

CALL FOR PROPOSALS
PROCUREMENT NO: PR2024/06
WEBSITE DEVELOPMENT

CYPRUS DIALOGUE FORUM

The Secretariat of the Cyprus Dialogue Forum (CDF Secretariat) invites interested applicants to submit a proposal for the development of a new website for the Cyprus Dialogue Forum. The Cyprus Dialogue Forum Secretariat is the administrative structure of the Cyprus Dialogue Forum and provides coordination, facilitation, research, and technical/logistics support to the Cyprus Dialogue Forum dialogues.

To support the work of the Forum and the stakeholders, the Secretariat of the CDF requires web design and development services for a new, modern and clean website for the Cyprus Dialogue Forum. The website will reflect the values of the CDF and act as a digital hub for its shared knowledge resources and other products. This call takes place within the framework of the project 'Strengthening collaborative spaces for dialogue and shared knowledge creation' funded by the European Union and implemented by the Cyprus Dialogue Forum.

TERMS OF REFERENCE

Please refer to the Terms of Reference for web design and development attached to this call for information on the required services, the scope of work, as well as the required qualifications for applicants.

SUBMISSION DETAILS:

Submission Documents: Interested applicants need to submit the following **documents**:

1. Bidder's profile and experience
2. Portfolio of previous work
3. Qualification and experience of personnel to be included in the project
4. Technical Proposal
5. Financial Proposal

Submission method: via email to info@cydialogue.org with the following subject line: **PR2024/06 - Call for Web Design And Development - [Applicant's Name]**

Submission deadline: Monday, **29 April 2024; 17:00 (GST +2)**

Interested applicants may obtain further information by sending any requests to info@cydialogue.org

EVALUATION OF SUBMISSIONS

The assessment of the applications under this call will be made after the indicated submission deadline. Applicants that apply within this timeframe will be assessed based on (a) qualifications/proven experience and portfolio of previous work, (b) technical proposal and (c)



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financial offer submitted. Any applications received after the indicated submission deadline, will not be considered.

Applications received will be evaluated by an Evaluation Committee based on a Combined Scoring Method, using 80% - 20% for the technical assessment and financial assessment of submissions respectively. The Evaluation committee will review, evaluate and rank applications against the evaluation criteria identified herewith.

The evaluation of submissions will be made through the following steps:

- 1. Minimum Eligibility Criteria (Pass/Fail):** Concerns the following:
 - a. All the documents requested in the call are submitted.
 - b. The applicant has the minimum qualifications and experience required to deliver the services.
 - c. The portfolio includes work relevant to assignment and is of a good quality.

- 2. Evaluation of Technical Proposal (weight 80% of total score):** Provided that the submission has passed the previous stage, a substantive evaluation of the technical proposal takes place. The minimum score on the technical proposal required to pass this stage is 70%. The technical proposal is evaluated as follows:
 - a. Qualification, capacity and experience of bidder - **60 points**
 - i. Years and relevance of bidder's experience on similar assignments - 20 points
 - ii. Qualifications and experience of the key experts/personnel proposed that will be involved in the assignment - 20 points
 - iii. Quality of portfolio and relevance of expertise required - 20 points
 - b. Proposed methodology, approach and implementation - **40 points**
 - i. Does the proposal demonstrate understanding of the requirement (have the important aspects of the assignment been addressed)? - 10 points
 - ii. Description of the project outline, approach and methodology to be used and proposed solutions - 20 points
 - iii. Details on how the different service elements shall be organised, and delivered including the implementation plan proposed - 10 points

- 3. Evaluation of Financial Proposal (weight 20% of total score)**
 - a. In order for the Evaluation Committee to review an applicant's financial proposal, the technical assessment needs to be awarded a minimum passing threshold of 70/100. If the applicant's technical assessment meets this threshold, the proposal will be considered technically compliant and responsive.
 - b. If it is technically responsive, then the applicant's financial proposal will be subject to financial evaluation. If it is not deemed technically compliant, the applicant's proposal will not be further considered.

Based on the combined assessment (technical/financial) one successful candidate will be offered a Service Contract.



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