

REQUEST FOR TENDER

File: AP 2/15/5
Date: 24 October, 2019
To: Interested suppliers
Contact: Ainsof So'o (ainsofs@sprep.org)

Subject: Upgrade of the Regional Turtle Research and Monitoring database System (TREDs)

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. The Turtle Research and Monitoring Database System (TREDs) provides invaluable information for Pacific island countries and territories to manage their turtle resources. TREDs can be used to collate data from standings, tagging, nesting, emergence and beach surveys as well as other biological data on turtles.
- 1.3. For more information, see: www.sprep.org or www.sprep.org/thetreds

2. Specifications: statement of requirement

- 2.1. SPREP is seeking the assistance of a short-term consultant to develop a Drupal 8 information system based on the TREDs systems specification document and consultation with SPREP.
- 2.2. Expected Tasks:
 - Redevelop TREDs in Drupal 8 using systems specification document and consultations with SPREP
 - Develop using the latest development branch of Drupal 8 (8.9.x-dev)
 - Deploy final version on latest Drupal 8 version
 - Do not use any deprecated functions to improve portability to Drupal 9
 - Ensure development environment is compatible with docker4drupal (see Preferred software stack)
 - Preference: Integrate automated testing to ensure continuously integration
 - Use the gitlab repository provided for development
 - Use the gitlab issue tracker for managing issues/tickets (or similar)
 - Establish a staging server (with public ip) that is accessible by SPREP for testing
 - Deliver sprints regularly (1-4 weeks) for comments
 - Develop a built-in online help/documentation system that is printer friendly

3. Conditions: information for applicants

- 3.1. To be considered for this work, interested suppliers must meet the following conditions:
- Minimum qualification - bachelor's degree in computing systems or a related field.
 - Excellent analytical and communication skills
 - Excellent understanding of Drupal 8.
 - Submit a CV to demonstrate that you have the requisite skills and experience to carry out this contract successfully.
 - Provide three references or names of referees as part of the quotation submission.

4. Submission guidelines

- 4.1. Quote should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.
- 4.2. Quote should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs. Timeframes and costs should be broken down by sprint.
- 4.3 Complete the **application form** provided.
- 4.3 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Clarification

- 5.1. On request detailed specifications are available by contacting Ainsof So'o on email ainsofs@sprep.org.
- 5.2. Any clarification questions from applicants must be submitted by email to alvins@sprep.org and ainsofs@sprep.org before 1st November, 2019. A summary of all questions received with a associated response will be posted on the SPREP website by 4th November 2019.

6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer/bidder offers the best value for money, and that the tenderer/bidder satisfies the following criteria.
- Experience with Drupal 8 (site building and module development)- 30%
 - Experience in Systems Analysis- 20%
 - Experience with related tools (git, drush, docker) -10%
 - Financial Proposal- 15%
 - Duration of project- 10%
 - Experience in the region- 10%

- Working knowledge of Ms Access and VB- 3%
- Knowledge of environmental issues in the region- 2%

7. Deadline

- 7.1. **The due date for submission of the quote is: 8th November 2019.**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all quotes clearly marked 'Quotation: Upgrade of TREDs:

Mail: SPREP
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception,
Vailima, Samoa.

SPREP reserves the right to reject any or all tenders/bids and the lowest or any tender/bid will not necessarily be accepted.

For any complaints regarding the Secretariat's tenders/bid please refer to the Complaints section on the SPREP website.

<http://www.sprep.org/accountability/complaints>

Terms of Reference

(for the redevelopment of TREDs in Drupal 8)

- In consultation with SPREP redevelop the TREDs in Drupal 8 based on the systems specification document and consultation with SPREP
- Expected duration of project: up to 12 weeks

Expected tasks

- Redevelop TREDs in Drupal 8 using systems specification document and consultations with SPREP
 - Develop using the latest development branch of Drupal 8 (8.9.x-dev)
 - Deploy final version on latest version of Drupal 8
 - Do not use any deprecated functions to improve portability to Drupal 9
 - Ensure development environment is compatible with docker4drupal (see Preferred software stack)
 - Preference: Integrate automated testing to ensure continuous integration
- Use the gitlab repository provided for development
- Use the gitlab issue tracker for managing issues/tickets (or similar)
- Establish a staging server (with public ip) that is accessible by SPREP for testing
- Deliver sprints regularly (1-4 weeks) for comments
- Develop a built-in online help/documentation system that is printer friendly

Skills Required

- Systems Analysis
- Programming
- In-depth knowledge of Drupal 8
- Working knowledge of Ms Access and VB
- Oral and written fluency in English

Preferred software stack

- Docker using [docker4drupal docker-compose yml](#) which includes:
 - Php 7.1 (or later), Maria Db, Nginx, Varnish, Redis, Solr (or similar)