

REQUEST FOR PROPOSAL (RFP)

Regional Center for Renewable Energy and Energy Efficiency (RCREEE)	DATE: September 29, 2021
	REFERENCE: RFP#RCR/003/2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Website Development and Maintenance Services**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Wednesday, October 20, 2021** via email, courier mail to the address below:

Regional Center for Renewable Energy and Energy Efficiency (RCREEE)- Hydro Power Building (7th Floor)
Block 11 - Piece 15, Melsa District Ard El Golf, Nasr City, Cairo, Egypt
Procurement Section
Procurement@rcreee.org

Your Proposal must be expressed in the English Language, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by RCREEE after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of RCREEE requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by RCREEE, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on RCREEE 's re-computation and correction of errors, its Proposal will be rejected.



No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by RCREEE after it has received the Proposal

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts the General Terms and Conditions of RCREEE.

Please be advised that RCREEE is not bound to accept any Proposal, nor award a contract, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

RCREEE encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to RCREEE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

RCREEE implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against RCREEE, as well as third parties involved in RCREEE activities. RCREEE expects its Service Providers to adhere to RCREEE General Terms & Conditions.

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Procurement Section

9/29/2021



Part I. Objectives and background

Introduction:

meetMED is an EU-funded project aims to contribute to enhancing the energy security of beneficiary countries (namely Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestine and Tunisia) while fostering their transition to low carbon economy, thereby contributing to more stable, efficient, competitive and climate-resilient socioeconomic contexts. Launched in 2021, meetMED second phase activities aim at strengthening the implementation of EE measures and improving countries' energy mix focusing on building and appliances' sectors through a multiscale, multi-partner and inclusive approach at local and regional levels, thereby fostering regional cooperation.

The second phase of the project is implemented by the Mediterranean Association of the National Agencies for Energy Management (MEDENER) in partnership with the Regional Centre for Renewable Energy and Energy Efficiency (RCREEE).

Objectives of Work

The website is one of the communication output. This tool is crucial to reach several dedicated objectives:

1. Inform and communicate / Give visibility to the project and its proper activities -
2. Catalyse information and act as a resource center for the grand public and experts that are interested in EE in Buildings and appliances sector in Mediterranean
3. be one point of reference on internet about energy transition RE EE in the Mediterranean region. (link with other platforms, website)



PART II. Description

Scope of Work:

The purpose of this RFP is to identify and select a vendor with a proven track record in providing comprehensive technical services for website development & maintenance. The selected vendor will be providing enhancement and on-going maintenance support for our official website (<https://meetmed.org/#>).

- Content management and development of new functionalities;
- Website hosting service from 2021 until 2024;
- Warranty and maintenance service at least for the whole project's lifetime.

Detailed tasks

The vendor is also required to perform functions including but not limited to the following activities: -

1. Functionalities: advise, update and development

- Implement requested design changes, adhering to meetMED's Communications and Graphics Standards Guidelines:
 - Front-end coding (HTML, CSS, JavaScript, etc.)
 - Back-end coding (WordPress CMS, PHP, 3rd party APIs – Gravity Forms, Pods)
- Update the home page to be including latest news, new animated key figures section, social media integration, partners logos, update the photo slider ...etc.
- Work with meetMED experts to create new sections/pages/ tools with visualizations. (e.g., migration of new & separately designed tools & modules through 3rd party applications or external developers into meetMED website, ensure smooth functioning and user-friendly experience).



- Develop announcement banners and landing pages for high level events of meetMED.
- Monitor & optimize meetMED website for performance (e.g., ensuring sites have enough storage space, are loading quickly etc.) and ensure adherence to the uptime guarantee, backup frequency and success, etc.
- Referencing the website (Google, Chrome, Mozilla, Yahoo search, etc.)
- Establish and update following the new EU regulations on personal data any general legal conditions for users (including private information, management, terms of use, intellectual property rights etc...).

2. Content Management System (CMS) & Layout Updates

- Changes to Web Pages, Up-loading / removing / creating /moving of web pages, banners, layout updates, modification/development of graphics-animation, advertisements etc.
- Edit, optimize and incorporate content in the form of text, photographs, images and videos etc. provided by meetMED team into the website.
- Implement a basic “blog” function with integrated twitter and linkedin posting (meetMED II currently has active Twitter, LinkedIn, and YouTube; website should facilitate streaming of information between these different platforms).
- Add a comprehensive search functionality to the website.

3. Browser Compatibility

- Ensure website remains accessible in all viewport sizes, loads quickly, and works well with older technology/browsers and common devices with no loss of functions or features.
- The Website should be optimized with Search Engine Optimisation, to ensure that it appears on top of the lists on search engines.



4. Maintenance

The vendor shall provide website support services, including:

- Fixing broken links, errors, images, pages and updates
- Graphics and Animation Updates – adding, editing and resizing of any pictures / animations to the existing website that does not fall under the scope of the layout or actual design of the existing website.
- Script / Code Updates – adding, editing, removing and installing any scripts, programs or software to the existing website provided it does not change the overall design or look of the site.
- Ensuring a response time within 24 work day hours (except the official holidays/weekends based on *Egypt's* holiday yearly schedule).
- Work to guarantee SEO - keyword research and analysis, site analysis, competitive analysis, site content optimization, HTML code optimization, submission to free search engines, link exchange, and web ranking report.
- Provide monthly detailed reports of the website's performance in relation to SEO and website traffic.
- Provision of ongoing and regular maintenance services during the contract period for the website including, but not limited to, the following:
 - Capacity monitoring
 - Performance monitoring and tuning
 - Design updates and minor changes
 - Technical troubleshooting
 - Implementing new features/modules
 - Design change requests
 - Updating the content on regular basis



5. Website Security & Performance Monitoring

- The selected vendor must maintain the integrity of the site against spam, ransomware, hackers, viruses and electronic attacks via firewalls, security software and passwords.
- Provide all antivirus and anti-hacking measures by subscribing to the qualified needed software
- The source code for the website should be delivered to meetMED after delivering the final version.

6. Hosting:

The website will be hosted on the MEDENER server. The vendor will ensure all codes are working on the cloud environment.

Deliverables

- The website is responsive, fully developed, functioning, and running online without any flaws.
- The website is designed and programmed in a way that enables the meetMED II team to manage its content. This includes handover of admin right to meetMED II (multiple admins) enabling the PMT to change all content autonomously.
- The Website design is based on the meetMED II identity and branding guidelines as stated by the Communications manager and the PMT.
- Fully functional content management system.
- Configuration documentation and guidelines which clearly state how to manage the website, details on the hosting arrangement, environment and its configuration are provided.
- Delivering all above-mentioned maintenance services on a monthly basis.



PART III. PROFILE & RULES FOR CONSULTATION

Qualifications and Selection Criteria

- Applicant must be a legal entity registered in the EU, Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Tunisia;
- Applicant must be a reputable company with solid knowledge and prior experience in providing similar service to international clients;
- Solid knowledge and experience on website security and website hosting service
- Have a broad knowledge of current web development technologies and design tools in the field, and new software and other web programming languages and programs including use of HTML, XHTML, CSS, XML, XSLT, Macromedia Flash, Java (or different ones based on your experiences);
- Have excellent knowledge of recent trends in graphic design, web sites, including online video publishing, and social media networking;
- Demonstrate the ability to create innovative and visually appealing design;
- Key professional staff qualifications and competence needed for the assignment:
 - the overall development process to assure that all codes contributed is in line with coding standards.
 - extensive experience in programming and CMS development, including versioning of which at least five years are specific to Word Press CMS.
 - Experience in the below scripting and coding languages and standards: PHP, AJAX, Java, Script, HTML, CSS (or different ones based on your experiences).
- Able to provide all documents and to train clients in English;
- Budget explained item by item and *indicative timeline* for the implementation of the requested services;
- Able to provide all documents and to train clients in English;
- Previous experience developing EU relevant projects is a plus.



Description of Requirements

Context of the Requirement	<p>meetMED is an EU-funded project aims to contribute to enhancing the energy security of beneficiary countries (namely Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestine and Tunisia) while fostering their transition to low carbon economy, thereby contributing to more stable, efficient, competitive and climate-resilient socioeconomic contexts. Launched in 2021, meetMED second phase activities aim at strengthening the implementation of EE measures and improving countries' energy mix focusing on building and appliances' sectors through a multiscale, multi-partner and inclusive approach at local and regional levels, thereby fostering regional cooperation.</p> <p>The second phase of the project is implemented by the Mediterranean Association of the National Agencies for Energy Management (MEDENER) in partnership with the Regional Centre for Renewable Energy and Energy Efficiency (RCREEE).</p>
Implementing Partner of RCREEE	MEDENER
Expected duration of work	(33) months
Target start date	October 2021
Latest completion date	30 th of June 2024
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	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Euro <input type="checkbox"/> Egyptian Pounds



Payment Provisions	Foreign Firm: Payment will be affected by bank transfer in the currency of contract. Local Firm: Payment will be affected by bank transfer in the currency of contract, Or in Egyptian Pounds based on the rate of day of transfer.
Deadline for Submission	Date: October 20, 2021 1:00 PM EGYPT Time Zone Time: 1.00pm Cairo Local Time
Deadline for submitting requests for clarifications/questions	October 4, 2021
Contact Details for submitting clarifications/questions	Address: RCREEE, Cairo, Egypt E-mail address dedicated for this purpose: Procurement@rcreee.org Attn. Queries– RFP#RCR-003-2021 This email address is officially designated by RCREEE. If inquiries are sent to other person/s, even if they are RCREEE staff, RCREEE shall have no obligation to respond nor can RCREEE confirm that the query was received. Any delay in RCREEE’s response shall be not used as a reason for extending the deadline for submission, unless RCREEE determines that such an extension is necessary and communicates a new deadline to the Proposers
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes (RCREEE is exempted)
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, RCREEE 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	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	Monthly basis
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager Communication Manager



Type of Contract to be Signed	<input checked="" type="checkbox"/> Long-Term Agreement <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input type="checkbox"/> Highest Combined Score (based on the 20% technical offer and 80% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the RCREEE Contract General Terms and Conditions. This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>Technical Proposal (60%)</p> <input checked="" type="checkbox"/> Expertise of the firm including examples of previous relevant work and certified references (current and former clients in international affairs, energy sector, or related fields) 15% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 15% <p>Financial Proposal (40%)</p> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by RCREEE
RCREEE will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for Service Provider contracts https://drive.google.com/file/d/16X0mBCK_hGdYzjZZJ4URnzh-cBHHJujZ/view?usp=sharing
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)
Contact Person for Inquiries (Written inquiries only)	<p><i>Procurement Section</i></p> Any delay in RCREEE 's response shall be not used as a reason for extending the deadline for submission, unless RCREEE determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	None

Annex 2



FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

[insert: Location].

[insert: Date]

To:

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to RCREEE in conformity with the requirements defined in the RFP dated 9/29/2021, and all of its attachments, as well as the provisions of the RCREEE General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of RCREEE by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by RCREEE, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.



C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1			
2			
3			
	Total	100%	

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

