



Call for website development

Home for Cooperation (H4C)

28 Markou Drakou Street, Nicosia, 1102, Cyprus

Telephone: +357 22445740 and +90 548 834 5740

Email address: admin@home4cooperation.info

Dear Madam/Sir,

The Home for Cooperation (H4C) requests a submission of an offer for the redesigning of the H4C's website, and development of its current functionalities.

Details of the call for offers procedure

Call opens: 13th of April 2020

Deadline for offers: 11th of May 2020

Project start date: 1st of June 2020

Delivery date: 1st of September 2020

- a. The Contract Scope consists in the Provision of Services for the Redesign of the Home for Cooperation (H4C) Website and the Development of its current Functionalities. The undertaking of the work is expected to begin in June 2020 and be completed no later than the 31st of August 2020.
- b. The Contracting Authority for the Contract is the Association for Historical Dialogue and Research – Home for Cooperation. However, **the Offer should be sent to the Home for Cooperation, at admin@home4cooperation.info.**
- c. The contact person of the Contracting Authority is the H4C Director, Ms Lefki Lambrou. Regarding any questions which may arise in connection with the present tender procedure, interested parties may address their queries to the e-mail address lefki.lambrou@home4cooperation.info or by phone to the number +357 22 445740 or +90 548 834 5740.

1. Description of the organization

The Home for Cooperation is a unique community center located in the heart of Nicosia. It is the embodiment of intercommunal cooperation, contributing to the collective efforts of civil society in their engagement with peacebuilding and intercultural dialogue. Using its sources it encourages people to cooperate with each other beyond constraints and dividing lines.

The Home for Cooperation essentially aims to act as a bridge-builder between separated communities, memories and visions. It provides working spaces and opportunities for Non-Governmental Organizations and individuals to design and implement innovative projects.

Today the Home has become a landmark building within the Ledra Palace crossing, UN buffer zone. It facilitates situations for people to get together and to get to know each other. The Home hosts an extensive variety of cultural, artistic and educational programs with the aim to foster creativity and intercultural trust in Cyprus and internationally.

2. Vision for the website

The aim of updating the website is to contribute to the sustainability of the H4C, extend its reach to the general public, make it more user-friendly for visitors and more efficient for the H4C Officers. The H4C aims to build on its existing audience by creating an interactive website where users can view workshops and events, be able to confirm their participation and pay the participation fee online. The website's online booking system needs to also be upgraded so that it can contribute to the smooth processing of booking requests to ensure the H4C rental spaces are used in their full capacity.

The final outcome and the need that arose with this tender are to update, redesign and upgrade the existing website and its functionalities, to feature H4C programs and activities clearly and to ease communication between the H4C and the communities of Cyprus.

3. The website objectives are to:

- Enable social integration
- Increase the visibility and outreach of our projects, events and activities
- Have a user-friendly interactive platform for users of various IT competency levels
- Improve navigation of the website
- Improve access to all our events, workshops, activities
- Improve access to all our resident NGOs, collaborators', partners' information
- Improve online booking system to become more user-friendly
- Have a mobile-friendly and well adapted website
- Ease the sharing of videos and photos, as well as uploading and editing materials
- Give more access to H4C Officers of updating content whenever necessary

4. Website target groups:

- General public
- Local and international arts' community
- Civil Society Organizations, and other local grassroots

5. *What actions do you want the visitors to take?*

- Anyone should be able to view 'Things to do', choose an activity to attend to, and pay the participation fee when one applies
- Interested individuals, organizations, or companies to book our spaces online
- Interested individuals, organizations, or companies to book catering services online
- Search and access the H4C collaborators, partners, resident NGOs
- Interact in a user-friendly platform, i.e. view previous and ongoing projects
- View open calls for employment, project participation etc.
- Subscribe to our newsletter easily
- Stay in touch with the activities of the H4C and easily access social media
- Watch videos in our H4C TV – linked to our YouTube Channel
- Access and purchase items from the H4C Store easily
- Fill in contact form

6. *Who will provide the content for the website?*

The Home for Cooperation (H4C)

7. *Who is going to be responsible for the website's content?*

The Home for Cooperation (H4C)

8. *What are some other sites on the Web that you like and why?*

<https://www.ahdr.info/>

<https://redroomcompany.org/>

<https://thelandmarknicosia.com/>

Interesting navigation with clear font, appealing and user-friendly

9. *What specific functionalities would you like included on your site?*

- Enable social integration through easy access on social media (Facebook, Twitter, Instagram accounts, YouTube Channel etc.)
- Counting attendance to events via clicks
- Payment of participation fee through PayPal
- Online booking system for space rental and catering requests – already exists but

- needs upgrading
- H4C Store – purchases of items
- Subscription to newsletter
- Trilingual sections of the website
- News Section
- Mobile-friendly
- Search Engine Optimization (SEO)
- Section for donations/contributions

10. List the pages you want to see on your website.

- The Home
 - About us
 - History
 - Resident NGOs
 - Meet our team
 - Our collaborators
 - Volunteers & Interns' Stories
 - Job Opportunities
- Book a space
 - Conference Room
 - Workshop Room
 - Language & Meeting Room
- Things to do
 - Upcoming Events
 - Workshops and Classes
 - City Tours
 - Bike Rental
 - Open Library
- Programs
 - Buffer Fringe Performing Arts Festival
 - Musicians of Cyprus
 - Celebrating Traditions
 - Home Visits
 - Etc.
- The Home Café
 - About The Home Café
 - Catering Services
- H4C Store
- Gallery
- News
- Contact us
 - Contact form

- Become a member

Separate buttons:

- AHDR (in the About us Section)
- Donate (through PayPal or JCC)
- Become a member
- Subscribe to our newsletter
- Social media buttons (FB, Twitter, Instagram, YouTube, LinkedIn)

11. Maintenance and security requirements

The Company should provide a thorough three year maintenance plan which will include all security precautions to prevent viruses, hacking etc. The suggested plan should also include instructions for the administrators to deal with these issues successfully.

12. Do you have a domain name?

www.home4cooperation.info

13. Who will host the website? Do you require email accounts?

The new website developer / or our existing partner.

14. Developer's responsibilities

As well as delivering the above features within the timeframes, the selected Company is expected to:

- i. Work directly and closely with the H4C team (at least two meetings) responsible for the implementation of the project so as to fully grasp and further elaborate on the project's definition, scope, requirements, and design.
- ii. Draft and present 3 different website options based on what has been discussed with the H4C team. It is possible to request for new draft designs if the initial ones do not meet the H4C's criteria, and the H4C reserves the right to opt to discontinue the collaboration without paying any compensation.
- iii. Evaluate existing digital tools and resources in order to identify those most suitable for the project.
- iv. Investigate emerging technologies so as to identify potential tools that will ease or further advance the project's implementation
- v. Provide consultation on the digital tools, technique and resources that will be employed
- vi. Take into consideration that this project will be primarily addressed to the wider public and the identity should indicate such an image

- a. see to the most effective, powerful and clear online visualization of all content, ideas and mission included in the project;
 - b. ensure that its functionality is intuitive, dynamically interactive and user-friendly
- vii. Provide support to the H4C team throughout all the phases of the implementation of the project and until its finalization
- viii. Ensure the timely response to the H4C team's requests
- ix. Ensure the timely delivery of all agreed deliverables
 - x. Work on feedback and request for changes by the H4C team on the selected design up to three times in the designing process
 - xi. Provide a digital manual (written and/or video) and the necessary training for the use of the website by the H4C team
 - xii. State the cost for 1 page, and if there is a maximum for this offer.

15. Award criteria

The Contract shall be awarded to the Tenderer whose Offer, submitted in compliance with the terms and specifications of the Tender Documents, shall exhibit the most economically advantageous offer and in accordance with the procedure for the evaluation of offers described below. Offers will be evaluated using a two-stage evaluation process, the first being a technical evaluation and the second a financial evaluation. The weighting factor used will be 50% for Technical and 50% for Financial.

Stage 1: Technical Evaluation

The Technical Evaluation will be based on the efficacy of the interested parties to respond to the following questions:

- i. Technical Assistance
- ii. Implementation schedule
- iii. How the proposal secures the user-friendly aspect of the new website
- iv. How the proposal secures the website's efficient functionality for its administrators
 - v. Provides two examples of websites previously developed
 - vi. Provides two examples as suggestions that meet the H4C needs and criteria (if possible)

Please note that in order to evaluate the Financial Offer, the tenderer must have successfully passed the Technical Evaluation.

Stage 2: Financial Evaluation

Allocation of Weighting:

The relative cost of each tender relative to the lowest prices offered will be calculated. E.g. for an offer of 10,000 €, which is also the lowest offer received, the calculation will be done accordingly: $10,000/10,000 \times 100=100\%$

For an offer of 14,000 € the following calculation will be made: $10,000/14,000 \times 100=71\%$

Evaluation methodology:

Quality:

This will be evaluated based on the written tender and the evidence shown in relation to the following:

- i. Evidence of how the tenderer will fulfil the stated requirements
- ii. The overall technical features being offered, including functionality and user-friendliness
- iii. Attention to the aesthetic aspect
- iv. Technical assistance during the development of the project and after its completion
- v. Timeline of work to be completed

Price:

This will be evaluated based on the financial offer submitted – 100% will be awarded to the lowest offer. **Please have in mind that the maximum amount to be allocated for the Offer is 3000 euros.**

Final Ranking of Tenders:

Final ranking of tenders is established on the basis of the aggregate marks of tenders as these result from weighting the technical value (technical evaluation mark) against the price offered (relative cost) for each tender.

16. Format and submission of offers

Time and Place of Submission

- i. Tenderers must submit their Offers by Monday 11th of May at 18:00.
- ii. Offers should be submitted electronically to: admin@home4cooperation.info
- iii. Offers submitted after the specified date and time shall be considered to be late and shall not be taken into consideration.

17. Content of offers

The Tenderer's Financial Offer shall be addressed to the Association for Historical Dialogue and Research (AHDR), contain the total financial offer, denominated in Euro, for the performance of the Contract Scope. Prices offered must be exclusive of taxes and shall be deemed final. The Financial Offer shall be signed by the Tenderer or its Legal Representative.

The tenderer should also include a written tender, which should clearly state the following:

- i. How the tenderer will meet each of the requirements of the specification

- ii. Detailed timeline of each stage of the project development and final completion
- iii. A draft visual sample of the proposed project would be helpful

18. Payment Schedule

Payment of 100% of the value of the order shall be effected upon delivery of all ordered goods provided that the application is performing according to the specifications.

19. Deadlines

Tenderers must submit their financial and written offers by Monday 11th of May 2020, at 18:00 to admin@home4cooperation.info. Then the tenderer shall present the three options within three weeks and the H4C will be responsible to return with comments in a week. The final product is expected to be ready by 1st of September 2020.

Offers received after the deadline will not be considered.

For more information please contact the H4C Director, Lefki Lambrou, by phone: +357 22445740 / +90 5488345740 or email: lefki.lambrou@home4cooperation.info.

Thanking you in advance,

Lefki Lambrou

H4C Director