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Procurement of Website Design and Development Services for the Needs of the entitled “Bridging the Digital Humanities and Educational Media Divide in the West Balkans Project acronym: Homo Digitalis”

1. Information on the Contracting Institution

The University "Sarajevo School of Science and Technology" is conducting this procurement on behalf of the consortium of partners gathered around “Homo Digitalis” project. The project to establish digital competences in social sciences across a consortium of project partners from Western Balkan universities, as well as participating universities from the European Union is by the European Union under the auspices of Erasmus+ Capacity Building in Higher Education.

Communication and any other exchange of information between the contracting institution and potential bidders will be conducted in writing. Bids as well as requests for clarification and any objections to the procurement conditions need to be submitted via email: info@ssst.edu.ba.

This procurement involves only natural persons with proven qualifications in the field of the subject procurement. The invitation for bids is open for 6 days from the date of publication, starting from March 5, 2024 and ending with March 11, 2024, 23:59 CET.

Information on the Subject of Procurement

1.1 Procurement of Services: Design and development of a website for the needs of the Homo Digitalis project. Detailed specifications of the services subject to procurement are in Annex 1.

1.2 Quantity

The quantity of services subject to procurement is specified in Annex 1.

1.3 Delivery Deadline

The delivery deadline is a maximum of 20 days from the conclusion of the contract with the successful supplier.

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2. Bid Information

The bid must include Annex 2 with all filled-in data and the signature of an authorized person. In addition to Annex 2, the bidder will provide a detailed specification of the offered services, demonstrating compliance with the technical requirements stipulated in the invitation.

In addition to the mentioned annexes, the bidder is obliged to provide the following:

- Professional biography documenting the required references for the execution of the subject services (portfolio of similar works).

If necessary, the contracting institution will request additional documentation from the bidder to prove their legal and professional capacity.

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3. Milestones and Deadlines

Milestone	Description	Deadline
Design and Layout Development	<ul style="list-style-type: none"> Initial design concepts and frameworks for the website created. Client feedback and necessary revisions made. 	15.3.2024.
Front-End and Back-End Development	<ul style="list-style-type: none"> Front-end and back-end functionalities developed. Content management system (CMS) implemented. Mobile adaptability and compatibility with various browsers ensured. 	19.3.2024.
Content Integration and Testing	<ul style="list-style-type: none"> Content, images, and multimedia elements provided by the client integrated. Testing to ensure functionality and performance conducted. All identified issues or errors during testing addressed. 	23.3.2024.
User Training and Content Handover	<ul style="list-style-type: none"> Training to the client's team on using the CMS and managing content provided. All necessary documents and resources handed over. 	25.3.2024.
Final Review and Launch	<ul style="list-style-type: none"> Final review and quality assurance checks completed. Client approval for the website launch obtained. Website accessible and visible to the public. 	29.3.2024.

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Annex 1:

Technical Specifications for Procurement of Website Design and Development Services

No.	Description of the service	Unit	No. of units
1	Website Design and Development Services for Homo Digitalis Project	piece	1
	<p>The following must be submitted with the offer:</p> <ul style="list-style-type: none"> • Statement of the expert's availability during the indicated service duration period. • Statement of the preparation of the final report upon completion of the subject procurement. 	<ul style="list-style-type: none"> • Homepage with an overview of the mission, goals, and latest updates of the hub. • Sections for showcasing current events • Easy-to-manage content management system (CMS) for maintaining and updating website content. • Mobile-responsive design for optimal display on various devices. • Integration of social media links to encourage engagement. • Integration of links to supporting partners and donors to promote support and partnership. 	

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Annex 2

Form for Submitting an Offer

Procurement Number:

BIDDER (Name, address, and ID number)

CONTACT PERSON

Name and surname: _____

e-mail: _____

Address: _____

phone: _____

BIDDER'S STATEMENT

Regarding the procurement conducted by the University SSST under number _____ published on the date 5.03.2024. we submit our bid and declare the following:

In accordance with the content and requirements of the invitation for bids number, with this statement, we fully accept its provisions without any reservations or limitations. With this bid, we comply with the requirements of the invitation for bids for the supply of goods and services in accordance with the terms set out in the invitation for bids

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criteria, and established deadlines, without any reservations or limitations. The bid amount for the design and development of 1 (one) webpage for the needs of Homo Digitalis project EUR excluding VAT.

The discount we provide on the bid is EUR excluding VAT.

The final amount of our bid for the design and development of 1 (one) webpage for the needs of the Homo Digitalis with the included discount is EUR excluding VAT.

If our bid is successful in this procurement process, we commit to:

a) provide evidence of qualification, regarding personal capacity, technical and professional capacity, and other confirmations and documents required by the invitation for bids, within the established deadline, as confirmed in the statements in this bid."

Name and surname of the bidder: [.....]

Signature of the authorized person: [.....]

Date and place: [.....]

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