 7.3 Consultant/Website Developer should provide 1-month warranty period after launching, to ensure the stability of issue/s resolved.
- 7.4 All identified issues shall be categorized/classified and be dealt according based on agreed terms.

- 7.5 Consultant/Website Developer shall adhere to igov.ph guidelines and mandates.
- 7.6 Consultant/Website Developer shall use the prescribed Government Website Template Design (GWTD) Guidelines issued by the DICT.
- 7.7 Consultant/Website Developer shall prepare and provide UI design options to CIAP.
- 7.8 The content and source codes of the website or are owned by CIAP. All source codes and applications must be turned over to CIAP within 30 days after last day of contract. Likewise, the proponent must secure the specific CIAP URLs for extended use prior to contract expiration.

VI. QUALIFICATIONS AND SELECTION CRITERIA OF THE CONSULTANT WEBSITE DEVELOPER

1. Eligibility Requirements

To determine if the prospective bidder is eligible to participate in the bidding, legal, technical, and financial documents shall be submitted by the bidder, and the submission of documentary requirements prescribed in Annex "H" Appendix A of the revised IRR of R.A. No. 9184, which are as follows:

- a. Mayor's/Business Permit, or BIR Certificate of Registration (BIR Form 2303) for individual consultants,
- b. Professional License or Curriculum Vitae
- c. PhilGEPS Registration Number
- d. Notarized Omnibus Sworn Statement

2. Minimum Qualifications and Selection Criteria

The CIAP shall select the most qualified provider using the quality-based evaluation pursuant to the pertinent provisions of R.A. No. 9184, following Technical Proposal (80%)

- a) Experience and capability of the service provider firm 's team members (50 Points)
- b) Experience and capability of the service provider firm (20 points); and
- c) Plan, Approach and Methodology (30 points)

3. The Consultant/Website Developer should have undertaken same projects in the government and private sector for the last five (5) years.

4. The Consultant/Website Developer, composed of web designers and developers, shall satisfy the following:
 - a. With at least five (5) years of experience in website design and development
 - b. Proficient in the use of WordPress or its equivalent
 - c. Efficient in the use of Cloud technology
 - d. Must be an experience User Experience (UX), User Interface (UI) Designer, and Full-Stack developer (front-end to back-end)
 - e. Able to explain technical concepts and processes to non-web-developer/non-technical people
 - f. Committed to deliver the required outputs on the given deadline

VII. COMPONENTS OF TECHNICAL PROPOSAL

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

1. Redesign the given pages (construction.gov.ph) and propose an overall look and layout of the website and with the mobile view.
2. Company profile and portfolio (including projects/clients previously handled). The technical proposal shall form part of the required documentation to be submitted by the proponent and will be subject to CIAP's thorough evaluation.

VIII. SUBMISSION OF REPORTS / OUTPUTS / DELIVERABLES AND PAYMENT SCHEDULE

The Consultant/Website Developer must complete the program five (5) months upon the issuance of the Notice to Proceed (NTP). In addition, all deliverables should be reviewed and approved by the CIAP Project Manager and Executive Director prior to execution.

IX. WARRANTY CLAUSE

Effectivity of the warranty will begin after the Consultant/Website Developer is provided with a User Acceptance Certificate by the CIAP and must be at least 1 year.

X. PAYMENT TERMS

Payment shall be made upon issuance of certification that the Service have been rendered or delivered in accordance with the signed contract and accomplishments set in the project timeline made by the supplier and approved by the end-user, which have been duly inspected and accepted. Following are the terms of payment for each deliverable:

Tranche	Payment	Deliverable
1	15% of the total payment	Upon end user's approval of the proposed project workplan
2	35% of the total payment	Upon completion of at least 50% of the deliverables
3	50% of the total payment	Upon completion of all deliverables set in the project workplan

Prepared by:



LUIS O. MALLARI
Information System Analyst II, PPCMD

Noted/Endorsed by:



CHARLIE A. BARINQUE
IT Officer, PPCMD

Approved by:



ATTY. HERBERT D.G. MATIENZO
Acting Executive Director, CIAP

CONFORME:

This is to certify that the undersigned, as an authorized representative of the Contractor, confirms and complies with all the requirements and deliverables needed for the _____

Name and Signature of Authorized Representative of the Contractor

PhilGEPS Registration Number

Tax Identification Number

Date