

REQUEST FOR QUOTATION
PROCUREMENT FOR CREATION OF TERMS OF REFERENCE FOR WEBSITE DEVELOPMENT IN
UKRAINE
RFQ NO. UA_2021_001

Date: October 18, 2021

Dear Sir / Madam,

You are kindly requested to submit your Quotation for **Creation of Terms of Reference for Development of the Website** of the Prosecutor's Training Center of Ukraine described in Annex B.

Disclaimer

Bidders shall be advised that, in the interest of competitiveness and transparency of IDLO's Procurement Processes, shall a Bidder be successfully Awarded for the subject tender for *Creation of Terms of Reference for Website Development*, the Contracted Supplier shall refrain from submitting its Proposal for the future tender for *Website Development*.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B
Supplier's Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex D

For any questions/clarifications related to this RFQ please contact IDLO on ukr-tenders@idlo.int and mention **Clarifications RFQ NO. UA_2021_001** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:

On or before **Date: October 26, 2021**

Time: 15:00 hours Rome, Italy local time.

Thank you and we look forward to receiving your Quotation.

Sincerely yours,
International Development Law Organization | IDLO
Ukraine Country Office

Annex A
Instructions to Bidders

a. Description of requested services	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: October 26, 2021 Time: 15:00 hours Rome, Italy local time.
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Services and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Services Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	90 days In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Language of the Bid	The bid is executed in both English and Ukrainian. In case of a discrepancy, the English version shall be treated as authoritative. While the Bidder may choose to respond to the Bid in Ukrainian, IDLO's correspondence, documents and Contract relating to the Bid shall be written in the English language.
h. Quotations Submission	All quotations shall be submitted through the following e-mail address: ukr-tenders@idlo.int
i. Partial Quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
j. Place of Delivery	Kyiv, 01054, O. Honchara 57-B, 5th Floor
k. Delivery Terms	Services will be delivered within 30 days after receipt of PO or contract from IDLO to Kyiv, 01054, O. Honchara 57-B, 5th Floor.
l. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input type="checkbox"/> Supplier <input checked="" type="checkbox"/> N/A

m. Currency of Quotation	UAH <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>
n. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Proof of the relevant experience (minimum 5 case studies of the active websites that are similar to the TOR requested); <input checked="" type="checkbox"/> Reference/Recommendation Letters from Inter-Governmental/National/International Companies/Organizations or Foreign Diplomatic Missions in Ukraine on the similar vendor's performance with contactable domain email addresses for verification.
o. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes
p. After-sales services required, if applicable	<input type="checkbox"/> Warranty on Parts and Labour for minimum period of Click to type <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
q. Evaluation of Quote	Evaluation will be done according to the following order of priorities: 1. Full submission of Preliminary Documents (as per Annex A, point n.) 2. Technical responsiveness 3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable. 4. Delivery Date 5. Price
r. Contract Award	Contract Award shall be granted according to: a) Full submission of Price Schedule (Annex C) signed and stamped; b) Lowest priced, most technically acceptable/compliant offer;
s. Contract Signature	Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.
t. Liquidated Damages	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.



	<p>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</p>
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ANNEX B TECHNICAL SPECIFICATIONS

Specifications for Services

This document describes key elements that should be present in the Terms of Reference for development of the website of the PTCU. All objectives and goals described herein should be implemented in full within the framework of the terms of reference (there are no restrictions imposed on technologies and methods).

Expected Output

A. A prepared (finished, ready for signing) document in PDF format should have the following sections:

1. Terms and definitions.
2. General information and purpose of the document (name of the provider and customer, brief information about the company, grounds for website development, planned start and end dates for works concerning website development, procedure of preparing and presenting results of the works).
3. Purpose and goals of website development (intended use of the website, main goals of website development, target audience).
4. General requirements to the website (requirements relating to structure and functioning of the website, requirements relating to the staff, requirements relating to information integrity, requirements relating to access rights differentiation).
5. Requirements to functions (tasks) performed by the website (website structure, website content, navigation system, content management system (CMS), typical static pages (structure), functional capacities of sections) (design requirements, typical navigation and information elements and rules of their usage, website header, main and side menu, master field, baseplate, thumbnails (rules of forming pages)).
6. Requirements to types of support (requirements relating to information support, requirements relating to data storage, requirements relating to programming languages, requirements relating to linguistic support, requirements relating to software, requirements relating to hardware).
7. Content and composition of works relating to website development (list of works, procedure of performing works, stages of performing works, and calendar).
8. Procedure of controlling and accepting the website (types, content, scope and methods of testing, general requirements to the website acceptance).
9. Requirements to the content and composition of works relating to commissioning of the website

B. Detailed description of the assignment and information for the design

The customer for the website development is the Prosecutor's Training Center of Ukraine <https://ptcu.gp.gov.ua/>

The subject matter of the development is a website with extended functionality relating to provision of (paid) services and training materials.

Main services include the following:

- Hotel,
- Shooting range and gym,
- Training and methodological materials,
- Training courses.

The website should combine two goals:

- a. Informing about activities of the PTCU (news, surveys, publications, etc.) – replication of the current website functionality <https://ptcu.gp.gov.ua/>
- b. Provision of (paid) services (limited access according to pre-established rules)

C. Main Functionality Requirements

With respect to the goal relating to provision of paid services, the model of online store and showcase along with implementation of all mandatory attributes has been taken as the basis: purchase conditions, cashless payment and processing of transactions, interface to external systems (accounting, hotel booking system, storage of information about purchases, etc.). Only identified users may make purchases; purchases have to be secure and history of purchases should be stored with respect to each user.

While selling services on hotel booking, shooting range and gym membership, extended identification with the usage of the prosecutor's electronic digital signature is needed (target limited sale). It is necessary to implement an opportunity of switching on/off extended identification in the website administration interface.

Two types of paid services may be offered simultaneously on the website:

Services available to everyone (target audience of the PTCU) and
Services available to the restricted audience.

Minimum website functionalities shall include:

- Necessity to have an opportunity to switch on/off extended identification for each type of paid services. In terms of scalability and further addition of content to the website it is necessary to envision the usage of CMS with the page constructor function in line with rules of their creation and publication in corresponding sections of the website.
- Requirement for envision secure repository as a part of the website to store training, methodological materials, and training courses (including storage of all versions of materials, check of their hash, access blocking, and exclusion of materials (without deleting or moving them)).
- Website adaption in such a way that it would be possible to view information and make purchases using mobile devices.

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- Website development in two language versions – “Ukrainian” and “English”; at the same time, all pages and materials concerning sales do not have to be replicated in the “English” version.

D. Stipulations and Limitations under the Project

It is necessary to take into consideration the following while planning website functionality:

- a. Hotel does not have an electronic booking (accounting) system and according to this document it is necessary to create a (to integrate an existing) module for accounting and management of the hotel room capacity (requirements are to be described in detail in a separate document)
- b. The PTCU’s accounting and management system is based on software “1C 7”

E. Appendix

The website structure as envisioned by the Customer shall include the following sections:

- About us
 - About the Training Center
 - Management
 - Regulations
 - Access to public information
 - Public procurement
 - Media about us
 - Images
 - Videos
- Trainings
 - For prosecutors
 - For public officials
 - For trainers
- Relations
 - International cooperation
 - National cooperation
- E-environment
 - E-training
 - Repository
- Payment (or paid services)
 - Hotel rooms
 - Participation in webinars
 - Training materials
- For trainers
 - Presentations
 - Literature
- News
 - News
 - Announcements
- Contact details

**ANNEX C
SUPPLIER'S QUOTATION**

(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per **RFQ NO. UA_2021_001**

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	

Table 1: Offer to Supply Services Compliant with Technical Specifications and Requirements

Note: IDLO is registered in Ukraine as an implementer of international technical assistance project and is free of VAT obligations. This means that the price in the quotation must be indicated without VAT and any invoice submitted in the future must include the phrase «**No VAT**».

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in UAH	Total amount in UAH
1.	Creation of Terms of Reference for development of the website of the Prosecutor's Training Center of Ukraine (PTCU)	Refer to Annex B	Service	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Total Cost of Services							
Other Costs							
Grand Total							
Name, position and signature of the Bidder <hr/> <i>Duly authorised to sign this Bid</i> Date:						Bidder's Stamp	

ANNEX D
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR
SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_august_2020.pdf

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>