

Request for Proposal

for

Website Designing, Developing and Maintaining for SERAC-Bangladesh

To: Offeror

Issued on: 15/09/2021

Subject: Website Designing, Developing, And Maintaining

Period of performance: 30 days

Type of contact: Service Agreement

Proposal Submission Deadline: On or before at 5 PM, 22nd September 2021 (BDT)

SERAC-Bangladesh currently seeks offers from interested firms/applicants/consultants for Website Designing, Developing and Maintaining as per the scope of work.

Quote Guidelines and Instructions:

All proposals must be valid for a minimum of 30 days from the date of submission.

Please mention the following information in your quotation:

- Copy of e-TIN certificate (TAX will be deducted using this e-TIN number)
- Copy of valid Trade license.
- Copy of valid BIN registration copy.
- Relationship disclosure

✓ Describe any current or past relationship you/your organization may have with SERAC-Bangladesh, and if it is a potential conflict of interest.

✓ Declare any personal or family relationships of the potential consultant with any employee of the SERAC-Bangladesh. If there is a potential conflict of interest, please explain how risk will be mitigated.

✓ Disclosure does not automatically disqualify an offeror.

Technical Proposal

Applicants should be submitted technical proposals separately as per below:

- Proposed methodology and detailed work plan
- Detailed profile of expertise and experience
- Content Migration Methodology
- Shortlisted vendors will be called for a short presentation

Contents of the Proposal to be submitted

- Profile of the firm including client list, 3/4 links of active websites developed and designed by the vendor/firms/applicants.
- Brief CVs of 3 key persons (team leader, web developer and graphic designer) would be deployed for this assignment
- A section explaining competence and experience in handling similar assignments.
- Proposed strategy/methodology, work plan, timeline and budget for the assignment
- Name and contact numbers of 2 references (especially from clients)

Financial Proposal

Applicants should be submitted financial proposals separately as per below:

- Details budget breakdown with details note for each line item
- Financial proposal should be submitted in BDT
- The budgeted amount must include TAX
- VAT should be identified separately as a separate line item.
- Tax will be paid following Bangladesh Government rules and regulations.

Selection Criteria:

SERAC-Bangladesh will evaluate each proposal based on the following criteria:

Bid Submission

Was the bid submitted on time?

Legal documents; National ID/Passport, Trade license, VAT and Tax documents

Financial Proposal

The lowest bidder with quality deliverables will be considered.

Technical Evaluation Criteria

The expertise of the firm/organization

1.1 Experience in designing and developing websites for national/international/development agencies

1.2 Quality of the submitted website links (designed and developed by the vendor)

Proposed methodology

2.1 Proposed work plan

2.2 Approach to each assignment

Qualification and competency of the proposed personnel for the assignment

3.1 Experience in leading the firm designed and developed websites for national/international/development organizations

3.2 Experience in designing and developing websites for national/international/ development organizations

3.3 Experience in web graphic designing

Minimum eligibility:

- The firm/organization should have at least 5 years of experience in web designing and development
- The firm should have experience in designing and developing at least three (3) websites preferably for national/international/ development organizations
- The proposed personnel (team leader, web developer, and graphic designer) should have at least 5 years of experience in designing and developing websites for national/international/development organizations
- The team personnel should have experience and advanced knowledge in web design using: HTML, XHTML, CSS, XML, XSLT, Macromedia Flash, Java, Joomla/Word press/ Drupal and/or other equivalents open source, CMS (Content Management System) installation and management, working knowledge of security technologies

Payment Terms:

Payment will be made within 30 days after receiving the complete invoice and receipt of accepted deliverables.

Proposal Submission Address:

Please submit the proposal and other information directly to the email to: procurement@serac-bd.org

Inquiries:

If you have any questions/inquiries, please email procurement@serac-bd.org on or before 5:00 pm, 22nd September 2021. No other communications and/or clarifications will be provided in writing.

Terms:

SERAC-Bangladesh reserves the right to cancel this solicitation at any point and is under no obligation to issue a subcontract as a result of this solicitation.

SERAC-Bangladesh will not reimburse any expenses related to the preparation of any proposal-related materials or delivery.