



**Housing Authority**

## **REQUIREMENTS FOR RFT 29/25 – CORPORATE WEBSITE REVAMP DESIGN, ONLINE FORMS, HOSTING & DEVELOPMENT**

The objective of this project is to modernize the existing Housing Authority website – [www.housing.com.fj](http://www.housing.com.fj) to ensure it is user-friendly and easy to navigate.

The website must also be accessible across all devices and browsers, equipped with a content management system that allows staff to easily upload and update content, designed with improved layout, responsiveness, performance and layout appeal and integrate with relevant platforms and features to enhance customer engagement.

As part of the revamp, the vendor must also:

- Host electronic forms and enable secure online submission
- Provide an application tracking system to allow internal staff/ Management to view and monitor the progress of the applications
- Include reporting features to reflect status changes and generate summary insights
- Enable automated notifications (email) to applicants & staff at key milestones
- Integrate a secure online payment gateway to support digital payments

Interested vendors are requested to provide a detailed tender including:

- Valid TIN (Tax Identification Number);
- Valid FNPF (Fiji National Provident Fund) – Compliance Certificate for 2024;
- Valid FRCS (Fiji Revenue and Customs Services) – Tax Compliance Certificate for 2024;
- Project methodology and approach
- Design and development costs
- Hosting and ongoing maintenance options
- Project timeline and key milestones
- Portfolio of previous similar work

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