



RLS Southeast Asia, Hanoi office

House No.8C, Alley 76 To Ngoc Van street, Tay Ho district, Hanoi

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Date 3 April, 2024

Invitation to submit a tender to upgrade Website of RLS Hanoi

The Rosa-Luxemburg-Stiftung-Southeast Asia, Hanoi office (hereinafter called RLS Hanoi) intends to contract with a service provider to upgrade website (technical and content) for which this Tender is issued.

RLS Hanoi now invites service provider(s) to provide Technical and Financial Proposal. More details on the service are provided in the attached Terms of Reference (TOR).

The service provider will be selected under Economic Efficiency based selection procedures described in this Tender.

This Tender is included of three sections:

Section I. Term of Reference

Section II: Evaluation Criteria- Technical Proposal

Section III: Evaluation Criteria- Financial Proposal

The Tender must be sent via email: Stefan.Mentschel@rosalux.org on or before 26 April, 2024. No late proposals shall be accepted.

We look forward to receiving your offer.

Kind regards,

RLS Hanoi

House No.8C, Alley 76 To Ngoc Van str, Tay Ho dist, Hanoi, Vietnam

Phone +84 24 3 718 5836

Email hanoi@rosalux.org <https://rosaluxhanoi.org>

Section I: Terms of Reference

1. Scope of work

The RLS has been operating a dedicated website for its work in Southeastasia for a couple of years. The website is available at the URL <https://rosaluxhanoi.org>. It is run by the CMS Contao in version 4.13 LTS. The CMS itself has been kept up to date over the years, but the structure, content and design of the website have not. The most recent refresh dates back to 2020.

RLS Hanoi is looking for a technical/administrative service provider who can significantly improve the website on the basis of the CMS used and give it a face for the coming years.

The scope of work is mentioned below:

- Setting up a beta site in parallel operation under the URL beta.rosaluxhanoi.org for the duration of the project;
- Duplicate all existing text and image content for further use on the new website;
- Development of a suitable site structure following a needs analysis in cooperation with RLS Hanoi and subsequent implementation in the CMS;
- Definition of all page elements, functions and content formats, if necessary programming/setup of individual Contao elements for use by web editors;
- Further development of the site design in accordance with the design principles of the RLS and in comparison with the websites of other RLS offices abroad;
- Creation of all necessary SCSS/Sass/Javascript files for the design changes (responsive);
- Customisation of rights management for at least three different user groups in the backend
- Test runs and documentation
- Initial online support by e-mail

The website needs to be fully responsive in order to be displayed flawlessly on the vast majority of devices. The current server environment can't be changed or replaced for the refresh.

2. Duration of the contract

The contract duration is 6 months or valid until the above mentioned tasks are completed.

3. Final provisions

The placing of an order by the RLS Hanoi to the contractor shall constitute a binding contract. The beginning of the contract shall be the beginning of the term of the general contract.

- Modifications and supplements to this contract shall be made in writing; should individual provision of this contract be or become invalid, this shall not invalidate the other provisions of the contract.
- The provider shall be responsible for declaring any taxes with the fiscal authorities in accordance with relevant Vietnamese laws and international laws;

Section II. Technical Proposal

1. Technical Proposal Submission form

Hanoi, dated

To: RLS Hanoi

Dear Ladies/Gentlemen:

We, the undersigned, offer to upgrade website (technical and content) in accordance with your Call of tender dated 3 April, 2024. We are hereby submitting our proposal, which includes this technical proposal, and a financial proposal.

If negotiations are held after the period of validity of the proposal, we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from the contract negotiations.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized signature

2. Technical Evaluation

Technical Evaluation Matrix

Criteria	Maximum points
Profile	25%
Experience	25%

Section III. Financial Proposal

1. Financial Proposal Submission Form

Hanoi, dated

To: RLS Hanoi

Dear Ladies/Gentlemen:

We, the undersigned, offer to upgrade website in accordance with your Call of tender dated 3 April 2024. We are hereby submitting our proposal, which includes this technical proposal, and a financial proposal.

If negotiations are held after the period of validity of the proposal, we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from the contract negotiations.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,
Authorized signature

2. Estimated budget and financial evaluation matrix

The budget available is restricted to 5000 €.

The price shall account for 50% of all criteria.