



Request for Tender No. 29/25

Corporate Website Revamp Design, Online Forms, Hosting, and Development - Scope of Work

1. Project Overview

The purpose of this project is to revamp and modernize the corporate website for www.housing.com.fj. The new website should reflect the organization's brand identity, improve user experience, and support business objectives. It will include design, development, hosting, online forms and ongoing support services.

2. Objectives

- Enhance visual appeal and usability of the website
- Ensure mobile responsiveness and cross-browser compatibility
- Improve site performance and security
- Provide a scalable and maintainable platform
- Integrate online forms data with File Management System (APIs will be provided for File Management System)
- Integrate content management system (CMS) for easy updates

3. Scope of Services

- Website design and UI/UX development
- Front-end and back-end development
- Domain registration and hosting setup
- CMS integration and configuration
- Creation of Online Forms and integrate with File Management System
- SEO optimization and analytics setup
- Security implementation and SSL certification
- Training and documentation for website management
- Ongoing technical support and maintenance

4. Technical Requirements

- Responsive design compatible with all devices
- CMS platform (e.g., WordPress, Drupal, or custom)
- HTML5, CSS3, JavaScript, and modern frameworks
- Secure hosting environment with regular backups
- Integration with social media and third-party tools
- Accessibility compliance (WCAG 2.1)

5. Deliverables

- Fully functional revamped corporate website with Online Forms
- Source code and design assets
- Hosting setup and domain configuration
- User manual and training materials
- Final testing and quality assurance report

6. Vendor Responsibilities

- Provide detailed breakdown of costs, separating the website revamp and the development of online forms plus integrate to File Management System through APIs
- Provide qualified personnel for design and development
- Maintain clear communication and progress updates
- Ensure timely delivery of milestones
- Address bugs and issues during warranty period
- Provide post-launch support and maintenance