

TENDER DOCUMENTATION FOR SINGLE TENDER PROCEDURE (EQUAL OR BELOW 20.000 EUR)

PART A: INFORMATION FOR TENDERER

This document contains the following parts:

- Instructions to tenderer
- Technical specifications / required services
- Format of contract to be signed with the tenderer
- Administrative compliance grid

INSTRUCTIONS TO TENDERERS

1. INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

The subject of this tender is:

- Implementation of services as indicated in the technical information in the part “services required / technical specifications” of this document;

Deadline for submission of the tenders:

The deadline for submission of tenders is **29, March 2024, at 17:00 hours**. Any tender received after this deadline will be automatically rejected.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the:

- **standard tender submission form and technical offer available in the Part B of the tender dossier AND**
- **financial offer available in the Part C of this tender dossier.**

The tender will be submitted via email at partners@partnersalbania.org, the tenderer will provide a scan of signed original of the tender. Any tenders not using the prescribed form might be rejected by the contracting authority.

In addition to the offer, the tenderer is required to provide scanned versions the following supporting documentation:

- Copy of legal registration – if applicable
- Bank account details to which the payments shall be made
- A list of the previous services of a similar nature, including attachments of such services or links that can be accessed.
- CV of service provider - profile of the service provider (company or individual)
- List of main clients

The tenders will be submitted via email, containing the following information:

- Name and address of the tenderer
- Title of the tender: **“Development of a website for the National Resource Center for Civil Society in Albania”**
- Reference number: **IPA/2021/429-294 /01**

The tenderers are reminded that in order to be eligible the tenders need to be received by the contracting authority by the deadline indicated above.

2. TECHNICAL INFORMATION

The tenderers are required to provide services as indicated in the part “Required services / Technical specifications” of this document. In the tenderer’s technical offer, the tenderers will indicate more details on the deliveries, referring back to the below table.

3. ADDITIONAL INFORMATION

The award criteria is:

- Best value for money, weighting 80% technical quality, 20% price.

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written.

The estimated time of response to the tenderers is 7 days from the deadline for submission of tenders.

SERVICES REQUIRED / TECHNICAL SPECIFICATIONS

1. Item Number	2. Services required
1	<p>Development of a website for the National Resource Center for Civil Society in Albania</p> <ul style="list-style-type: none"> <p>Introduction and Background Information</p> <p>Partners Albania for Change and Development is an independent Albanian NPO, founded in 2001, that supports civil society and facilitates cross-sectoral cooperation in order to strengthen democratic institutions and advance economic development.</p> <p>With the initiative of Partners for Change and Development and the support of the European Union, the National Resource Center for Civil Society in Albania has been established and operating since January 2019.</p> <p>National Resource Centre for Civil Society in Albania is a platform of information and service provision which contributes to the strengthening of civil society’s capacities to be more effective, transparent, accountable, and independent actors and to the creation of an enabling environment for the civil society, participatory democracy, and the integration process of Albania into the European Union. The establishment of the Centre is in continuity to a dedicated work for many years of Partners Albania, in support to strengthening of civil society sector and other stakeholders in the county.</p> <p>The centre offers a wide range of face-to-face and online services for the non-profit sector in Albania. Its activity is reflected and promoted through various channels and means of communication, one of the most important of which is the website https://resourcecentre.al/</p> <p>Objective and Scope of Services</p> <p>The objective of this technical specification’s is to contract a Service Provider, responsible to build the new website of National Resource Centre for Civil Society in Albania.</p>

- **Duties and responsibilities**

Service Provider will analyze the existing website <https://resourcecentre.al/> and build a new interactive & responsive website for both mobile and desktop, easy to navigate, and suitable for self-management with minimal supervision from web platform development experts.

The new website should reflect the Centre's services and activity as clearly and effectively as possible.

Specifically, the service provider will:

- Create the new website of National Resource Centre for Civil Society in Albania with a web Content Management System interface in a bilingual environment. Beside operations on the content, the CMS and the solution should provide flexibility in the search tool. The process of developing the website should follow consultations with the Partners Albania and conclude in a full documentation of the code, administration and assets of the website. The solution should be simple, informative and web browsable from the majority of the web browsers.
- The proposal provided by the service provider must contain the type of technology to be used, the number and type of modules it is thought to contain, etc.
- The website should have an Administration Panel in a Web Content Management System (CMS) fashion. The Content Management System should allow operations such as edit/delete/add on the content and all the assets that complement the content (photos, pdfs, videos etc).
- The operational of the CMS should be trivial to users of non-technical background without knowledge of HTML/CSS etc.
- The website should follow the SEO (search engine optimization) principals.
- It should be "extensible", easily modifiable so that at any moment new functions can be added or new technologies emerging in the web field can be implemented.
- The website must be a last longing technical solution to be managed with minimum technical supervision.
- It must offer integrated image gallery, social gallery and social media.

- **Contracting Authority**

Partners Albania will be the contracting authority of the Service Provider for this task.

- **Time line**

The assignment is expected to be conducted between **April – May 2024**. The service provider must be independent and free from conflicts of interest in the responsibility he takes on.

- **Qualifications:**

1. Item Number	2. Services required
	Minimum of 3 years' experience in website development and services of a similar nature.

FORMAT OF CONTRACT TO BE SIGNED WITH THE TENDERER

CONTRACT TITLE: title of the contract **Development of a website for the National Resource Center for Civil Society in Albania**

REF: IPA/2021/429-294 /01

Concluded between:

Partners Albania for Change and Development

Address of the Contracting Authority: Rr. Elbasanit, Godina Park Gate, H.3, Kati.10,Ap.71/73

Represented by: Juliana Hoxha, Director

(Contracting Authority)

AND

Title

Address of the contractor

Represented by:

(Contractor)

Article 1: Subject of the contract

The subject of the contract are the services as indicated in the contractor's offer – "Part B: Documents to be completed by the tenderer".

The Development company/individual will analyse the existing website and build a new one as required.

Specifically, the developer will:

- Build an interactive & responsive website, easy to navigate and suitable for self-management with minimal supervision from web platform development experts.

Article 2: Contract value

The total contract value for implementation of services indicated in the Article 1 is: **XXX** EUR. The price cannot be revised.

Article 3: Contracting documents

This documents which form the part of this contract are (by the order of precedence):

- Contract agreement
- Contractor's technical offer as provided in the tendering phase – "Part B: Documents to be completed by the tenderer"
- Contractor's financial offer as provided in the tendering phase "Part C: Financial offer"
- Any other supporting documentation if applicable

Article 4: General provisions

The Contractor shall execute the contract with due care, efficiency and diligence in accordance with the best professional practice.

The Contractor shall ensure the highest visibility to the financial contribution of the European Union. To ensure such publicity the Contractor shall implement among other actions the specific activities described in the Special Conditions. All measures must comply with the rules in the Communication and Visibility Requirements for EU External Actions by the European Commission.

Article 5: Deliveries and payments

The contractor will deliver without reservation the services indicated in the contractor's offer "Part B: Documents to be completed by the tenderer". The deliveries will be implemented within the indicated dates.

The contracting authority will pay to the contractor the services in the amount indicated in the Article 2 of this contract document. The payments will be issued by the following time schedule.

Month		<EUR/**>
1	Maximum Pre-financing payment	<30 % of the contract value>
2	Balance final payment	<70 % of the contract value>
Total		<Total contract value>

* - The contractor will provide contracting authority with the brief report on execution of the services

This contract is exempt from taxes (Customs duties, import duties, taxes or fiscal charges having equivalent effect, Value added tax, documentary stamp or registration duties or fiscal charges having equivalent effect) as per Framework Agreement signed between European Commission and Government of Albania.

Article 6: Duration of the contract

The duration of the contract is 2 months.

Article 7: Cancellation of the contract

The contract can be suspended by the Contractor due to one of the following reasons:

- Contracting Authority not fulfilling payment and other obligations

The contract can be terminated by the Contracting Authority due to one of the following reasons:

- The Contractor is in serious breach of the contract, failing to meet contractual obligations
- The Contractor is bankrupted or being wound up, is having its affairs administrated by courts, has entered into arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.

Article 8: Resolving of disputes

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Tirana Court in accordance with the national legislation.

For the Contractor

Name:

Title:

Signature:

Date:

For the Contracting Authority

Name:

Title:

Signature:

Date:

ADMINISTRATIVE COMPLIANCE GRID (to be completed by Contracting Authority)

Contract title:	Development of a website for the National Resource Center for Civil Society in Albania	Publication reference:	IPA/2021/429-294 /01
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Tender envelope number	Name of Tenderer	Is tenderer nationality eligible? (Y/N)	Is documentation complete? (Y/N)	Is language as required? (Y/N)	Is tender submission form complete? (Y/N)	Other administrative requirements of the tender dossier? (Yes/No/Not applicable)	Overall decision? (Accept / Reject)
1							
2							
3							
4							