



PHILIPPINE SPORTS COMMISSION

REQUEST FOR QUOTATION

RFQ NO. (Reference under Purchase Request No.): ADMIN-2025-03-04-001

March 30, 2026

The **PHILIPPINE SPORTS COMMISSION** intends to procure the “**Website with AI and E-Hotline Development for the Public Relation Campaign of the Philippine National Anti-Doping Organization (PHI-NADO)**” with an Approved Budget for the Contract of **Six Hundred Fifty Thousand One Hundred Forty-Six Pesos and Fifty-Six Centavos (PhP650,146.56)** through **Small Value Procurement** pursuant to Section 34 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009.

Please submit your duly signed Quotation Form including the Terms and Conditions (Annex A) together with the following documents on or before **05:00 PM of 02 April 2026**:

- a. PhilGEPS Registration Number/Certificate
- b. Mayor's/Business Permit
- c. Notarized Omnibus Sworn and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- d. Income Tax Return (ITR) for 2024

We highly encouraged interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. If the quotation form will be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

Quotations must be submitted physically at the address given below, and shall be properly labeled with the name and reference number of the project offered:

BAC SECRETARIAT OFFICE

Room 207, Philippine Sports Commission, Administrative Building,
RMSC, P. Ocampo Sr. St., Malate, Manila

Quotations, including documentary requirements, received after the deadline shall not be accepted. Also, ***in case the deadline falls on a non-working day, legal holiday, special non-working holiday, the deadline shall be on the next working days.***

The Head of the Procuring Entity (HoPE) of the Philippine Sports Commission reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Section 70 of the IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact **Ms. Caroline S. Tobias, Head BAC Secretary** at telephone number **8523-9831** or send email at bac@psc.gov.ph.


DR. CHRISTOPHER B. GACUTAN
BAC Vice-Chairperson



ANNEX A

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. **Quotations exceeding the Approved Budget for the Contract shall be rejected.**
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PCS shall adopt and employ "draw lots" as the tie- breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PSC. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant not earlier than twenty-four (24) hours, but not later than forty- eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSC may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.



PHILIPPINE SPORTS COMMISSION

Date _____

THE BIDS AND AWARDS COMMITTEE

Philippine Sports Commission
Room 209, Administration Building, RMSC
P. Ocampo Sr., St., Malate, Manila

Sir/Madam:

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

| Minimum Technical Specifications | Quantity | Statement of Compliance (Please state "Comply" or "Not Comply" for each requirement/specification) |
|--|--------------|--|
| Item 1 | | |
| Website Development | 1 LOT | |
| Scope of Work 1. Website Development <ul style="list-style-type: none"> ● Platform: <ul style="list-style-type: none"> ○ Wix Website Builder ● Home: <ul style="list-style-type: none"> ○ Overview of PHINADO, key programs, and announcements ● About Us: <ul style="list-style-type: none"> ○ Mandate, background, and organizational information ● Reports: <ul style="list-style-type: none"> ○ Annual and compliance reports ● Clean Sports/Education: <ul style="list-style-type: none"> ○ Educational materials and links to learning resources ● Doping Control: <ul style="list-style-type: none"> ○ Testing procedures and athlete obligations ● Athlete Biological Passport <ul style="list-style-type: none"> ○ ABP monitoring overview ● Sanctions: <ul style="list-style-type: none"> ○ Published sanctions and case summaries ● Prohibited List <ul style="list-style-type: none"> ○ WADA Prohibited List and downloadable references. ● Resources and Forms <ul style="list-style-type: none"> ○ TUE forms, compliance documents, downloads ● Speak Up! / Report Doping <ul style="list-style-type: none"> ○ Confidential reporting page ● News and Announcements | | |



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| <ul style="list-style-type: none"> ○ Updates and organizational notices ● Events: <ul style="list-style-type: none"> ○ Seminars, outreach activities, and upcoming events ● Contact Us: <ul style="list-style-type: none"> ○ Contact details and inquiry form. ● Privacy Policy <ul style="list-style-type: none"> ○ Data privacy and compliance page. ● Terms and Conditions <ul style="list-style-type: none"> ○ Standard website terms ● Basic SEO Setup <ul style="list-style-type: none"> ○ Page titles and metadata setup ○ URL optimization ○ Sitemap configuration 2. Core Feature <ul style="list-style-type: none"> ● Content Migration <ul style="list-style-type: none"> ○ Transfer of existing content to the new layout ○ Reformatting for readability and consistency ○ Updating pages that currently contain incomplete content (e.g. TBD sections) ● Wix AI Chat Assistant Integration <ul style="list-style-type: none"> ○ Install and enable Wix AI Chat Assistant ○ Configure greeting message ○ Upload PHI-NADO content and documents to its knowledge base <ul style="list-style-type: none"> ○ Add quick suggestion buttons ("Prohibited List," "Report Doping," "Forms," etc) ○ Configure escalation options to official email ○ Style widget based on PHI-NADO branding ○ Ensure bot redirects sensitive reports to the speak up page ● Responsive Design <ul style="list-style-type: none"> ○ Optimization across desktop, tablet, and mobile devices <ul style="list-style-type: none"> ○ Testing for cross-browser compatibility 3. Wix Website Forms <ul style="list-style-type: none"> ● General Inquiry Forms (Contact Us page) <ul style="list-style-type: none"> ○ Fields: First Name, Last Name, Email, Phone (Optional), Topic dropdown, Message ○ Actions: send to PHI-NADO email, auto-reply, log in Wix Contacts <ul style="list-style-type: none"> ○ Notes: Enable spam protection, add success message ● Speak Up/Report Doping Form <ul style="list-style-type: none"> ○ Fields: Name (Optional), Email (optional), Description, Date of Incident, Attachment Upload ○ Actions: send to confidential email, no auto-response <ul style="list-style-type: none"> ○ Notes: Form encryption enabled ● Newsletter Subscription (Homepage) <ul style="list-style-type: none"> ○ Fields: Email only ○ Actions: add to "Newsletter" contact list ○ Notes: integrate with Wix Email Marketing 4. Chatbot Implementation | | |
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- **Multi-Platform Chatbot Integration**
 - Seamlessly interact with patients through your Website, Facebook, Messenger, and Instagram to enhance engagement and support
- **AI Bot Personality Customization**
 - Configure the chatbot's tone and personality to reflect your clinic's branding, ensuring a welcoming and patient-friendly experience
- **Automated Report Delivery to PHI-NADO Email**
 - Once a doping report is completed through the chatbot, the system will automatically create and deliver the report to the designated PHI-NADO official(s).
- **Live Chat Support**
 - Provide real-time assistance through live chat, allowing staff to jump in and handle complex queries directly
- **Doping Report Generation (Anonymous or Identified Reporting)**
 - Track performance with detailed reports, helping you understand patient interactions and improve services.
 - Enable an accessible, user-friendly channel for reporting doping concerns in compliance with PHI-NADO and WADA reporting principles.
- **Monthly Message Limit**
 - Handle up to 6,000 messages per month across all connected platforms
- **Monthly Conversation Limit**
 - Manage up to 6,000 unique conversations per month, ensuring ample capacity for patient interactions.
- 5. **Maintenance and Managed Services**
- **Security and Maintenance: Regular security patches and updates.**
 - **Application Health Report:** A comprehensive report providing insights into system performance, including uptime metrics, average response times, and a summary of any errors or disruptions encountered
 - **Security Report:** A detailed account of resolved security vulnerabilities, applied patches, and proactive recommendations for maintaining a secure and resilient website environment.
 - **Support Activity Report:** A summary of all support activities, including received requests, resolution times, and recurring issues, along with actionable insights to enhance system reliability.
 - **Security Maintenance:** Routine application of critical security updates, patches, and fixes to safeguard the website against emerging threats and vulnerabilities.
 - **Content Updates:** Up to four content revisions or additions per month, ensuring the website remains relevant, accurate, and engaging for its audience.
 - **Wix Website Updates:** Regular updates to the Wix core system and installed plugins to enhance security,



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| <p>performance, and feature availability, ensuring consistent and reliable website functionality</p> <ul style="list-style-type: none"> • Hosting: Reliable and scalable cloud hosting over the internet. • Technical Support: Dedicated support team available for troubleshooting and consultations (9am to 6pm on workdays) <p>6. Training</p> <ul style="list-style-type: none"> • After development, LWS will provide training for your team on how to use the WordPress CMS for content management. <p>7. Additional Features</p> <ul style="list-style-type: none"> • Up to a maximum of 15 pages included in the development. • Additional pages can be added for an extra fee | | |
| Item 2 | | |
| Monthly Maintenance and Managed Services | 1 Year | |
| Includes monthly chatbot service, web hosting, and domain name registration for one (1) year. This service requires a minimum contract duration of one (1) year | | |
| Item 3 | | |
| Additional Pages (beyond 15 pages) | 1 Page | |
| Item 4 | | |
| IndxChat AI Premium Practice - 1 Year | 1 Lot | |
| 6,000 IndxChat messages / Month Facebook and Website Integration Smart Chat - AI Powered Responses Booking Calendar Integrations 2-3 User Roles Quarterly Chatbot retraining Live chat handover Custom AI Personality Centralized Inbox 8-hour monthly email / chat support Maintenance and updates | | |
| Item 5 | | |
| Setup and Implementation Fee | 1 Lot | |
| ***nothing follows*** | | |
| Delivery Requirement: Subject to the Terms and Conditions of the Contract | | |



PHILIPPINE SPORTS COMMISSION

FINANCIAL OFFER:

| Other Supplies and Materials not available in PS-DBM | | | |
|--|---------------|----------------------------|--------------------------------------|
| Approved Budget for the Contract: Six Hundred Fifty Thousand One Hundred Forty-Six Pesos and Fifty-Six Centavos (PhP650,146.56) | | | |
| Items | Quantity (A) | Offered Price per Unit (B) | Total Offered Price per Item (A x B) |
| Item 1 | | | |
| Website Development | 1 Lot | | |
| Item 2 | | | |
| Monthly Maintenance and Managed Services | 1 Year | | |
| Item 3 | | | |
| Additional Pages (beyond 15 pages) | 1 Page | | |
| Item 4 | | | |
| IndxChat AI Premium Practice - 1 Year | 1 Lot | | |
| Item 5 | | | |
| Setup and Implementation Fee | 1 Lot | | |
| ***nothing follows*** | | | |

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|-------------------------|-------------|
| TOTAL OFFERED QUOTATION | In Words: |
| | _____ |
| | In Figures: |
| | _____ |

Signature over Printed Name

Position/Designation

Name of Company

Address

Office Telephone/Fax/Mobile No.

Email address/es