



SECTION 1: REQUEST FOR PROPOSAL (RFP) Re Advertisement

UNDP kindly requests your Proposal for the provision of services as detailed in Annex 1 of this RFP.

This Request for Proposal comprises the following documents:

- Section 1: This request letter
- Section 2: RFP Instructions and Data
- Annex 1: Schedule of Requirements
- Annex 2: Offer Submission Form
- Annex 3: Technical Offer
- Annex 4: Financial Offer

When preparing your offer, please be guided by the RFP Instructions and Data. Please note that offers must be submitted using Annex 2: Offer Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your offer is submitted on or before the deadline. Offers received after the submission deadline, for whatever reason, will not be considered for evaluation.

Offers must be submitted directly in NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal.

Follow the instructions in the user guide to search for the tender using Negotiation ID in this document.

In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Thank you and we look forward to receiving your offers.



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1 Overview

1.1 General Information

Title	Website Development
E-Mail	procurement.info.ss@undp.org
Financial Offer Sealed	Yes
Reference Number	prc0138188/UNDP-SSD-1006867
Beneficiary Country	SSD
Introduction	

The consulting firm will be tasked with the following:

Website design and development

- § Conduct a needs assessment across stakeholders to identify specific user requirements and expectations for the website.
- Design a website architecture that supports easy navigation and accessibility.
 - Develop a visually appealing and responsive website that is aligned with TNLA branding, easy to maintain and update, compatible with PCs, MAC, mobiles (smartphones), tablets; optimized for available search engines and hosted on Windows-based services.
 - Integrate interactive features that enhance user engagement, such as forums, feedback forms, and multimedia content.
 - Ensure that the website adheres to web content accessibility guidelines and incorporates systems that facilitate access for individuals with visual and auditory impairments.
 - Create distinct sections to systematically manage and disseminate searchable research materials, laws, event reports, a photographic gallery, a video repository, and recent updates.
 - Develop a video player for the website and ensure the uploading and streaming of the videos by TNLA.
 - Create comprehensive event-based data entry and registration modules to facilitate a web-based interface for upcoming initiatives, incorporating a login feature for registered members.



- Configure the website on the server that is approved and hired by TNLA and UNDP.

Website maintenance/aftercare

- Deliver comprehensive onsite training/webinars for the support personnel and system administrators of TNLA to facilitate content uploading, system maintenance, and administrative functions.
- Provide comprehensive documentation stating the configuration and customization of the Content Management System, accompanied by a training manual (with snapshots) for updating each section or page of the website.
- Implement security measures/audits, including Security Sockets Layer (SSL) certification, data encryption, and adherence to Data Protection Act requirements, to protect user data and ensure compliance with relevant laws. In the case of open source, the consultant will ensure that the site infrastructure is patched with the latest security patches and updates.
- Provide administrative and technical support, quality control, and ensure constant checks for broken hyperlinks on the site while verifying that the site is up and running. The consultant will provide biweekly reports of the website's performance in relation to Search Engines Optimization and website traffic.
- Maintain a file backup with a database of the web site through the duration of the contract. The backup needs to be done on a weekly basis. The website backup, code, and source files will be delivered in full to UNDP and TNLA at the end of the contract. Any web design, animation, etc. carried out will be shared in high resolution.
- Ensuring PhotoShop documentation/formatting and editable files with TNLA staff.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. In case you



have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.

[UNDP OFFICE SOUTH SUDAN
PROCUREMENT UNIT]

This is a two-envelope process. Financial proposals will be opened and evaluated only for offers that qualify from the technical evaluation.

1.2 Tender Timeline

Open Date 17/10/25 07:25 AM
Close Date 07/11/25 09:07 AM
Time Zone Coordinated Universal Time

1.3 Terms

Negotiation Currency USD (US Dollar)

1.4 Attachments

File Name or URL	Type	Description
EN RFP Low Value - Annex 3.doc	File	Annex 3: Technical Offer
ToR - Consultancy Firm - websi	File	TOR
EN RFP Low Value - Annex 2.doc	File	Annex 2

Note: The attachments above are part of general attachments to this Tender. There may be more attachments uploaded with requirement or price schedule. All attachments can be accessed from the portal directly



2 PART: TENDER REQUIREMENT AND EVALUATION CRITERIA

**Response is required*

Kindly upload financial proposal documents in financial section (Financial Evaluation - Commercial) only. If your financial proposal is visible in any part of the technical section, your proposal will be disqualified.

Please read the questions carefully and answer the questions by selecting an appropriate response. kindly also upload relevant documents where necessary.

2.1 Section 1. General Provisions

1. Introduction

Proposers shall adhere to all the requirements of this RFP, including any amendments made in writing by UNDP. This RFP is conducted in accordance with the [UNDP Programme and Operations Policies and Procedures \(POPP\)](#) on Contracts and Procurement

Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.

UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the proposers or publication of cancellation notice on UNDP website.

2. General Instructions

Please carefully read the attached SECTION 2- GENERAL INSTRUCTIONS and Annex 1 describing main scope of the requirements and other provisions to this process.

Attachments:

File Name or URL	Type	Description
EN RFP Low Value - Section 2 G	File	Section 2: RFP Instructions and Data

3. Special Instructions

Please read and follow the specific instructions included in Specific Instructions document herewith attached.

*4. General Terms and Conditions

Do you confirm acceptance of UNDP General Terms and conditions available at: <https://www.undp.org/procurement/business/how-we-buy> and herewith attached?



[General Terms and Conditions for contracts \(goods and/or services\)](#)

General Terms and Conditions for de minimis contracts (services only, less than \$50,000)
<https://popp.undp.org/document/general-terms-and-conditions-institutional-de-minimis-contracts-contracts-less-us-50000>

Target: Confirm acceptance of GTCs

5. Criteria for Evaluation and Contract Award

Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)

Full acceptance of the UNDP Contract General Terms and Conditions (GTC). 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.

Technical Proposal (70%)

- Expertise of the Firm (20%)
- Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (20%)
- Management Structure and Qualification of Key Personnel (30%)

Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

2.2 Section 2. Documents to be submitted

***1. Company Profile**

Have you provided company profile? It should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured.

Target: Company profile provided

***2. Registration Certificate**

Have you provided a copy of your company registration certificates?

Target: Yes

***3. Financial Statements**

Have you provided latest audited financial statements - income statement and balance sheet to indicate financial stability, liquidity, credit standing, and market reputation?

***4. List of Recent Projects**

Have you provided a list of recent projects for the last Three (3) years and their value, indicating client's contact details who may be contracted for further information on those contracts?

Target: Yes



***5. Annex 2 - Proposal Submission Form**

Have you uploaded the completed Annex 2 - Proposal Submission Form?

***6. List of ongoing projects with UNDP and other national/multi-national org.**

Have you provided a list of ongoing projects, and their values, with UNDP and other national or multi-national organizations, including contact details of clients and current completion ratio of each project?

***7. Statement of satisfactory Performance**

Have you provided the Statement of satisfactory Performance (Certificates) from the top Three (3) clients in terms of Contract value in similar field, as required by UNDP.

***8. CVs of Key personnels**

Have you provided completed and signed CVs for the proposed key Personnel as required by UNDP
Target: Yes

2.3 Section 3. Technical evaluation

*1.

1. Expertise of Firm		200
Be a legally registered and reputable firm with at least 7 years of prior experience designing visually appealing and navigation-friendly websites.	50	
Have excellent knowledge of recent trends in graphic design and websites, including online video publishing and social media networking.	25	
General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	25	
Demonstrate familiarity and relevant experience in using different Content Management Systems (CMS), such as WordPress, website analytics tools, and SEO best practices, ensure the website's integration with CMS in open-source Windows environments.	25	
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 the use of HTML, XHTML, CSS, XML, XSLT, Macromedia Flash, Java.	25	



Proven experience in designing web-based applications using PHP, ASP, ASP.NET.	20	
Have excellent knowledge of recent trends in graphic design and websites, including online video publishing and social media networking.	20	
Proven track record in developing websites for government/UN/public institutions (attach portfolio and references)	10	

***2. Methodology**

Please attach proposed methodology, its appropriateness to the condition and timeliness of the Implementation Plan.
Scoring criteria -[40%].

1. Proposed Methodology, Approach and Implementation Plan		400
Understanding of the assignment and contextual challenges, including user needs and objectives.	75	
Soundness, clarity, and innovativeness of the proposed methodology and technical approach, including design architecture and technology stack (e.g., CMS choice, hosting, security, and backup strategy).	75	
Details on how the different service elements shall be organized, controlled and delivered	50	
Quality assurance mechanisms and risk mitigation strategies (testing, validation, cybersecurity, and data protection).	50	
Realism and coherence of the proposed implementation plan, including sequencing of tasks, milestones, and deliverables within the timeframe.	75	
Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	75	



***3. Management Structure and Qualification of Key Personnel**

Please attache the proposed Management Structure and Qualification of Key Personnel as required by the Terms of Reference.

Evaluation criteria [40%]

1. Management Structure and Key Personnel	
Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	
Team Leader	
- General Experience at least five years of experience in website design and development.	45
- Specific Experience relevant to the assignment • Have extensive experience in programming and content management system (CMS) development, including using WordPress systems. Demonstrates expertise in scripting and coding languages and standards, including PHP, AJAX, JavaScript, HTML, CSS, as well as the use and configuration of the following applications: WordPress CMS, MySQL database, and Apache web server.	55
- Regional/International experience	50
- Language Qualifications- Demonstrates excellent writing skills in English, with strong report-drafting abilities.	50
Graphic designer and integrator	
- General Experience	30



- Specific Experience relevant to the assignment	55
- Regional/International experience	25

2.4 Section 4. Bidders' Declaration

*1. Requirements and Terms and Conditions

I/We have read and fully understand the RFP, including the RFP Information and Data, Schedule of Requirements, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.

*2. Capacity and capability

I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.

*3. Ethics

In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

*4. Code of Conduct

I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and acknowledge that it provides the minimum standards expected of suppliers to the UN.

*5. Conflict of Interest

I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFP



process the bidder will report it immediately to the Procuring Organisation's Point of Contact.

***6. Prohibitions, Sanctions:**

I/We hereby declare that our firm, ultimate beneficial owners, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.

***7. Bankruptcy**

I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

***8. Offer Validity Period**

I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.

***9. Acceptance of contract**

I/We understand and recognize that you are not bound to accept any Proposal you receive, and we certify that the goods offered in our Proposal are new and unused.

***10. Signatory person**

I/We hereby confirm that this offer in the system is submitted by an authorized person from the company and it warrants and agrees that he/she been authorized by the Organization/s to make this declaration on its/their behalf.

2.5 Section 5. Financial Evaluation

***1. Financial Proposal**

Please provide the cost breakdown of your financial proposal as per the template Annex 4 - Financial offer form.

Response attachments are required.

2.6 Section I-1.

2.7 Section I-2.



2.8 Section I-3.



3 PART: Schedule of Requirement and Price Schedule
Instructions

3.1 Line Information

Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
1-Inception report with methodology and work plan.	Temporary human resources services		Days	5			
2-A comprehensive needs assessment report detailing user requirements and design recommendations.	Temporary human resources services		Days	10			
3-An initial prototype of the website for review and feedback, including at least two rounds of revisions based on stakeholders' input.	Temporary human resources services		Days	15			
4-The final website, fully developed and functional, along with documentation on its features and management	Temporary human resources services		Days	20			



Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
5-Develop a user manual and deliver a training/webinar session for TNLA and UNDP staff on how to operate and maintain the website.	Temporary human resources services		Days	5			
6-Support and maintenance spanning 35 days subsequent to the launch of the website and Full source code, including all developed libraries, handed over to UNDP and TNLA.	Temporary human resources services		Days	35			
7-Submission of Final Report	Temporary human resources services		Days	10			

*For Additional Attributes of lines, please review the negotiation lines from supplier portal.