

Saferworld

Tender Dossier

Tender title – Website for Security Policy Alternatives Network

Tender Main Facts Table	
Tender reference	SW/21/107
Address for submission of offers	recruitment@saferworld.org.uk
Deadline for submission of offers	16 July 2021
Estimated date of placement of orders	23 July 2021
Requests for further information	recruitment@saferworld.org.uk

Submission of offers should be by email.

1. Tender for the Website Services

Saferworld is issuing this call for tender to select its supplier/s for the service specified above.

Through strategic advocacy and communications, the Security Policy Alternatives Network (SPAN) supports civil society working on peace and rights to challenge and transform hard security interventions and protect the space for independent peace, rights, development and humanitarian work to succeed. Over the past eighteen months, network members have joined together to host events, coordinate advocacy and have begun to create joint publications.

To showcase the work of the network and raise the profile of members and members' outputs, a dedicated SPAN website is needed. This tender is to build the website, with the additional possibility of quotes for maintaining the website.

Sitemap will include the following sections: Home page, Navigation, About, Members, Publications, and News and events.

Any attempt by the Tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Saferworld during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of contract where applicable.

All quotes must be broken down by price as per the specifications.

Details for the quotations:

Task	Detail	Rate in USD
Website design process and stages (with hours and hourly rate)		

Monthly Maintenance (with costs included for any updates)		
Any other associated costs		

2. Background Information on Saferworld/SPAN

The Security Policy Alternatives Network (SPAN) was created in June 2019. SPAN is an initiative of civil society from countries badly affected by hard security responses to instability such as Afghanistan, Iraq, Nigeria, Chad, Libya, Mali, Nigeria, the Philippines, Somalia, Syria, and Yemen, and their colleagues working on security policy in Western policy centres such as Washington, New York, London, Brussels, Paris and Berlin.

3. Submission of offers

The offer must be sent to the address specified on page 1. Offers must be received before the deadline specified in the “Tender Main Facts Table” above.

The offer and all correspondence and documents related to the tender must be written in English.

Each Tenderer or member of consortium or sub-contractor may submit only one offer.

Offers shall remain valid for a minimum of 45 days after the Deadline for Submission.

4. Evaluation of offers

Saferworld at its sole discretion will select the winner of this tender.

Saferworld reserves the right to keep confidential the circumstances that have been considered for the selection of the offers.

Award of the tender shall be based on the following criteria:

- Price including clear breakdown of work to be undertaken
- Overall service supplier is able to provide
- Reputation and client references

5. List of documents to be submitted with the offer

Offers must be inclusive of the following documents:

Document	Rationale	Form
Supplier Questionnaire	The Tenderer provides basic verifiable information on the organisation.	See Annex A
Completed “Tenderer’s Declaration” document	The Tenderer signs to show that they have fully understood and accepted the tender document	See Annex B
Quotation	The Tenderer to complete their Financial offer with detailed specifications, marked as Annex C	See Annex C

6. Payment terms

Tenderers are invited to note that our preferred terms for payment are in arrears.

7. Disclaimer

Saferworld reserves:

- the right to alter the schedule of tender and contract awarding.
- the right to cancel this tender process at any time and not to award any contract.
- the right not to enter into or award a contract as a result of this invitation to tender.

Saferworld does not bind itself to accept the lowest tender.

Saferworld shall not be liable in respect of any costs incurred by the Tenderer in the preparation of the offer nor any associated work effort, including the production of presentation materials, brochures, product specifications or manuals for evaluation.

8. Clarifications

Tenderers may submit questions related to this tender only in writing to the email address as specified in the “Tender Main Facts table” above, up to three working days before the deadline for submission of bids.

Saferworld may request further information from Tenderers after the submission of their proposals. Any additional information must be provided within five working days

ANNEX A

Saferworld Supplier Questionnaire

Part A: Your Business Details

1. Please provide the name of your business

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2. Please provide the address of your business.

Registered Office	Ordering Address (if different)

3. Please provide your telephone, fax number, email and web site address:

Phone	
Email	Web Site

4. Please state the nature of your business and your main services

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5. Please provide your company registration number, years in business and VAT number:

Company Reg. No	Years in Business	VAT and TIN Number

6. What is the legal status of your business?

Public Limited Company	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Sole Trader	<input type="checkbox"/>	Private Company	<input type="checkbox"/>
Not for profit organization	<input type="checkbox"/>	Government Agency	<input type="checkbox"/>	Self Employed	<input type="checkbox"/>		

Part B: Your Bank Details

8. Please provide your bank details as accounts will be settled by electronic transfer direct to your bank account.

Bank	
Bank Address	
Account Name	
Account Number	
IBAN	
BIC / SWIFT	
Other Bank information	

9. If you use a factoring agent please provide their name, address and contact details. Provide their bank details in 8 above.

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10. Declaration to be signed by the Head of the Company.

I confirm that all the information given is accurate. For and on behalf of the supplier:	
Signature	Name
Position	Date

ANNEX B

Tenderer's Declaration

We the Undersigned accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever our own conditions of sale may be, which we hereby waive.

We have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. We are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Saferworld's discretion.

We hold no reservation in regard the tender dossier; and are aware that any reservation may result in the rejection of the tender by Saferworld.

We are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Saferworld in writing.

We declare that we are affected by no potential conflict of interest, and that we and our staff have no particular link with other Tenderers or parties involved in this competition. Should such a situation arise during performance of the contract, we shall immediately inform Saferworld in writing.

Company name and address:

Company's Representative name:

Title of Representative in the Company:

Representative's signature:

City, date: