



REF: ROMED-ROMACT/CALL2015

Company / For the attention of
Address
Town

Strasbourg, 15 September 2015

Subject : Call for Tenders ROMED and ROMACT Websites 2015 - 2016

Dear bidder,

I have the pleasure of addressing you the Call for Tenders for the hosting, development, design and maintenance of two websites sharing a common database and development platform. The two websites correspond to the ROMED and ROMACT Joint Programmes of the Council of Europe and European Commission, more details about these programmes are provided in the appended documents.

The present call for tenders aims at concluding a single contract with one Service Provider for hosting, development, design and maintenance services for both ROMED and ROMACT Websites:

- Romact website: <http://coe-romact.org>
- Romed website: <http://romed.coe-romact.org/>

You will find enclosed details about the two Programmes, evolutions of the online solutions developed so far, as well as a full list of needs for the upcoming period for which we would be grateful if you could provide an offer. The appended files are the following:

- Call for Tenders – Part I – Specifications, comprising among others:
 - o History and current state of the Websites
 - o List of Developments already performed
 - o Functional Technical Specifications
 - o **List of Expected Services under the current Call for Tenders** (divided in lots for ROMED and ROMACT)
 - o Service Level Agreement for Maintenance
- Call for Tenders – Part II – Tender Rules, including:
 - o Information concerning the selection procedure;
 - o **Declaration on Exclusion Criteria** (for you to sign and send together with your offer)
 - o **Table of Fees** (summarizing the lots in Part I of the Call for Tenders and providing the space for you to fill in your offer)
 - o A draft contract, to give you an idea of the type of engagement we require;

You are invited to present these offers in accordance with the requirements set out in the appended tender file. The deadline for submission of bids is **27 September 2015 at 0h00 CET**. Tenders must be sent to the Council of Europe in the form of:

- 1 electronic/scanned copy to be sent only to the following address roma.team@coe.int. Tenders submitted to another e-mail account will be excluded from the procedure;

And

- 1 paper hardcopy in A4 format (21x29,7 cm) by post, as specified below. Tenders submitted to another address will be excluded from the procedure.

Tenders shall be submitted in a sealed envelope. The first sealed envelope shall be placed inside a second envelope addressed to the buying entity, showing the file reference object, as follows:

COUNCIL OF EUROPE
For the attention of Mr Sixto Molina, Support Team of the Special
Representative of the Secretary General on Roma issues
Call for Tenders ROMACT ROMED Websites
Council of Europe / Conseil de l'Europe
Agora Building/Bâtiment Agora
1 quai Jacoutot Strasbourg
F - 67075 STRASBOURG Cedex France

Tenderers are requested to indicate their names and address on the outside envelope for identification purposes.

Please make sure to follow the checklist below before sending your Tender according to the conditions in the appended files:

- The signed **Declaration on Exclusion Criteria** (See Part II – Appendix I);
- The **table of fees**, duly completed (See Part II - **Appendix II**);
- The detailed CV** of the person designated to execute the contract;
- A **calendar** providing estimated dates for execution of the expected services.
- A Portfolio of websites developed by the bidder in Drupal;

If you require further information on this call for tenders, please send your inquiries by the **22 September 2015 latest**, in English or French exclusively to the following addresses:

- For specific questions on Lot 1, please mail us at romact@coe.int;
- For specific questions on Lot 2, please mail us at romed@coe.int.

Questions sent through other means of communication will not be addressed.

Answers will be published on **23 September 2015** at the following address: <http://coe-romed.org> and <http://coe-romact.org>.

You are kindly invited to inform us in writing (by post or email) if you decide not to respond to this tender or you wish to withdraw from the process.



Sixto Molina
Head of the Support Team of the Special Representative
of the Secretary General for Roma issues,
Council of Europe