

Description of Requirements

Context of the Requirement	<p>The objective is the development of the website for the project “Biodiversity mainstreaming into Sectoral Policies and Practices and Strengthen Protection of Biodiversity Hot-spots in Montenegro” with the aim of improving the visibility of the project and its results, raising awareness about biodiversity issues in Montenegro, promoting biodiversity-friendly practices, and sharing educational content in line with project outputs.</p> <p>The project team within the Ministry of Tourism, Ecology, Sustainable Development and Northern Region Development is inviting proposals from reputable and qualified vendors with a track record of success in designing and producing digital solutions to develop a website for the project.</p>
Brief Description of the Required Services	<p>Selected vendor for website development will have the following specific responsibilities during the period from 15th March 2024 to 14th May 2024 (with possibility of extension):</p> <ul style="list-style-type: none"> • Develop the website based on the template and agreement with project team which should: <ul style="list-style-type: none"> • be well-organized, attractive and user-friendly manner • be bilingual - in Montenegrin and English • include sections: Project (About, Project team), News, Publications, Gallery, Online courses and Contact • ensure a consistent visual language on the new site by introducing fixed styles in templates ensuring consistency in fonts, formatting, icons, images, layout techniques. • present on the homepage a brief presentation of the project and contain at least three news • have consistency in fonts, formatting, icons, images, layout techniques • have standard page elements including header, footer, tabs, persistent navigation, contact us, email and page print options should be included in the new templates. • guarantee that the most recent content on the site is captured in automatically on the homepage in an organized way following specific categories, tags or other custom taxonomies. • Develop a user manual and deliver a webinar or live training for the support staff and system administrators to perform the content upload, system maintenance and administration of the website. • Support and maintenance: Administrative and technical support, quality control for a period of 6 months; • Ensure domain for the period of 3 years • Ensure hosting for the period of 3 years • Ensure website maintenance <p>Tasks:</p> <ul style="list-style-type: none"> • The successful vendor will participate in a debriefing session with the Project team to understand the overall project and expectations. • Based on the debriefing session and this TOR, vendor will develop a design concept for the website. • Vendor will share at least three proposals of templates with the Project team.

	<ul style="list-style-type: none"> • Vendor will adjust the concept based on feedback and comments from the Project team. • Development of web sections and content upload. • Integration and final approval by Project manager. • Test site before going live. • Organization of training for the project team regarding website usage (content upload, etc.)
List and Description of Expected Outputs to be Delivered	<p>Based on the enclosed Terms of Reference (Annex 4), vendor shall be responsible for the following deliverables:</p> <ul style="list-style-type: none"> • Developed website; • Developed user manual and conducted training; • Ensured domain for the period of 3 years; • Ensured hosting for the period of 3 years; • Ensured website maintenance.
Person to Supervise the Work/Performance of the Service Provider	All deliverables must be quality reviewed and approved/accepted by the Project Manager.
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At Contractor's Location and as defined in the ToR
Expected duration of work	During 2 months in period from 15th March to 14th May 2024
Target start date	15th March
Latest completion date	14th May 2024
Travels Expected	N/A
Pre-bid conference	N/A
Special Security Requirements	N/A.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services and proposed team's structure with indicated names and functions (i.e. Team Leader, etc.)	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required <p>Important Remark: In case a sub-contracting is envisaged, the majority of the required/ proposed team members (key personnel) must be the Bidder's (legal entity's) employees, including the Team Leader. Bids containing the majority of the proposed team members that are a sub-contractor's personnel shall be rejected.</p>

Proposal Submission Address	e-mail: irena.krivokapic@mepg.gov.me and irenakrivokapic@gmail.com
Deadline for Submission of Proposal	4 March 2024 at 14:00h All e-mail correspondence to be clearly marked with the tender number (see the “REFERENCE” field from the 1 st page above). Offers received by Ministry after the above-mentioned date and time will be rejected and returned to sender unopened.
No. of copies of Proposal that must be submitted via e-mail	Original: 1 electronic copy of technical proposal and 1 electronic copy of financial proposal in separate files, duly marked as Technical Proposal and Financial Proposal, with indicated tender “REFERENCE” number of tender (please see the 1 st page above). Remark: Technical proposals and financial proposals must be submitted in separate emails. The technical proposal should not be password protected. In the eventuality, files containing the technical proposals exceed the 15MB permitted file size for attachments, should be broken down to several files and sent sequentially. Each file should be named as follows: <proposer name–technical proposal file no. N> (N=1, 2, 3, etc). The financial proposals should be sent in PDF format and password protected so that they cannot be opened otherwise. Password for the financial proposal must not be provided to the Ministry until it is formally requested by the Ministry procurement focal point.
All documentations submitted in this proposal, including catalogs, instructions and operating manuals, shall be in english or local language	<input checked="" type="checkbox"/> English or <input checked="" type="checkbox"/> local language Remark: the original documents and copies of original documents submitted by local companies, such as Company Registration Certificate, Tax Payment Certificate, etc. can be in local language.
Documents to be submitted (Technical Proposal envelope)	X Duly Accomplished, Signed and Stamped Form as provided in the Annex 2 , and in accordance with the list of requirements in Annex 1: - one copy <u>without populating proposed pricing information in the Technical Proposal file</u> , and - other copy <u>with the proposed pricing information in the Financial Proposal file (password protected)</u> ; X Documents Establishing Offeror’s Eligibility & Qualifications: <ul style="list-style-type: none"> • Company Profile, which should include a <u>short description of the company and other relevant information concerning the requirements indicated in this document - it should not exceed three (3) pages</u>. • Certificate of Registration (potvrda o registraciji) of the business in Montenegro, including Articles of Incorporation (akt o osnivanju), or equivalent document if the Bidder is not a corporation. • Income Statement and Balance Sheet (bilans uspjeha i bilans stanja) for 2021 and 2022; Required minimum turnover for a bidder is 70,000 EUR per each of the above-mentioned years.

	<ul style="list-style-type: none"> • Latest Internal Revenue Certificate / Tax Clearance (potvrda poreske uprave o nepostojanju dugovanja), not older than 6 months, confirming that all taxes by the bidder have been paid. Alternatively, bidders may submit signed self-declaration confirming they have requested issuance of the above-mentioned Certificate from the Tax Office and Ministry reserves the right to request submission of this Certificate during the bids evaluation phase as well as the right to disqualify the offer if such Certificate is not swiftly submitted upon the mentioned request; • Relevant experience in providing similar services – minimum two projects in the last five years of a similar nature, value and complexity. The reference list must be submitted using the table provided herein: <table border="1" data-bbox="391 583 1503 730"> <thead> <tr> <th data-bbox="391 583 667 657">Client*</th> <th data-bbox="667 583 1052 657">Assignment description</th> <th data-bbox="1052 583 1313 657">Duration (from-to; Month-Year)</th> <th data-bbox="1313 583 1503 657">Value in EUR</th> </tr> </thead> <tbody> <tr> <td data-bbox="391 657 667 688">1.</td> <td data-bbox="667 657 1052 688"></td> <td data-bbox="1052 657 1313 688"></td> <td data-bbox="1313 657 1503 688"></td> </tr> <tr> <td data-bbox="391 688 667 730">2.</td> <td data-bbox="667 688 1052 730"></td> <td data-bbox="1052 688 1313 730"></td> <td data-bbox="1313 688 1503 730"></td> </tr> </tbody> </table> <p data-bbox="391 730 1503 768"><i>Please insert more rows, if applicable</i></p> <p data-bbox="391 768 1503 835">*Reference details must contain: name of client, name of client’s responsible person and his/her phone no. and e-mail address.</p> <ul style="list-style-type: none"> • Documents establishing Qualifications of proposed team members: Copies of Diplomas and CVs for each proposed team member, specifying the exact number of years and nature of experience working in the relevant fields. CVs to be submitted in the consistent format that enables evaluation as per the criteria indicated in the attached ToR (no specific format is required). The team must have proven experience in similar projects. • And all other as required by ToR (Annex 4). <p data-bbox="391 1203 1503 1518">In the case of a joint venture/consortium, provide consortium agreement that shall clearly state the leading partner/institution which will be responsible for signing and implementing the contract with the Ministry. In this case, bidders shall also provide a brief presentation of each member together with the list of their relevant references/experience. The documentation required in this section must be submitted for all consortium partners. The majority of the required/proposed team members (key personnel) and majority of percentage of the total assignment must be the Lead Partner’s responsibility. Under the Creative concept/Methodology, a brief description of each partner’s responsibilities and related percentages of envisaged work must be stated.</p>	Client*	Assignment description	Duration (from-to; Month-Year)	Value in EUR	1.				2.			
Client*	Assignment description	Duration (from-to; Month-Year)	Value in EUR										
1.													
2.													
Currency of Proposal	Euro												
Value Added Tax on Price Proposal	Must be inclusive of VAT and other applicable indirect taxes												
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days												

	In exceptional circumstances, Ministry may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	Not permitted
Liquidated Damages	<input type="checkbox"/> Will not be imposed <input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per day of delay: 1% Max. no. of days of delay: 10 days Next course of action: Ministry may cancel the Contract.
Payment Terms	The latest within thirty (30) days from the date of meeting the following conditions: a) Ministry's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	The outputs are to be approved by the Project manager and Project Director who will issue clearances for payments.
Type of Contract to be Signed	<input checked="" type="checkbox"/> Service contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers (threshold 70% points obtained in the technical evaluation) <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)
Criteria for the Assessment of Proposal	<u>Technical Proposal</u> <input checked="" type="checkbox"/> Expertise and experience of the Bidder (50%) <input checked="" type="checkbox"/> Proposed Methodology/Creative concept for the Completion of Services (20%) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (30%)
Ministry will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed ToR (Annex 3) <input checked="" type="checkbox"/> Requested expertise (Annex 4) <input checked="" type="checkbox"/> Technical Evaluation Criteria (Annex 5)

<p>Contact Person for Inquiries (Written inquiries only):</p>	<p>irena.krivokapic@mepg.gov.me and irenakrivokapic@gmail.com</p> <p>(indicate clearly the tender “REFERENCE” number from the 1st page above on all correspondence/Subject of an e-mail query)</p> <p>IMPORTANT REMARK: Bidders are requested to visit daily the Ministry website at https://www.gov.me/mert order to check for potential tender updates and/or questions and answers documents.</p> <p>Any delay in Ministry’s response shall be not used as a reason for extending the deadline for submission, unless Ministry determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
<p>Right to accept any proposal and to reject any or all proposals</p>	<p>Ministry reserves the right to accept or reject any proposals, and to annul the proposal process and reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for Ministry’s action. Ministry shall not be obliged to award the contract to the lowest priced offer.</p>
<p>Deadline for Inquiries:</p>	<p>Two (2) days before the submission date.</p>