



Request for Quotation for the Hosting and Maintenance of the Lough Erne Landscape Partnership Website

Issued on 02 October 2020 by:
Lough Erne Landscape Partnership
2 Sligo Road
Enniskillen
Co. Fermanagh
BT74 7JY

Funded by



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1.0 Introduction & Background

1.1 Invitation for Quotation

The Lough Erne Landscape Partnership (LELP) seeks quotes from suitably qualified organisations/individuals for the hosting and maintenance of the Lough Erne Landscape Partnership website (www.lelp.org.uk) and additional services. The quotation will be for an initial period from 20 November 2020 to 31 March 2023 with a further quotation for the maintenance and hosting for a further five years from 1 April 2023. This document sets out the general quotation requirements and the process with which to follow.

1.2 Introduction to the Lough Erne Landscape Partnership

The Lough Erne Landscape Partnership was established in 2015 with the aim to promote, protect and enhance the natural, built and cultural heritage of the Lough Erne region. Following an intensive development process an application to National Lottery Heritage Fund in 2018 was successful in securing a sum of £2.6 million to deliver a scheme of 23 projects.

The scheme works in partnership with Fermanagh and Omagh District Council, Fermanagh Rural Community Network, National Trust, RSPB NI as lead partner, Upper Lough Erne Region and Waterways Ireland. Scheme delivery began in Summer 2018 and is due for completion on March 31 2023.

1.3 LELP Mission

The Lough Erne Landscape Partnership (LELP) will focus on the conservation and promotion of Lough Erne's landscape character and unique heritage. LELP will address ecological issues, reconnect communities with their heritage, bring economic and social benefits, and create links between stakeholders to realise a longer-term goal of the coordinated management

1.4 LELP Objectives

1. To connect and engage people with their unique landscape by developing skills, improving confidence and providing opportunities to learn, change perceptions and influence its management.
2. To improve and protect biodiversity and conserve the built heritage of our unique landscape, and involve communities in its protection, interpretation and conservation.
3. To create and improve physical and intellectual access to and around the Lough making it a better place to live, work and visit.
4. To engage with communities to generate pride in their unique cultural heritage, to celebrate and be emotionally and physically involved with it.

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2.0 Specification of Requirements

2.1 LELP Website

The LELP website (www.lelp.org.uk) was developed during the development phase of the partnership, as the scheme progressed the website has been developing as projects are being delivered and the LELP programme is continuing. The LELP website is currently hosted by a third party supplier.

2.2 Hosting requirements

- Hosting of website from 20 November 2020 up to and including 31 March 2023
- Provision of domain and website hosting on a dedicated server from 1 April 2023 up to and including 31 March 2028
- Provision of a SSL certificate

2.3 Website Maintenance Requirements

- The selected supplier will be required to provide maintenance and support services to LELP from 20 November 2020 up to and including the 31 March 2023.
- Website backup performed weekly.
- Support services should be provided via email, telephone support and remote access with a response from provider within 24 hours of initial request.
- LELP may occasionally require additional services such as on-site assistance or support in the development of new sub-sites or portals - Hourly or daily rates should be provided as an optional cost.
- Update of WordPress and all relevant software and plugins with latest security release (10-15 plugins, 1 paid plug-in)
- Annual renewal and implementation of SSL Certificate
- Update hosting server environment with latest security updates, i.e. PHP, MySQL & Apache

2.4 Other Requirements

- LELP wish to evaluate usage (and provide analytics) of the website over the time period please could you demonstrate how your company will be able to provide this information and what packages you will use. Also provide a cost for this optional service.
- At times throughout the contract period, the LELP team may need assistance to upload and edit content on the web pages – please provide an hourly cost for this additional service.

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- At times the LELP team will require professional design service to develop marketing materials - please provide an hourly cost for this additional service and state if this will be carried out in house or outsourced.

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3.0. Timescales & Tender Evaluation

3.1 Key Deadlines

Activity	Date
Issue date for request for quotes	02 October 2020
Submission Query Deadline	29th October 2020
Quotation Submission Deadline	6 November 2020 (12pm)
Decision Award Date	13th November 2020

3.2 Quotation Evaluation

Quotations will be assessed on the following criteria:

Experience of:

- the organisation delivering similar activities
- the team involved in the maintenance, hosting and design services on offer.

Cost of:

- The website hosting:
 - 20 November 2020 – 31 March 2023
- Maintenance:
 - 20 November 2020 – 31 March 2023
- Hourly rates for:
 - on-site assistance or support in the development of new sub-sites or portals
 - upload and edit content on the web pages
 - professional design service
- Cost for evaluation and analysis (monthly rate)

Content	Max Score	Details to be included
Experience	30	<ul style="list-style-type: none"> • Please tell us about your experience in delivering similar contracts
Cost	70	<ul style="list-style-type: none"> • Please provide full costings for each of the elements highlighted above
Total	100	

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Please submit the tender return form below to Heather Gott by emailing:
Heather.Gott@RSPB.org.uk by 12 noon 23 October 2020.

TENDER RETURNS FORM – LELP Website			
Tender	LELP Website – Hosting, maintenance and other services		
Name of organisation/individual submitting the tender return			
Date tender return is submitted		Time tender return is submitted	
Relevant experience, and expertise	Please provide detail in this text box and highlight relevant experience of successfully completing similar projects, ability to deliver the requirements of the contract (expand the box as required).		
Relevant experience, and expertise	Please provide detail in this text box and highlight relevant experience in the team who will be involved in delivering this contract		

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<p>Cost (inclusive of VAT)</p>	<p>I/we hereby offer to provide the above-mentioned goods/service as detailed in the attached specification and invitation to tender for the costs as set out below:</p> <table border="1"> <tr> <td data-bbox="539 371 1201 495"> <ul style="list-style-type: none"> • The website hosting: <ul style="list-style-type: none"> ○ 20 November 2020 – 31 March 2023 </td> <td data-bbox="1201 371 1489 495"> <p>Please provide the costs broken down by annum</p> </td> </tr> <tr> <td data-bbox="539 495 1201 618"> <ul style="list-style-type: none"> • Maintenance: <ul style="list-style-type: none"> ○ 20 November 2020 – 31 March 2023 </td> <td data-bbox="1201 495 1489 618"> <p>Please provide the costs broken down by annum</p> </td> </tr> <tr> <td data-bbox="539 618 1201 808"> <ul style="list-style-type: none"> • Hourly rates for: <ul style="list-style-type: none"> ○ on-site assistance or support in the development of new sub-sites or portals </td> <td data-bbox="1201 618 1489 808"> <p>Please provide a rate per hour</p> </td> </tr> <tr> <td data-bbox="539 808 1201 931"> <ul style="list-style-type: none"> • Hourly rates for: <ul style="list-style-type: none"> ○ upload and edit content on the web pages </td> <td data-bbox="1201 808 1489 931"> <p>Please provide a rate per hour</p> </td> </tr> <tr> <td data-bbox="539 931 1201 1055"> <ul style="list-style-type: none"> • Hourly rates for: <ul style="list-style-type: none"> ○ professional design service </td> <td data-bbox="1201 931 1489 1055"> <p>Please provide a rate per hour</p> </td> </tr> <tr> <td data-bbox="539 1055 1201 1093"> <ul style="list-style-type: none"> • Cost for evaluation and analysis </td> <td data-bbox="1201 1055 1489 1093"> <p>Monthly rate</p> </td> </tr> </table>	<ul style="list-style-type: none"> • The website hosting: <ul style="list-style-type: none"> ○ 20 November 2020 – 31 March 2023 	<p>Please provide the costs broken down by annum</p>	<ul style="list-style-type: none"> • Maintenance: <ul style="list-style-type: none"> ○ 20 November 2020 – 31 March 2023 	<p>Please provide the costs broken down by annum</p>	<ul style="list-style-type: none"> • Hourly rates for: <ul style="list-style-type: none"> ○ on-site assistance or support in the development of new sub-sites or portals 	<p>Please provide a rate per hour</p>	<ul style="list-style-type: none"> • Hourly rates for: <ul style="list-style-type: none"> ○ upload and edit content on the web pages 	<p>Please provide a rate per hour</p>	<ul style="list-style-type: none"> • Hourly rates for: <ul style="list-style-type: none"> ○ professional design service 	<p>Please provide a rate per hour</p>	<ul style="list-style-type: none"> • Cost for evaluation and analysis 	<p>Monthly rate</p>
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<p>Please detail your organisations VAT status</p>													
<p>Conflict of Interest</p>	<p>Please declare any potential conflicts of interest with regards to this submission in this box.</p>												
<p>Undertaking by Contractor</p>	<p>1. The essence of tendering is that the client shall receive bona fide competitive tenders from those tendering. In recognition of this principle, I/we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of our tender by, under or in accordance with any agreement or arrangement with any other person. I/we also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:</p> <ul style="list-style-type: none"> - Communicating to a person other than the person calling for the tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender; 												

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	<ul style="list-style-type: none"> - Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done work in relation to this or any other LELP tender.
<p>Certificate as to Canvassing</p>	<p>I/we certify that I/we have not canvassed or solicited any member, officer or employee of the LELP in connection with the award of the tender or any other tender or proposed tender for the goods and services and that no person employed by me/us or acting on my/our behalf has done any such act.</p> <p>I/we further hereby undertake that I/we will not in future canvass or solicit any member, officer or employee of the Authority in connection with the award of this tender or any other tender or proposed tender for the goods and services and that no person employed by me/us or acting on my/our behalf will do any such act.</p>

Every effort has been made to ensure this documentation contains all the necessary information for completion of quotations. Any questions or clarification requests regarding the quotation documents should be submitted by email to heather.gott@rspb.org.uk no later than 12 noon on 29 October 2020. The Lough Erne Landscape Partnership will endeavour to reply to all queries no later than 31 October 2020.

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Appendix B

TENDER CONFIRMATION			
Tenderer			
<p>Terms and Conditions The basis of the contractual agreement between RSPB and the applicant is detailed in the RSPB Terms and Conditions – please click on this link to download. In applying for this work you are explicitly agreeing to be bound by these Terms and Conditions for the duration of the contract. If you require any alterations to these Terms and Conditions please state your issues below. (Attach separate document if needed)</p>			
<p>The RSPB expects that all suppliers it works with to adhere to certain ethical and environmental standards. Please download the RSPB Ethical and Environmental Procurement Policy and tick this box if you agree to be bound by its terms and conditions <input type="checkbox"/></p>			
<p>I/we have read and understand the Terms and Conditions of Contract and the supplementary statements and policies and agree:</p> <p><i>To the terms and conditions set in this Quotation, to any additional terms and conditions set out in the specification, that having completed this form a binding contract shall be made by this Quotation and our acceptance thereof.</i></p> <p>(A LELP/RSPB name will be added on contract acceptance)</p>			
Name		Date	
Name (LELP/RSPB)		Date	
<p>Please note: a name added in an electronic document is functionally equivalent to a signature.</p>			
Address			
Telephone number			
Email			
VAT Registration Number			

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- Quotation prices must reflect all circumstances affecting, or likely to affect, the provision of the goods/services.
- Quotations received after the specified date and time will not be considered.
- LELP are not bound to accept the lowest or any submission.

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