

Please print this on Company Letterhead

REQUEST FOR QUOTATION - OM WEBSITE REVAMP & CORPORATE VIDEO	
Deadline	
Vendor Name	
Contact Person	
Mobile No.	
Email	
A Important Notice	
1	PLEASE EMAIL YOUR QUOTATION TO tender@pikom.org.my LATEST BY 2ND NOVEMBER 2009.
2	Please provide cost breakdown as per Section D.
3	Please indicate if you are unable to quote us on any of our requirement below.
4	This specification indicates the basic requirements. Bidders are encouraged to exceed the basic requirement. Winning bid will be based on value add from these basic requirements at the most competitive pricing.
5	A briefing cum Q&A session will take place on 26th October 2009, 6:00pm at PIKOM Office Boardroom. Kindly RSVP your interest to participate in the Q&A Session by 20th October 2009.
6	Project timeline: 1. Submission Closing Date : 2nd November 2009, 12:00pm 2. Tender Award Date : 30th November 2009 3. Website 'Live' Date : 8th March 2010
7	Successful bidder must be a member of Outsourcing Malaysia (OM). Non-OM-member will have to become OM member when the project is awarded.

B The new website should include the following (existing website is for reference only):-

Phase 1 - Complete by 30th December 2009

- 1 Website Template Design x 4 mocks
- 2 Template of Email Newsletter x 4 designs
- 3 Banner/Flash in the Homepage
 - Add/Upload/Delete/Suspend banner
 - Schedule publishing
- 4 News/Events Posting in Homepage
 - Unlimited Posting of Current News/Events
 - Event Calendar Listing homepage
- 5 Content Management (refer to the attached sitemap)
 - Add/Edit/Delete all WebPages content
 - (must be flexible enough to be managed by OM Staff)
- 6 Search function
 - Search by keyword
- 7 Contact Us
 - Capture Members/Visitors Enquiries & Generate Email to OM Secretariat

Phase 2 - Complete by 10th February 2010

- 8 Membership Management
 - Member Login (with Password security)
 - Member Search (by Keyword, Member's Name, A-Z Listing, Category)
 - Member Listing (add/edit/suspend/delete member)
 - Add/Edit/Delete/Suspend Member profile
 - Display Member Listing
 - Display Member Profiles
 - Member Registration On Line - email notification to OM Secretariat
 - i. Application
 - ii. Enquiry
 - iii. To be in mailing list
- 9 Resource Center Management
 - a. - Add/Edit/Delete Resource Center Information (e.g. Newsletter, Articles, Reports)
 - Add/Edit/Delete Resource Center Information Subscribers
 - Member Search
 - b. - Member B2B Matching Based on Pre-Selected Criteria
 - Display B2B Matching Results
 - Capture B2B Matching Enquiry to Member (after Member Match)

- 10 Administrator (User) Management
 - Create/Assign Administrator Access Right by Module
 - Create/Assign Member Access Right by Module
- 11 Automatic Emailing Capability
 - Send Newsletter
 - Send Resource Center Information
 - Send Resource Information
 - Send B2B Matching Enquiries
 - Send Auto Response Email to Members/Visitors Enquiry
 - Copy All Emails Sent to OM Secretariat

Phase 3 - Complete by 8th March 2010

- 12 Discussion Forums
 - Create/Delete Multiple Discussion Forums
 - Member Able to Post and Reply Topics
- 13 Reports (Ad Hoc and Weekly Schedule)
 - Members Hits, Login, Pages Viewed
 - Visitor Hits, Pages Viewed
 - B2B Matching Search Criteria
 - B2B Matching Enquiries
- 14 Backup OM website database

OPTIONAL

C Corporate Video

5 minutes corporate video which includes basic info of Outsourcing Malaysia (OM), testimonial with OM Leader and key industry players, narration and music. Target to complete by 8th March 2010.

D Quotation (please breakdown the quote according to the specs below)

Note: Overall design must be interactive and of latest look and feel (web 2.0 concept)

Phase 1 - Complete by 30th December 2009

- | | |
|--|----|
| 1 Website Template Design x 4 mocks | RM |
| 2 Template of Email Newsletter x 4 designs | RM |
| 3 Banner/Flash in the Homepage | RM |
| 4 News/Events Posting in Homepage | RM |
| 5 Content Management (refer to the attached sitemap) | RM |
| 6 Search function | RM |
| 7 Contact Us | RM |

Phase 2 - Complete by 10th February 2010

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|--|----|
| 8 Membership Management | RM |
| 9 Resource Center Management (Portion 'a') | RM |
| Resource Center Management (Portion 'b') | RM |
| 10 Administrator (User) Management | RM |
| 11 Automatic Emailing Capability | RM |

Phase 3 - Complete by 8th March 2010

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|---|----|
| 12 Discussion Forums | RM |
| 13 Reports (Ad Hoc and Weekly Schedule) | RM |
| 14 Backup OM website database | RM |
| 15 Additional Page (please quote if any) | RM |
| 16 Maintenance - full page (please quote if any) | RM |
| 17 Maintenance - half page (please quote if any) | RM |
| 18 CMS Tutorial / Training (please specify duration/frequency: _____) | RM |

OPTIONAL

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|---|----|
| 19 Corporate Video - Complete by 8th March 2010 | RM |
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Others (please indicate if the services/charges not include above)

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|--|----|
| i) Annual Software Maintenance (ASM) Agreement | RM |
| ii) Database Hosting (please specify: _____GB) | RM |
| iii) please specify: | RM |
| iv) please specify: | RM |
| v) please specify: | RM |

D Supplier's Terms & Conditions (if any)
