

TERMS OF REFERENCE

BBMG Subscription

Background

The Department of Tourism (DOT) officially launched on 15 December 2022 an incentive program to entice Filipinos to take an active role in the promotion of Philippine tourist destinations.

The program is in cooperation with the Department of Migrant Workers (DMW), the Tourism Promotions Board (TPB), and private sector partners. The DOT unveiled the Bisita, Be My Guest (BBMG) Program, a promotional campaign, which seeks to incentivize Filipinos, especially Overseas Filipino Workers (OFW) and Overseas Filipinos (OFs) who invite foreigners to visit the Philippines with raffle tickets and chances to win special prizes.

Objectives

The Department aims to achieve the following objectives:

- To showcase and promote Philippine tourist destinations to attract international tourists;
- To recognize the significance of OFWs as influential advocates for Philippine tourism;
- To contribute to the increase of tourist arrivals in the Philippines; and
- To provide a platform for OFWs and OFs to reconnect with their families and their homeland.

The objectives for the BBMG website are as follows:

- To maintain the operation of the Bisita, Be My Guest Incentive Program of the Department of Tourism.

IT Supplier Requirement:

- Must submit certification of authorized partner.
 - Java Script Application Programming
 - Diploma in Application Development using PHP and MySQL
 - Diploma in Visual Basic Programming
 - Basic and Structure of Java Programming
 - Certificate in UI/UX Wireframing
- Must provide at least one (1) central toll-free hotline number and e-mail address of the brand being offered.
- Must provide 24/7 technical support and 1 year maintenance.
- On - site support shall be provided by the manufacturer on the Next Business Day after final remote diagnosis for delivered items within Metro Manila.
- Submission of all identification (ID) of each IT Personnel:
 - 1 Solution Architect, 1 Senior System Engineer, 3 Junior System Engineer
 - Must provide IT organizational chart
 - ⊖ Must provide Certificate of Employment
 - No outsourcing of IT Technical Team

Scope of the Services

- I. The IT supplier shall provide and comply to the following:
 1. Shall deliver the following subscription, certificate, maintenance and requirements:
 - thirty-three (33) x WordPress plug-ins
 - one (1) x WordPress subscription good for 1 year
 - one (1) x Domain Subscription good for 1 year
 - one (1) x Hosting subscription good for 1 year
 - one (1) x SSL certificate good for 1 year
 2. Delivery shall be free of charge within Metro Manila.
 3. All software subscription must be turned over to DOT to keep the software registered and updated.
 4. The ICT Software subscriptions shall be 100% compatible with the BBMG website's existing functionality.
 5. No alternate solution for non-conformity to newly installed infrastructure with regards to capability and features.
 6. Capability and features must be compatible with latest version of WordPress used in BBMG website.
 7. Provision and changes of Software subscription license required for the operation of the existing BBMG website.
 8. The server must be updated to its latest security protection and all service package must be installed.
 9. Shall provide 1-year maintenance for the subscription and software, inclusive of labor, and server back-up support, free of charge after deployment.
 10. Shall provide production environment and a separate development/staging environment, allowing IT personnel to freely perform code updates without affecting the live website.
 11. Shall provide for 4-hour response time upon receipt of call and next business day on-site visit when necessary. Warranty provision of SCC.
 12. Shall assist the DOT in the installation of its application system in the server.
 13. Shall provide subscription training for cloud hosting to IT Division.
 14. Shall provide complete documentation such as but not limited to server connection diagram, listing, paper licenses, etc.
 15. Shall provide administration manual and user manual.
 16. Shall provide training certificate to trainee.
 17. Shall provide at least 2 IT personnel to monitor and perform on-site or off-site support after installation and configuration of subscription, twice a week for a period of 1 month.

II. Technical Specification:

A. WordPress Plug-ins

1. Advanced Custom Fields

Turns WordPress sites into a fully-fledged content management system by giving all the tools to do more with the data. Use the ACF plugin to take full control of WordPress edit screens, custom field data, and more.

2. Advanced Custom Fields PRO

- One (1) year subscription
- ACF PRO includes extra fields & features to better develop websites including PHP Blocks, Repeatable Fields, Page Building tools, Media Galleries and Custom Options Pages.
- Pro features as follows:
 - The Repeater Field
 - ❖ The repeater field allows to create a set of sub fields which can be repeated again, and again, and again.
 - ACF Blocks
 - ❖ Discover a powerful PHP-based framework for developing custom block types.
 - The Flexible Content Field
 - ❖ The flexible content field is a complete content layout manager!
 - Options Pages
 - ❖ The options page provides a set of functions to add extra admin pages to edit ACF fields!
 - The Gallery Field
 - ❖ The gallery field provides a simple and intuitive interface for managing a collection of images.
 - The Clone field
 - ❖ The clone field allows to reuse existing fields and field groups on demand!

3. Advanced Custom Fields: Extended

- All-in-one enhancement suite that improves WordPress & Advanced Custom Fields. This plugin aims to provide a powerful administration framework with a wide range of improvements & optimizations.
- 14+ New ACF Fields
- 10+ ACF Fields Enhanced
- 4+ New Field Groups Locations
- Self/Multi/Bidirectional Fields
- Advanced Fields Validation
- Flexible Content as Page Builder
- Optimize metadata with Performance Mode
- ACF Forms Manager
- ACF Options Pages / Block Types Manager
- ACF & WordPress Meta Overview
- WordPress Post Types / Taxonomies Manager
- WordPress Options Manager
- WordPress Admin Enhancements
- WPML & Polylang Multilingual support

4. Akismet Anti-Spam: Spam Protection

- The best anti-spam protection to block spam comments and spam in a contact form. The most trusted antispam solution for WordPress and WooCommerce. Akismet checks comments and contact form submissions against global database of spam to

prevent the site from publishing malicious content.

5. Bluehost Site Migrator

- This plugin is designed by the WordPress experts at Bluehost, one of the world's top WordPress providers. It was created to make migration easier and faster by only requiring to install this plugin and follow the simple steps. Once completed the compatibility check, this plugin will create a secure copy of the website and begin the transfer to Bluehost hosting account.

6. Copy Anything to Clipboard

- This plugin allows to add a copy button anywhere on website which simply copy the content into the clipboard.

7. Disable Right Click for WP

- This plugin is used to disable right click on website to prevent cut, copy, paste, save image, view source, inspect element etc.

8. Elementor

- Enabling web creators to build professional, pixel-perfect websites with an intuitive visual builder. Quickly create amazing websites for clients or business with complete control over every piece, without writing a single line of code.

9. Elementor Pro

- One (1) year subscription
- This features the following:
 - ❖ Control Entire Website From One Place
 - ❖ Access 60+ Powerful Pro Widgets
 - ❖ Customize Websites With Dynamic Content
 - ❖ Convert Visitors Into Customers
 - ❖ Build a Mean Ecommerce Machine
 - ❖ Bring Out the "Wow" Factor With Animations
 - ❖ Control Every Detail With Custom Code
 - ❖ Create a Masterpiece With 300+ Templates

10. Essential Addons for Elementor

- Enhance Elementor page building experience with 90+ creative elements and extensions. Add powers to page builder using easy-to-use elements that were designed to make next WordPress page and posts design easier and prettier than ever before.

11. Essential Addons for Elementor PRO

- One (1) year subscription
- Enhance Elementor Page Building Experience
- The Design Comes True Essential Addons Makes It Possible
- Customize Every Element Just The Way End-User Want

12. File Manager Advanced

- Most powerful and user friendly file manager for wordpress that can edit, delete, upload, download, zip, copy multiple file operations, no need of any cpanel and FTP. It can access files inside and outside wordpress root directory.

13. Import and export users and customers

- Clean and easy-to-use import and export users and customer plugin, for WordPress and WooCommerce. It includes custom user meta to be included automatically from a CSV file and delimitation auto-detector. It also is able to send a mail to each user imported and all the meta data imported is ready to edit into user profile.

14. LightStart - Maintenance Mode, Coming Soon and Landing Page Builder

- Add a maintenance page to the blog that allows visitors to know the blog is down for maintenance, add a coming soon page for a new website or create a landing page for an existing site. User with admin rights gets full access to the blog including the front end.

15. Limit Login Attempts Reloaded

- Limit Login Attempts Reloaded stops brute force attacks and optimizes site performance by limiting the number of login attempts that are possible through the normal login as well as XMLRPC, Woocommerce and custom login pages. This is the only plugin needed for login security needs with over 2 million downloads worldwide.

16. LiteSpeed Cache

- LiteSpeed Cache for WordPress (LSCWP) is an all-in-one site acceleration plugin, featuring an exclusive server-level cache and a collection of optimization features.

17. OoohBoi Steroids for Elementor

- An awesome set of tools, options and settings that expand Elementor defaults. Instead of creating new Elementor Widgets, these act like an upgrade of existing options or the self-standing panels thing.

18. Otter – Page Builder Blocks & Extensions for Gutenberg

- Otter is a Gutenberg Blocks page builder plugin that adds extra functionality to the WordPress Block Editor (also known as Gutenberg) for a better page building experience without the need for traditional page builders like Elementor and Divi.

19. Otter – Page Builder Blocks & Extensions for Gutenberg PRO

- One (1) year subscription
- The Visibility Conditions feature by Otter allows to set which conditions should be met for chosen blocks to be displayed on the page. Besides the default Conditions, Otter Pro adds the

following Advanced Conditions:

- ❖ Query String
- ❖ Date Range and Recurring Events
- ❖ Products in Cart, Total Cart Value
- ❖ Total Spent, Purchase History and more

20. Royal Elementor Addons

- Most versatile, intuitive, and easy to use Popular Page Builder extension. The goal is to provide with the tools to make things happen, efficiently, and fast compare to other elementor addons. Choosing us is not only a mindset, but it is also a requirement if intend to gain an edge over competitors when creating website. The best part is that it can design anything without having to touch a single line of code.

21. Royal Elementor Addons PRO

- One (1) year subscription
- Priority Support
- Advanced Mega Menu
- Advanced Post Grid/Slider/Carousel Widget
- Advanced Woo Grid/Slider/Carousel Widget
- Advanced Image Grid/Slider/Carousel Widget
- Advanced Magazine Grid/Slider Widget
- Advanced Timeline Widget
- Advanced Slider Widget
- Advanced Form Builder Widget
- Advanced Offcanvas Menu
- Advanced Instagram Feed
- Advanced Twitter Feed
- Advanced Data Table Widget
- Advanced Testimonial Slider Widget
- Advanced Nav Menu Widget
- Advanced Accordion
- Advanced Image Accordion
- Advanced Charts
- Advanced OnePage Navigation-Scroll Widget
- Advanced Tabs Widget
- Advanced Promo Box Widget
- Advanced Flip Box Widget
- Advanced Flip Carousel Widget
- Advanced Before After Slider Widget
- Advanced Content Ticker Widget
- Advanced MailChimp Widget
- Advanced Image Hotspot Widget
- Advanced Team Member Widget
- Advanced Button Widget
- Advanced Dual Button Widget
- Advanced Price List Widget
- Advanced Business Hours Widget
- Advanced Sharing Buttons Widget

- Advanced Progress Bar Widget
- Advanced Countdown Timer Widget
- Advanced Content Toggle Widget
- Advanced Pricing Table Widget
- Advanced Text Widget
- Advanced Search Widget (Ajax)
- 60+ PRO Premade Widget Templates
- Advanced Popup Builder 17 Premade Popup Templates
- Advanced Particles
- Advanced Parallax Effect
- Premium Template Kit Library - View Demos
- Advanced Theme Builder
- Advanced WooCommerce Shop Builder
- Elementor Pro Not Required

22. WP Mail SMTP

- Fixes email deliverability by reconfiguring WordPress to use a proper SMTP provider when sending emails.

23. WP Mail SMTP PRO

- One (1) year subscription
- Unlocks even more powerful features like email logging, advanced email reporting and stats, backup connections, email alerts, smart conditional routing, and much more.

24. WP User Manager

- Let create highly customizable user profiles together with custom user registration, login, password recovery and account customization forms to WordPress website.

25. WPForms Lite

- Allows to create beautiful contact forms, feedback forms, subscription forms, payment forms, and other types of forms for site in minutes.

Essential Features

- ❖ Form Templates
- ❖ Entry Management
- ❖ Advanced Form Fields
- ❖ Field Validation
- ❖ Smart Conditional Logic
- ❖ File Uploads
- ❖ Form Notifications
- ❖ Spam Protection
- ❖ Privacy Compliance
- ❖ Email Summaries

26. WPForms Pro

- One (1) year subscription
- Unlimited Forms
- Form Templates
- Multi-Page Forms
- Conditional Logic
- Spam Protection
- File Uploads
- Advanced Fields
- Form Layouts
- Entry Management
- Form Confirmation
- Form Notification
- Custom Captchas
- Constant Contact Forms

27. WPFront Scroll Top

- WPFront Scroll Top plugin allows the visitor to easily scroll back to the top of the page, with fully customizable options and image. WPFront Scroll Top plugin has the following features.
 - ❖ Displays a button when user scrolls down the page.
 - ❖ Scrolls the page back to top with animation.
 - ❖ Link to an element within the page.
 - ❖ Link to a different page using URL.
 - ❖ Create text, image or Font Awesome button.
 - ❖ Set any image.
 - ❖ Hide on small devices.
 - ❖ Hide on iframes.
 - ❖ Pages/Posts filter.
 - ❖ Auto hide.
 - ❖ Async JavaScript.

28. WPUM Advanced Custom Fields

- Collect ACF user data at registration and allow users to see and edit the data on their profile.

29. WPUM Registration Forms

- WP User Manager plugin is required.
- Add-on for WP User Manager, allows to create multiple registration forms.

30. Yoast Duplicate Post

- This plugin allows users to clone posts of any type, or copy them to new drafts for further editing. There is also a template tag, so it can put it in the templates and clone the posts/pages from the front-end. Clicking on the link will lead to the edit page for the new draft, just like the admin bar link.

31. WP User Manager – User Profile Builder & Membership

- Customize Registration Forms

- Design registration forms with custom HTML.
- Create Multi-Step Forms
- Split up long registration forms by adding fields to different steps.
- Create Unlimited Registration Forms
- Create unlimited registration forms to collect different user data depending on their type.

32. ME-QR

- Unlimited updates and premium support on each package.
- QR codes creation: Unlimited
- QR codes scanning: Unlimited
- Lifetime of QR codes: Unlimited
- Trackable QR codes: Available
- Different QR code types: Available
- QR code analytics: Available
- QR code samples: Available
- Personal support manager: Available
- API: Available
- Uploaded file storage: 500 MB*
- Advertising: All QR's w/o advertisements
- QR code statistics storing: 3 years

33. Akeeba Backup for WordPress

- One (1) year subscription
- One-click backup
 - ❖ Backup the entire site and its database with a single click.
- Self-contained backup archives
 - ❖ Restoration script included in the backup archive
- WordPress Multisite Support
- WordPress Multisite Conversion
 - ❖ Easily convert between directory-based and subdomain-based multisite installations during restoration.
- Easily restore on any server, domain, or subdomain
 - ❖ No need to mess with the database or .htaccess file after restoration. Akeeba Backup's restoration script handles everything, even serialized data.
- WP-CLI support
 - ❖ Use WP-CLI to take and manage backups, as well as manage Akeeba Backup's configuration.
- Automatic configuration
 - ❖ Automatically fine-tune the configuration to suit preferences and server setup.
- Customize Permissions
 - ❖ ACL: fine-grained permissions, controlling which Akeeba Backup features each user can access.
- Multiple formats available
 - ❖ Generate standard ZIP or custom JPA format backup archive files, including split ZIP
- Native CLI backup script
 - ❖ Allows scheduled (CRON) backups. Runs even when the

web server is inaccessible.

- Remote Backup and Management API
 - ❖ Used by Akeeba Remote CLI, Akeeba UNiTE and third party services to take and download backups from outside the site.
- Legacy Front-End Backups
 - ❖ Allows scheduled (CRON) and remote backups. Requires third-party software (e.g. curl or wget) and web access.
- Manage Backups
 - ❖ Administer backup files (download and delete).
- Exclude files, directories, and databases
 - ❖ Exclude things from backup by selecting individual items
- Optimized database dump (Extended INSERTs)
- Backup MySQL PROCEDURES, FUNCTIONS and TRIGGERS
- Amazon S3 support
 - ❖ Send backup archives to Amazon S3. Supports all storage classes (including Glacier) and EC2 provisioned credentials. Support third party S3-compatible services.
- Microsoft Azure BLOB Storage support
 - ❖ Send backup archives to Microsoft Azure BLOB Storage.
- BackBlaze B2 support
 - ❖ Send backup archives to BackBlaze B2.
- Box.com support
 - ❖ Send backup archives to Box.com.
- RackSpace CloudFiles support
 - ❖ Send backup archives to RackSpace CloudFiles.
- CloudMe support
 - ❖ Send backup archives to CloudMe.
- DreamHost DreamObjects support
 - ❖ Send backup archives to DreamHost DreamObjects.
- Dropbox support
 - ❖ Send backup archives to Dropbox. Supports personal Dropbox, team folders and Dropbox for Business.
- Send backup archives by email
 - ❖ Send backup archives by email. Due to email restrictions it should use split archives with each part file being under 10 to 20MB.
- FTP / SFTP support
 - ❖ Send backup archives or even directly the site's files (not archived) to remote servers using FTP / SFTP.
- Google Drive support
 - ❖ Send backup archives to Google Drive. Supports personal drives and Team Drives.
- Google Storage support
 - ❖ Send backup archives to Google Storage. Supports both access methods, S3 compatibility (legacy) and Google Storage JSON API (most modern and faster).
- iDriveSync support
 - ❖ Send backup archives to iDriveSync.

- OneDrive support
 - ❖ Send backup archives to OneDrive. Supports personal OneDrive, OneDrive for Business and OneDrive drives with education or organization Office 365 subscriptions.
- OVH support
 - ❖ Send backup archives to OVH cloud storage.
- SugarSync support
 - ❖ Send backup archives to SugarSync.
- OpenStack Swift support
 - ❖ Send backup archives to any server compatible with OpenStack Swift.
- WebDAV support
 - ❖ Send backup archives to any server compatible with WebDAV including 40+ cloud storage providers not listed above.
- Local Quota Management
 - ❖ Prevent web server from getting full by automatically deleting old backup archives based on age or total size. Allows keeping archives taken on a specific date of the month.
- Remote Quota Management
 - ❖ Prevent cloud server from getting full with the remote backup quota management. Supports all options of the local quota management and applies them to the remotely stored files.
- Restore from within the component
 - ❖ (full-site backup archives only)
- Encrypted configuration
 - ❖ Configuration encrypted with strong 128-bit AES cryptography
- Encrypted Archives
 - ❖ AES-128 encrypted archives (JPS format)
- Manual transfer of site
 - ❖ By uploading the backup archive and single-file archive extraction tool, Kickstart
- Site Transfer Wizard
 - ❖ Easier transfer of backup archives to a new location over FTP
- Backup only site's database or only files
- Incremental files-only backup
- Import arbitrary archive files
- Regular expressions (PCRE) file, directory and database filters.
- Automatically exclude non-WordPress database tables.
- Include extra MySQL databases in the backup set.
- Include off-site directories in the backup set.
- Fully unattended backup restoration
 - ❖ Using Akeeba UNiTE command line script.

B. WordPress Subscription

- One (1) year subscription.

- Everything in Premium, plus:
- Free domain for one year
 - Get a custom domain – like yourgroovydomain.com – free for the first year.
- Install plugins & themes
 - Unlock access to 50,000+ plugins, design templates, and integrations.
- Unrestricted bandwidth
 - Never fret about getting too much traffic or paying overage charges.
- Global edge caching
 - Ensure cached content is always served from the data center closest to site visitor.
- High-burst capacity
 - Lean on integrated resource management and instant scaling.
- Web application firewall (WAF)
 - Block out malicious activity like SQL injection and XSS attacks.
- Global CDN with 28+ locations
 - Rely on ultra-fast site speeds, just about anywhere on Earth.
- High-frequency CPUs
 - Get the extra site performance of high-frequency CPUs, as standard.
- Automated datacenter failover
 - Count on site being replicated in real-time to a second data center.
- Isolated site infrastructure
 - Rest easy knowing that site is isolated from others for added security and performance.
- Managed malware protection
 - Stay safe with automated malware scanning and one-click fixes.
- DDOS mitigation
 - Breeze past DDoS attacks thanks to real time monitoring and mitigation.
- SFTP/SSH, WP-CLI, Git tools
 - Use familiar developer tools to manage and deploy site.
- Free staging site
 - Test product and design changes in a staging site.
- Automated WordPress updates
 - Get every WordPress update. And every patch. Automatically.
- Centralized site management
 - Seamlessly switch between 2, 20, or 200 sites. All from one place.
- Real-time backups
 - Count on multi-redundancy, real-time backups of all data.
- One-click restores
 - Revert back to a point-in-time in site's history, with a single click.
- Uptime monitor
 - Stay up-to-date with continuous uptime monitoring, with alerts the minute downtime is detected.

- Built-in Elastic Search
 - Make surfacing content simple with built-in premium site search.
- Plugin auto-updates
 - Forget about time-consuming plugin updates and update nags.
- Tools for SEO
 - Rank well in search with built-in search engine optimization tools.
- Jetpack Logo
 - Security, performance, and growth tools made by the WordPress experts.
- STORAGE
 - 200 GB

C. Domain Subscription

- Domain name: philippines.travel
- 1-year subscription

D. 1 Year Hosting Subscription

- Application Migration Service – Automate application migration and modernization
- Aurora MySQL – High performance managed relational database
- EC2 – Virtual Server in the cloud
- GuardDuty – Managed threat detection server
- Web application firewall
- Internet speed/bandwidth: min of 200mbps
- Memory storage: min. of 1TB
- OS: Windows 2019
- Database: MSSQL or MySQL
- Back-up: min. of 1TB

III. Warranty and Technical Services

(a) Warranty

- i. Free twelve (12) months of software maintenance to cover upgrade to the latest version when available.
- ii. Helpdesk support for one-year.

(b) Helpdesk support

- i. Shall be provided for one (1) year technical support
- ii. The Technical Support Team is available to answer technical questions and troubleshoot problems relating to BBMG website software products through calls and emails.
- iii. Helpdesk support available from Monday to Friday, excluding holidays
- iv. Shall provide four (4)-hour response time upon receipt of call and next business day on-site visit when necessary.

Deliverables:

- (a) Migration/deployment of BBMG website
- (b) One (1) year telephone and e-mail technical support.
- (c) Free twelve (12) months software maintenance to cover upgrade to latest version when available.

- (d) Helpdesk support for one year
- (e) Paper License Subscription

Summary:

Description	Cost
33 x WordPress subscription good for 1 year	Php 1,000,000.00
1 x Domain Subscription good for 1 year	
1 x Hosting subscription good for 1 year	
1 x SSL certificate good for 1 year	
Total Cost	Php 1,000,000.00

Project Duration:

The duration of the project is one (1) year upon receipt of the delivery.

Approved Budget for the Contract

Total budget PHP 1,000,000.00 inclusive of VAT.

Mode of Payment:

Government Procedure

Delivery Period:

Fifteen (15) calendar days upon receipt of purchase order.

Project Officer:

Paul Brian D. Lao
OIC, ITD-OTDPRIM

Approved by:

Warner M. Andrada
OIC-Assistant Secretary, TD