

TERMS OF REFERENCE
Corporate Website Maintenance
(Web Hosting and Administration Services)

Website maintenance is the act of regularly checking your website for issues and mistakes and keeping it updated and relevant. This should be done on a consistent basis in order to keep your website healthy and encourage continued traffic growth. Regular monitoring of your website is a must for keeping your business running smoothly.

At Bases Conversion and Development Authority (BCDA), the website is used to promote and reach out to its potential market. In-turn this would attract investments, create jobs for the Filipino people and boost the Philippine economy.

With the fast transition of technology, BCDA found the need to maintain the current website which aims to promote the latter. A content management system has been put in place as part of the component of the website which would assist in keeping the contents updated and relevant, thus adding more value to the website. The maintenance of the website shall be required to keep the website framework up-to-date and reduce the potential of hacking.

Objective

This project aims to maintain, enhance, support and to a certain extent redesign portions of the current BCDA website to help the organization achieve its primary objective of marketing and at the same time target a wider array of customers both locally and abroad.

The existing website was developed with the following technical specifications:

- Content Management System (CMS)
 - Drupal 7.x
- W3C Validated HTML5 Doctype
- Browser compatible pages
 - Internet Explorer 11.0 or later
 - Firefox 3.x
 - Chrome
 - Safari
- Semantic markup
- W3C Validated Cascading Style Sheets
- Languages: HTML, CSS, PHP, MySQL, jQuery, Javascript
- Responsive Design and Layout (Mobile, Tablet, PC)

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Project Scope Description

To implement the project, BCDA requires services for the web hosting, administration and enhancement of the BCDA Website:

I. The Approved Budget of the Contract (ABC) is Two Hundred Thousand pesos (Php 200,000.00), inclusive of all applicable taxes and fees.

II. General Requirements:

1. The CONTRACTOR should have a long history and with a minimum 5 years of experience on Drupal Development
2. The CONTRACTOR should have at least two (2) Government Agency client (Website development under Drupal 7 or higher)
3. The CONTRACTOR is capable of Drupal Training fit for government IT personnel.
4. The CONTRACTOR should have technical and creative expertise to administer, manage, update and support the website as needed.
5. The CONTRACTOR should have an Online Helpdesk and Hotline numbers for support services.
6. The CONTRACTOR follows the Government Website and Hosting Standard (GWHS) to ensure the security protocol in terms of server specification, data security and privacy settings.
7. The CONTRACTOR should have its own web hosting facility and that is compliant with the following:
 - a. HIPAA (Health Insurance Portability and Accountability Act)
 - b. PCI Data Security Standard (PCI DSS)
 - c. EU General Data Protection Regulation (GDPR)
 - d. EU-US Privacy Shield and Swiss-US Privacy Shield

III. Scope of Work

1. Site Administration.

The CONTRACTOR shall:

- 1.1 Review the existing BCDA site and its components.
- 1.2 Recommend additional appropriate site components/sections relevant to BCDA's marketing and communication requirements.
- 1.3 In case of a serious incident, the restoration of the website from the most recent backup needs to be assured.
- 1.4 Security – manage all aspects of website security to protect information and existing content (data, project information, contact details, etc.), and prevent hacks, defacing, etc.
- 1.5 Manage, edit, update, optimize, tune and maintain the site.
- 1.6 Ensure that SEO keywords and meta tags shall be applied to all key website pages and Google Analytics are installed.

2. Regular Technical Site and Code Maintenance.

- 2.1 Assure Drupal framework is secured, maintained, updated and enhanced as needed.
- 2.2 Install modules security patches and upgrades including bug fixes as needed.
- 2.3 Install, upgrade or modify existing modules on sites as approved by BCDA.
- 2.4 Enhance and maintain the database backend.
- 2.5 Troubleshoot any existing error in the website including the testing on variety of browsers and mobile devices to ensure that everything is looking and functioning correctly.
- 2.6 Backup and recovery - data backups weekly, code backups as needed.
- 2.7 Maintain a module to log website activities, including possible intrusions and attacks. It must include a function to alert system administrators of malfunctions and suspicious activities.

3. Creative Design/Layout.

The CONTRACTOR shall:

- 3.1 Coordinate with BCDA to enhance the website as needed based on the creative design and concept, which is relevant to BCDA's marketing and communication requirements and able to generate meaningful engagement.
- 3.2 Enhance¹ design, layout and manipulate the web pages based on the requirement of BCDA that includes the following:
 - Home
 - About Us
 - Projects
 - News & Archives
 - CSR
 - Bids
 - Careers
 - Contact Us
 - Downloads
 - Feedback
 - Investment Opportunities
 - Economic Zones
 - Subsidiaries
 - FAQ
 - Links
 - Gallery

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¹ limited to revisions or changes that will require no or minor code changes only.

4. Contents Management.

The CONTRACTOR shall:

- 4.1 Manage the module that control unauthorized downloading of contents and images.
- 4.2 Manage the CMS interface to enable administrators to add users and set access controls for the system.

5. Website Hosting

The CONTRACTOR shall:

- 6.1 Use a website hosting services that is scalable and robust for the BCDA Corporate Website for one (1) year.
- 6.2 Manage and monitor the website hosting.
- 6.3 Ensure the Web Hosting service with 100% availability, secured and with business continuity architecture.

IV. Term and Effectivity

The engagement of this maintenance and enhancement project shall be for a period of one (1) year as reckoned from the date of receipt of the Notice to Proceed issued by the BCDA.

The CONTRACTOR shall be engaged to render services contracted to [either the Marketing Unit or the Information and Communications Technology Department and shall report directly to the head of the department/unit or his duly authorized representative.]

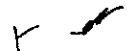
V. Terms of Payment

In consideration of the website maintenance services, BCDA agrees to pay the total amount of the project cost inclusive of all applicable taxes and fees.

The consideration shall be paid under the following condition:

A monthly fee, inclusive of applicable taxes and fees, shall be paid upon issuance of a monthly billing statement. The billing statement shall be composed of a set monthly fee for web hosting maintenance and support services.

NUMBER OF UNITS	TOTAL COST
12 months	200,000
TOTAL BID	200,000.00



Recommending Approval:



VIRGIL M. ALVAREZ
Head, ICTD

Approved by:



BGEN CARLOS F QUITA (RET)
Vice President, Corporate Services Group