REQUEST FOR TENDERS

RFT: 2022/004
File: AP_6/15
Date: 21 July, 2022
To: Interested consultants
From: Julie PILLET, Technical Waste Project Coordinator, SWAP

Subject: **Request for tenders (RFT): Design and development of the SWAP Project Website**

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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. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:

- We value the Environment
- We value our People
- We value high quality and targeted Service Delivery
- We value Integrity

1.3. This tender is developed under the *Committing to Sustainable Waste Actions in the Pacific* (SWAP) Project funded by the Agence Française de Développement (AFD). The 3 million Euro SWAP Project aims to improve sanitation, environmental, social, and economic conditions in Pacific island countries and territories through proper waste management.

1.4. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to develop a website for the SWAP project.

2.2. The Terms of Reference of the consultancy are set out in Annex A.

2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-values-code-of-conduct.pdf. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.

2.4. SPREP Standard Contract Terms and Conditions are non-negotiable.

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3. Conditions: information for applicants

3.1. To be considered for this tender, interested consultants must meet the following conditions:

     i.   Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;

     ii.   Provide three referees relevant to this tender submission, including the most recent work completed;

     iii.   Provide examples of past related work outputs;

     iv.   Complete the **tender application form** provided *(Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered).*
For the Technical and Financial proposals you may attach these separately.

     v.   Complete the **Financial Proposal form** which should outline the schedule of priced tasks in accordance with tasks outlined under the Terms of Reference's *Deliverables - Timeline* section; and

     vi.   Provide a copy of valid business registration/license.

3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.

3.3 Tenderer is deemed ineligible due to association with exclusion criteria, including bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.

3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

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4. Submission guidelines

4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.

4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:

     a)   **SPREP Tender Application form and conflict of interest form.** *(Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered).*

        For the Technical and Financial proposals you may attach these separately.

     b)   **Honour form**

     c)   **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.

     d)   **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.

e) **Financial Proposal** –with a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.

4.3. Provide three referees relevant to this tender submission, including the most recent work completed.

4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.

4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.

4.7 The Proposal must remain valid for 90 days from date of submission.

4.8 Tenderers must insist on an acknowledgement of receipt of tender.

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5. Tender Clarification

5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 03 August 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 05 August 2022.

b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.

c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (**https://www.sprep.org/tenders**) without disclosing the source of the questions or revealing any confidential information of a Tenderer.

d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.

e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

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6. Evaluation criteria

6.1. SPREP will select a preferred consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tendered satisfies the following criteria:

6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

I. Technical Score – 70%

Criteria	Detail		Weighting
Experience	i.	Professional portfolio and relevance of previous experience in the field of web design and web development, list of design and development services performed over the past 3years.	20%
	ii.	Previous experience in web development for donor funded programmes or projects.	15%
Technical Proposal / Methodology	iii.	Detailing activities to be conducted over the term of the engagement, including detail on which team members will undertake each activity, resources available for this engagement in terms of hardware and software, workplan and timeline allocation, quality control and assurance methodology.	35%
	iv.	The solution must use the latest Drupal content management system (currently at version 9)	

II. Financial Score – 30%

A detailed budget is to be provided by the bidder(s) for each of the activities to be carried out.

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:
a = maximum number of points allocated for the Financial Score
b = Lowest bid amount
c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

7.1 a.   SPREP may amend, suspend or terminate the RFT process at any time.

b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (**https://www.sprep.org/tenders**).

c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.

d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

8. Deadline

8.1. **The due date for submission of the tender is: 12 August 2022, midnight (Apia, Samoa local time).**

8.2. Late submissions will be returned unopened to the sender.

8.3 Please send all tenders clearly marked 'RFT 2022/004: **Design and development of the SWAP Project website.**

    Mail: SPREP
               Attention: Procurement Officer
               PO Box 240
               Apia, SAMOA
    Email: tenders@sprep.org (MOST PREFERRED OPTION)
    Fax: 685 20231
    Person: Submit by hand in the tenders' box at SPREP reception,
                 Vailima, Samoa.

    Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted, thereby incurring no liability to the affected tenderer/bidder, nor any obligation to inform the affected tenderers/bidders of the grounds for SPREP's action.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

A binding contract is in effect once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website
http://www.sprep.org/accountability/complaints

Annex A: Terms of Reference

Design and development of the SWAP Project Website

1. BACKGROUND

Pacific Island Countries and Territories (PICTs) offer some of the richest areas of biodiversity on the planet. These areas, and their island communities, are under increasing pressure from development and growing human population, and the social and economic pressures associated with this growth.

Increased populations and urbanisation have led to increased product importation, production, and waste generation. Much of the waste generated through these imported products cannot economically be managed due to issues of small and isolated populations; economic volatility; geographical isolation from large economies; limited institutional, financial and human capacity; and inadequacy of infrastructure to capture and process waste materials. Poor waste management poses risks to the economies of PICTs, as most rely heavily on clean environments for agricultural activities and a vibrant tourism industry, therefore polluted and degraded environments pose a significant threat to PICTs.

The Project funded by the Agence française de Développement (AFD), referred to hereafter as "Committing to Sustainable Waste Actions in the Pacific (SWAP)", aims to improve sanitation, environmental, social, and economic conditions in Pacific Island countries and territories through proper waste management. To achieve this, the project will focus on three streams of wastes: used oil, marine debris, disaster wastes and an overarching issue on sustainable financing mechanisms. Eight countries and territories will benefit from this project which include Fiji, French Polynesia, New Caledonia, Samoa, Solomon Islands, Tonga, Vanuatu, and Wallis and Futuna.

The objective of this project is to strengthen communities and local authorities' capacity in the areas of technical waste management, institutional governance, and finance through several activities:
   a) The development and delivery of a regional vocational training program in collaboration with regional partners;
   b) The implementation of pilot projects; and
   c) The development and delivery of tools for a sharing of good practices through a Community of Practice for PICTs including French OCTs.

2. EXPECTED OUTCOMES

The SWAP project seeks the development of a website with the following outcomes:

- Be bilingual French/English
- Be the first point of reference on SWAP activities in member countries and territories on the Internet;
- Create awareness and showcase progress of SWAP project achievements;
- Make key documents and resources accessible to our target audience;
- Provide news and updates on the work of SWAP in the Pacific;
- Be hosted on the SPREP Website.

Note: all content will be provided by the SWAP Project Management Unit.

3. SCOPE OF WORK

3.1. Sitemap

3.1.1. – Potential structure of the SWAP Project

The final structure of the SWAP project's bilanguage website will be based on the current structure of the SWAP page hosted on the SPREP website: https://www.sprep.org/SWAP/sustainable-waste-actions-in-the-pacific-swap.

3.1.2. – Functionality Requirement

- Incorporate the latest bootstrap framework.
- Must use the latest Drupal CMS
- Must use a clean Drupal base and/or sub theme with minimal to no custom theme code.
- Gallery of Images/Videos/metadata (media library). For information, SWAP videos will be stored on SPREP YouTube Channel;
- Integration with SPREP Social Media through plugins like-https://sharethis.com/
- The SWAP website will need to ingest content such as news/press release from sprep.org that are tagged as SWAP content.
- A style / color switcher that enables instant switch of colors / style of specific page or group of pages
    - This can include but not limited to switching colors of all the content strips, banners, titles, tabs and content on that page or group of pages.
- A "projects" content type enabling the creation of similar project sites like SWAP within the same site
- Browser compatibility. The site must be compatible with the current versions of browsers (Firefox, Internet Explorer, Safari, and Chrome), as well as Internet Explorer version 6 onwards.
- The site was conformed to Web Accessibility Guidelines (WCAG 2)
- Mobile and device friendly (android/apple) responsive design.
- Responsive website layout design.
- Site Map-In-site search field displayed across all pages.
- Carousel/display of SWAP ribbon logo on home page.
- Website Hits counter and insights.
- A "home bar" at the top that takes you back to the main sprep.org content. (See https://tomai.sprep.org)
- Drupal theme must be exportable for use on sprep.org or similar sites at SPREP

3.1.3. – Search Engine Optimisation

- Friendly URLs
- Automated breadcrumbs
- Editable metadata on each page
- Generate XML site map for Google Webmaster
- Google and site analytics

3.2. Mode of Delivery

3.2.1. - Responsibilities

The contractor shall be responsible for the following:

a) Rounds of Changes allowed
   - Provide details of permissible rounds of changes allowed while website is under development with breakdown of costs incurred after exhausting timeframe for changes/editing.

b) Copyright Issues
- Ownership of assets including the content and imagery is in sole ownership of SPREP.

c) Hosting & Domain requirements
- Full detail of hosting and renewal costs.
- Work with SPREP IT on choosing location of hosting servers and company providing the service.

3.2.2. – Required tasks

The required tasks and deliverables are outlined as follows:

Task 1: Development of Site Architecture

- Develop the Site architecture which should include the sitemap and wireframes of pages
- The overall visual style must be aligned to the SWAP Communications & Visibility Plan and Branding Guidelines as well as the SPREP visibility guidelines.

Task 2: Website Development

- Design and build a user-friendly SWAP website for our members on the agreed sitemap and in accordance with the SWAP Branding guidelines and SPREP visibility guidelines
- The new design (Drupal theme) must be an improvement on the current sprep.org utilizing best practice on designing visually appealing web interfaces. We're looking for that "wow" factor.
- The new design / theme may also be used to upgrade the existing sprep.org website theme.
- The website developer will be supervised by the SWAP Technical coordinator who will provide content input, appropriate photographs and guidance on the desired design and structure in coordination with the SPREP Communications and Outreach Team and SPREP IT.
- Incorporate all of the functional requirements in 3.1.2
- While the main product will be a SWAP website, the solution must cater for a site generator type solution where using a "projects" content type for example we can create multiple project subsites similar to SWAP. See wix.com site generator
- Changes may have to be accommodated as the website concept and design evolves.
- SPREP's google analytics integration is a minimum requirement.
- Use of SPREP Gitlab for tracking tasks. Access will be provided by SPREP IT as owner

Task 3: Website Hosting Agreement

- The developed website is hosted as part of the SPREP website or using a separate subdomain such as projects.sprep.org/swap

Task 4: Website testing and evaluation

- Upon approval by SWAP of the developed website, it is to be tested, over a period of 2 weeks, identifying any bugs/issues of concerns. All issues identified are to be resolved within 10 working days.
- A warranty period is to be provided following website launch. Details of the warranty are to be included in the tender response.
- Staging server is setup with pre-production version of the website for testing
- Once the SWAP site has been approved ensure that a Production version is setup and working before launch.

Task 5: Training and Administrative rights Handover

- The website has an interactive design and developed in a way that enables SPREP staff to manage its content. This includes handover of administration rights to the SWAP PMU and the SPREP IT (multiple admins).
- Provide relevant training to SPREP IT and SWAP PMU on updating content and basic website maintenance best practices.
- Advise the SPREP IT on a sustainable long-term management and hosting strategy.
- Configuration documentation and user guide which clearly state how to manage the website, details on the hosting arrangement, and its configuration, ensuring all appropriate financial documentation is provided.
- Ensure all access and credentials are provided to SWAP PMU and SPREP IT. These include but not limited to admin and/or root access to:
  - Web Hosting credentials;
  - Web Server credentials;
  - CMS credentials;
  - Domain registration credentials; and
  - Other credentials for supplementary services related to the website

3.2.3. – Meetings

The consultant is required to participate in the following virtual meetings:

- Initial project kick-off meeting: at the begin of the assignment
- Progress meeting 1: during task 2
- Progress meeting 2: during task 4
- Training to SPREP IT and SWAP PMU: during task 5

3.3. Deliverables - Timeline

The service is to be completed no later than **10 weeks from Agreement signing date** with a preference for the activities to be completed much earlier.

Expected project activity is detailed in Table 1, it is expected that tenderers will detail how and when each of these steps will be delivered.

Table 1: Project Schedule

Phase	Deliverables / Activity	Timeline
Execution Contract Signing		

Phase	Deliverables / Activity	Timeline
Inception	1. Kick-off Meeting	1 week from date of Execution Contract Signing
Development of Site Architecture	2. Completion of task 1	Within 1 week following kick-off meeting
Website's user interface design **Website hosting requirements**	3. Holding progress meeting 1 4. Completion of task 2 5. Completion of task 3	Within 4 weeks following approval of task 1
Website testing and evaluation	6. Completion of task 4 7. Holding progress meeting 2	Within 2 weeks following approval of tasks 2 & 3
Website Uploaded		Within 1 week following approval of website testing
Training and Administrative rights Handover	8. Completion of task 5 9. Training to SWAP PMU and SPREP IT delivered	1 week after the website is uploaded
Website Retainer – maintenance and update	10. Completion of Task 9 11. Quarterly maintenance and update 12. This is a post launch retainer that is prepaid and starts after the 10 week timeline	Up to 18 hours per quarter until December 2023 for a total of 84 hours.
	TOTAL	**10 weeks**

Skills Required

- System Analysis & Design
- Programming
- In-depth knowledge of Drupal 9 or later preferred
- Oral and Written fluency in English

Preferred technology stack

- Latest stable Drupal 9.x or later
- PHP 7.4 (or later), MariaDB, Nginx, Docker4drupal
- Gitlab for Git repository and Issue tracker

4. SCHEDULE OF PAYMENTS

Payment for the service will be phased according to the project schedule, and submitted in accordance with the tasks described in the previous section.

5. ADDITIONAL INFORMATION

The successful consultant will be provided with any relevant project documentation, including the following:

- SWAP Communications & Visibility Plan
- SWAP Branding Guidelines
- SWAP and Partner Logos
- SPREP visibility guidelines
- SPREP motifs and color schemes
- Access to sprep.org if needed