

**PUR1207/02**

Request for Proposal

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Provision of a Web Content Management System

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**4.0 DESCRIPTION OF THIS RFP**

**4.1 Overview**

Suppliers wishing to participate in this process will be required to make the following submissions in accordance with the timetable outlined in section 4.2:

* a technical proposal (the ‘**Technical Proposal**’);
* a completed quotation file (the ‘**Quotation File**’).

**4.2 Timetable**

|  |  |
| --- | --- |
| **Date or Target Date** | **Activity** |
| 3rd May 2013 | RFP issued to pre-qualified Suppliers |
| 17th May 2013 | Deadline for requests for clarification |
| 24th May 2013 | response to requests for clarification |
| 7th June 2013 | Deadline to submit proposals |
| w/c 14th June 2013 | Presentation of Proposal |
| 28th June 2013 | Notification of Preferred Supplier |

The XXX reserves the right to amend or change these dates at any time.

**4.3 Clarifications**

The process for reception and resolution of queries shall be as follows:

* Suppliers will send queries by e-mail to the following address: xxx There will be one round of queries. The deadline for queries is shown in the timetable set out in section 4.2 of this RFP.
* The will circulate the responses to all queries to all participating Suppliers in accordance with the timetable set out in section 4.2 of this RFP. The clarification document will make no reference to which Supplier made any particular query.

**4.4 Submission**

**4.4.1 Technical Proposal**

The Technical Proposal shall comprise a document addressing the requirements outlined in **Annex A.** This document shall not exceed 60 pages excluding CVs of experts proposed for implementation. Screenhots may be provided in an appendix which will not count to this total.

Responses shall be submitted to the XXXX contact on a CD or a USB drive and in an original hard copy by courier in a sealed envelope clearly identified as “PUR1207/02 - Technical Proposal” in accordance with the timetable set out in section 4.2 of this RFP.

**4.4.2 Quotation File**

All Suppliers are required to complete the quotation file (the ‘Quotation file’) attached as **Annex D** of this RFP. Prices are to be quoted in GBP net of VAT. All of the cells in the Excel spread sheet shaded in yellow must be completed by Suppliers.

The Excel file must be submitted on a CD or a USB drive and in an original hard copy by courier in a sealed envelope clearly identified as “PUR1207/02 – Quotation File” in accordance with the timetable set out in section 4.2 of this RFP.