



REQUEST FOR QUOTES

File: AP 1/4/3
Date: 24 February, 2017
To: Interested suppliers
Contact: Billy Chan-Ting (billyct@sprep.org)

Subject: Request for quotes: SPREP Website Re-design

1. Background

- 1.1. The Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to seek quotes from qualified and experienced Graphics Designers and/or Web Developers who can offer their services to review and update the look and feel of the new SPREP website currently in the final stages of development.
- 2.2. The successful applicant will update the look and feel of the new SPREP website based on a review, recommendations and consultation with SPREP staff.
- 2.3. Specific tasks:
 - Work closely with the Web Applications Developer Specialist (WADS) at SPREP
 - Review the new SPREP website including recommendations for improvement
 - Create a wireframe for the homepage and main pages
 - Create a graphic web template for the homepage and other main pages in line with the SPREP visibility and identity guidelines to be provided.
 - Create a Drupal 8 theme based on the graphic web template
 - to update the look and feel with the Drupal 8 theme and graphic web template
 - Work closely with relevant staff of SPREP

3. Conditions: information for applicants

- 3.1. To be considered for this, interested suppliers must meet the following conditions:

- Experience with reviewing websites
- Excellent knowledge in working with Drupal 8, Centos 7.
- Submit a CV to demonstrate that they have the requisite skills and experience to carry out this contract successfully including a list of websites they have done similar work on recently.
- Provide three references as part of the submission.

4. Submission guidelines

- 4.1. Documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.
- 4.2. Documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3 Bidders must insist on an acknowledgement of receipt of quotes/proposals/bids.

5. Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to billyct@sprep.org before 3rd March, 2017.

6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the bidder offers the best value for money, and that the bidder satisfies the following criteria.
 - Experience with reviewing websites 20%
 - Experience with web design 20%
 - Experience with Drupal 8 30%
 - Price 30%

7. Deadline

- 7.1. **The due date for submission is: 3rd March 2017.**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all quotes clearly marked 'Request for Quotes: SPREP Website Re-design' to one of the following methods:

Mail: SPREP
 Attention: Procurement Officer
 PO Box 240
 Apia, SAMOA

Email: billyct@sprep.org

Fax: 685 20231

Person: Submit by hand in the tenders box at SPREP reception, Vailima, Samoa.

SPREP reserves the right to reject any or all bids and the lowest or any bid will not necessarily be accepted.

Terms of Reference SPREP Website Design and Re-Development

Background

The SPREP website serves as the main online presence for all SPREP activities. It is the flagship website for the organisation which disseminates information on all its undertakings to its members, partners and to a global audience. It also provides access to a wealth of resources collated by the organization over the past three decades. The new SPREP website has been re-developed using the Drupal 8 platform.

For this short term consultancy, SPREP is seeking a qualified and experienced Graphics Designer and/or Web Developer to review and update the look and feel of the new website (in relation to the current website at www.sprep.org). The successful bidder will be given access to the new website.

Specifically, the consultant will be recruited for a term of three weeks and will work to review the new SPREP website, make recommendations on improvements, propose a new look and feel and update the website design accordingly.

Management oversight arrangements

The Consultant will report to the SPREP Information Technology Manager and will work closely with the Web Applications Developer Specialist on a daily basis.

Duties and responsibilities

Specific Tasks:

- i) *Review the new SPREP Website (currently in final development) and make recommendations on improvements*
 - Identify and highlight key features on the homepage
 - Provide wireframes for main content areas (using mobile first approach)
 - Including: home, about us, our team, our history, events, job vacancies, our work, publications, news, country/member profiles, accountability etc.
- ii) *Propose a new look and feel which incorporates:*
 - Develop a color scheme/palette
 - Use of SPREP approved *motifs* across the whole website layout where relevant
 - Use of existing or new drupal theme *shortcodes*
 - Includes light JavaScript animations (eg modals (subscribe, search, comments), menus, lazy load images, lightbox images/videos)
 - Incorporates Mega menus where possible
 - Improved mobile friendliness – menus, maps, images, font-sizes
 - SEO improvements
 - Incorporate Breadcrumbs where applicable
 - Must be based on bootstrap library
 - Must be Drupal 8 theme. (New or an extension of the existing theme)
 - Adheres to the SPREP identity and visibility guidelines which will be provided
- iii) *Update the new SPREP website with the agreed look and feel incorporating:*

- Improved page load times

Expected starting date/month of consultancy

The consultancy will commence in early March 2017 and will be for a duration of three weeks with a budget of USD\$6,000.

Expected deliverables¹ for of the consultancy.

Deliverables	Timeframe
A review of the new SPREP website including recommendations for improvement	3 days
A wireframe design for the home page and main areas	2 days
A graphic web template for the home page and main areas	3 days
A Drupal 8 theme implementing the graphic web template. This can be a completely new	2 days
Update the new SPREP website using the Drupal 8 theme	5 days

SPREP Website technology stack

Drupal 8, PHP 7.0, Centos 7 (selinux enabled), Apache, MariaDb, Memcached, Drush and Drupal Console

Other information

Inspirations

<https://act.everyaction.com/best-nonprofit-websites-2016/creative>

<https://act.everyaction.com/best-nonprofit-websites-2016/beauty>

Trends

<https://www.zazzlemedia.co.uk/blog/digital-design-trends/>

Current SPREP website (Successful bidder will be given access to the new website)

www.sprep.org

¹ All deliverables will be developed in consultation with SPREP