



TENDER No. 2022/FEAZE/FEAZE/116407

08 April 2022

REQUEST FOR PROPOSAL (RFP)

ONLY LOCAL COMPANIES

CLOSING DATE: 29 April 2022 – 14:00 hrs [(Baku, Azerbaijan time)]

The Food and Agriculture Organization of the United Nations (“FAO” or “Organization”) is an intergovernmental organization with more than 194 member nations. Since its inception, FAO has worked to alleviate poverty and hunger by promoting agricultural development, improved nutrition and the pursuit of food security - defined as the access of all people at all times to the food they need for an active and healthy life.

To achieve its goals, FAO cooperates with thousands of partners worldwide, from farmers’ groups to traders, from non-governmental organizations to other UN agencies, from development banks to agribusiness firms (further and more detailed information on FAO can be found on the internet site: <http://www.fao.org>).

In preparing your offer, you should take into account the international status and activities of FAO by submitting your best commercial terms. You should also be aware that FAO enjoys certain privileges and immunities which include exemption from payment of Value Added Tax ("VAT" or "IVA"), customs duties and importation restrictions.

FAO requests the provision of the following services:

Design and development of website

The invitation is subject to the following procedures and conditions which you deemed to have accepted by participating in this tender:

1. Procedures

1. You are invited to submit an offer for the above-mentioned [special products/works/services]. A description of the requested [special products/works/services] is provided in Appendix A;
2. In submitting your offer you are supposed to have considered all aspects relevant to the performance of the proposed contract and to have obtained all necessary information and data as to risks, contingencies and other circumstances which may influence or affect your offer;
3. It is understood that all documents, calculations, etc. which may form part of your offer will

- become the property of the Organization, who will not be required to return them to your firm;
4. The Organization may decide to make a partial award or no award at all should it consider that the results of this tender and/or any other related circumstance so require;
 5. FAO shall have no obligation to purchase any minimum quantities of goods or services from the Contractor, and shall have no limitation on its right to obtain goods or services of the same kind, quality and quantity as described in Appendix A from any other source at any time;
 6. All costs incurred to prepare your bid have to be borne by you; FAO will not be liable to reimburse any or all of such cost;
 7. The Organization reserves the right to publish the details of awards, including supplier name and country, total Contract value and a brief description of the services. In all cases, unsuccessful bidders will be notified;
 8. Consortium of firms will be accepted provided that the companies indicate which firm will be the main Contractor and will be responsible for the signature of the relevant contract. Bidders adhering to the Consortium will have to notify FAO of their acceptance to participate in the Consortium;
 9. Registration as a vendor in the UN Global Marketplace (UNGM), www.ungm.org, is a prerequisite for receiving an award from FAO. Please register your firm with UNGM. If you have any difficulties registering, please contact UNGM team using the Help button on the web site www.ungm.org.
 10. The Organization has adopted a zero tolerance approach to fraud, and it prohibits firms from engaging in corrupt, fraudulent, collusive, coercive, unethical and obstructive practices when participating in procurement activities. As provided by the Vendor Sanctions Procedures (http://www.fao.org/fileadmin/user_upload/procurement/docs/FAO_Vendors_Sanctions_Policy_-_Procedures.pdf), if the Organization determines that a firm has engaged in such conduct, it will impose sanctions and may share information on sanctioned firms with other Intergovernmental or UN Organizations;
 11. A firm and its affiliates, agents and subcontractors should not be suspended, debarred, or otherwise identified as ineligible by any Intergovernmental or UN Organization, including any organization within the World Bank Group or any multi-lateral development bank, or by the institutions and bodies of economic integration organizations (e.g., the European Union). You are therefore required to disclose to the Organization whether your firm, or any of your affiliates, agents or subcontractors, is subject to any sanction or temporary suspension imposed by any such organization or National Authority at any time during the three years prior to the contract or at any time throughout the execution of the contract. You acknowledge that a breach of this provision will entitle FAO to terminate its contract with your firm, without any liability for termination charges or any other liability of any kind of FAO, and that material misrepresentations on your status constitute a fraudulent practice;
 12. Bidders must certify that their firm is not associated, directly or indirectly, with entities or

individuals (i) that are associated with terrorism, as in the list maintained by the Security Council Committee established pursuant to its Resolutions 1267 (1999) and 1989 (2011), or (ii) that are the subject of sanctions or other enforcement measures promulgated by the United Nations Security Council. Selected bidders also agree to undertake all reasonable efforts to ensure that none of the funds received from FAO under the awarded contract are used to provide support to individuals or entities associated with terrorism or that are the subject of Security Council sanctions. This provision must be included in any subcontracts, sub-agreements or assignments entered into under the awarded contract. The Bidder acknowledges and agrees that this provision is an essential term of the awarded contract and any breach of these obligations and warranties shall entitle FAO to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any liability of any kind of FAO;

13. Bidders must certify that their company and/or subcontractors are not associated, directly or indirectly, with the consultant or any other entity who prepared the terms of reference or other bidding documents for this tender;
14. Please note that Bidders who use an independent consultant to assist in the preparation of offers may risk engaging in unacceptable practices if the same consultant assists another Bidder to prepare an offer for the same tender. Bidders are reminded that they are fully responsible for the conduct of any consultant who may be used to prepare offers for FAO tenders and they should take all measures to ensure that any independent consultant engaged to assist in the preparation of an offer for an FAO tender has not and will not be involved in the preparation of an offer for another Bidder for the same tender process.

Bidders are kindly requested to disclose to the best of their knowledge whether their company has any personal or professional relationships with FAO. The disclosure shall include all relevant details and should include, but not be limited to:

- **ANY** current or past employment relationship with FAO of your company's representatives and employees;
- **ANY** current or past relationship with any FAO staff member (family members, spouses, etc.) of your company's representatives and employees.

15. Fairness and transparency are fundamental principles for FAO procurement activities. Firms that believe that the procurement process was not fair and transparent may request feedback from the office that issued the tender. If a satisfactory response is not received, a firm may present a protest following the bid protest procedures detailed in the following link: <http://www.fao.org/unfao/procurement/codedeconduitethique/protests/en/>. To report allegations of fraud or misconduct in the procurement process, bidders may submit information, also anonymously, to the Office of the Inspector General Hotline: <http://www.fao.org/aud/69204/en/>.

2. **Evaluation**

The offers received will be evaluated by applying the mandatory requirements indicated in paragraph 2.1 below and the qualitative evaluation criteria indicated in paragraph 2.2 below.

Pass/Fail methodology will be used for the mandatory requirements, whilst the qualitative evaluation criteria will be rated. The qualitative criteria will have a weighting of 70% on the final evaluation results, and the price will have a weighting of the remaining 30%.

FAO reserves the right to consider, and disqualify firms based on, documented prior poor performance, including but not limited to poor quality of goods or services provided, late delivery and unsatisfactory performance. FAO also reserves the right to have further discussions/negotiations with the Bidder prior to issuance of a letter of acceptance.

2.1 **Mandatory Requirements**

Bidders are required to fulfil the following mandatory requirements. **Failure to provide required information/documents will result in the disqualification of the bidder from the tender evaluation process.**

2.1.1. Administrative

- Electronic copy of the certificate of registration of the bidder's firm or company (reyestrđən ıxarış və VOEN surəti) (**only in English (unofficial translation is also acceptable)**);
- Letter from State Tax Services confirming that bidder has no tax obligations

2.1.2. Technical

- Company profile, demonstrating at least **3 years of experience** as leading firm/organization in delivering and providing web design and development;
- At least two (3) contracts in the **past 5 years** for similar services and each contract of similar value or above the financial proposal submitted for this tender. Names of the clients and contact details shall be included for reference purposes.

2.1.3. Key Personnel

It is required that the Proposer shall provide a team with the following minimum composition.

CVs of key personnel should be provided in compliance with the minimum requirements:

1. One (1) **Web manager**:
 - a. Academic degree (B.Sc. as the minimum requirement) in computer sciences or related field
 - b. Experience: at least five (5) years in building online audiences, creating various types of websites and other online content such as e-books, whitepapers, infographics, guides, etc.
2. One (1) **Lead designer**:
 - a. Academic degree (B.Sc. as the minimum requirement) in computer sciences or related field
 - b. More than five years of Web Design experience

- c. In-depth knowledge of Adobe Photoshop
- d. Basic knowledge of Adobe Illustrator and Adobe InDesign
- e. Experience in User Interface / Graphic Design
- f. Expert in Adobe Cloud and similar software programmes
- g. Excellent written and oral communications skills
- h. Skilled in HTML, XHTML, JavaScript, Flash, CSS, AJAX.

3. One (1) **Content Editor:**

- a. Academic degree (B.Sc. as the minimum requirement) in Journalism, English, or communications
- b. More than two years' work experience as a Content Editor,
- c. Web Editor or similar role Portfolio of published work

4. One (1) **Developer**

- a. Academic degree (B.Sc. as the minimum requirement) in computer sciences, informatics, software engineering or web design and development
- b. Writing code in one or more programming or scripting languages, such as PHP or JavaScript
- c. More than two years' experience in application development and testing
- d. Proven knowledge of the most current security and web development programming language

2.1.4 Technical proposal: work plan, with clear timeline and detailing the methodology, practical and logical approach and implementation plan in order to complete the services described in Appendix A in **maximum 2 months** after contract signature. Please follow **Appendix B** which contains the documentation to be submitted as part of the Technical Proposal. Please do not include any information regarding costs in the technical part; otherwise, your proposal will be disqualified.

2.1.5 Financial Proposal: as per Appendix C to the Letter of Invitation, "Financial Proposal Form". This proposal shall be submitted as per paragraph 4.2

2.2 **Evaluation Criteria**

Summary of Evaluation Criteria	Score Weight	Points Obtainable
Expertise of Firm/Organisation	30%	30
Proposed Methodology, Approach and Implementation Plan	25%	25
Key Personnel	15%	15
Technical proposal (Forms: 1+2+3)	70%	70
Financial Proposal	30%	30
Total Score	100%	100

Technical Proposal Evaluation	Points obtainable
<p>Experience beyond minimum requirement as leading firm/organization in development of websites</p> <p><i>Five (5) points for each year of experience above 3 years</i></p>	15
<p>Portfolio: Minimum three successfully complete web design and development projects</p> <p><i>Five (5) points per relevant contract with similar value</i></p>	15
Total Part 1	30

Technical Proposal Evaluation	Points obtainable
<p>What is the overall quality of the technical proposal?</p> <ul style="list-style-type: none"> • To what degree does the applicant understand the task? • Is the technical proposal well defined and does it correspond to the TOR (Appendix A)? • Is the proposal coherent (sequence of activities logical, realistic and ensure efficient implementation of the project) <p>Is the proposed implementation plan realistic?</p> <ul style="list-style-type: none"> • Is the proposed timeline realistic and adequate for the project scope and duration of the contract? 	15
Total Part 2	20

Technical Proposal Evaluation			Points obtainable
2.1.3.1	Web Manager	Sub-score	5
Academic degree in computer sciences or related field		1	
Professional experience in creating various types of websites and other online content such as e-books, whitepapers, infographics, guides, etc. (one point for each year of experience beyond minimum requirement)		4	
2.1.3.2	Lead designer	Sub-score	5
Academic degree in computer sciences or related field		1	
Professional experience in Web Design (one point for each year of experience beyond minimum requirement)		4	

2.1.3.3	Content editor	Sub-score	2
Academic degree in Journalism, English, or communications		1	
Professional experience as a content editor (one point for each year of experience beyond minimum requirement)		1	
2.1.3.4	Developer	Sub-score	3
Academic degree in computer sciences, informatics, software engineering or web design and development.		1	
Professional experience in website/application development and testing (one point for each year of experience beyond minimum requirement)		2	
Total Part 3			15

2.3 Technical evaluation

The Technical Proposal (TP) will be reviewed by applying the mandatory requirements indicated in paragraph 2.1 above. Pass/Fail methodology will be used for the mandatory requirements. Only the TP complying with mandatory requirements will be further evaluated according to the qualitative evaluation criteria indicated in paragraph 2 above.

The assessment of the TP accounts for 70% of the overall evaluation. The Rating of the TP will be obtained through the following formula:

$$TP = \frac{\text{Points awarded to the proposal}}{\text{Maximum Rating points available}} \times \text{Weight of the technical proposal (70\%)}$$

Only the Bidder with a TP rating of 45% or above will be considered for the second stage of the evaluation process.

2.4 Financial evaluation

The Financial Proposal (FP) of the Bidders with a Technical Proposal rated above 45% will be opened at this stage. The FP has a weight of 30% of the overall evaluation. The Rating of the Financial Proposal (FP) will be then obtained through the following formula:

$$FP \text{ Rating} = \frac{\text{Lowest Priced Proposal}}{\text{Price of the proposal under review}} \times \text{Weight of the financial proposal (30\%)}$$

The proposal with the highest Total Combined Score would be considered as the proposal that provides the best value for the money and therefore, recommended for contract award. The Total Combined Score will be obtained through the following formula:

Total Combined Score = TP Rating + FP Rating

3. Documents Enclosed

To facilitate preparing your proposal the following documents are enclosed

- 3.1 The "**Proposal Summary**" form, to be used for submitting your proposal;
- 3.2 **Appendix A** to the Letter of Invitation, which provides the "**Terms of Reference**" object of the tender;
- 3.3 **Appendix B** to the Letter of Invitation, which provides the "**Documentation and Forms to be Submitted with the Technical Proposal**";
- 3.4 **Appendix C** to the Letter of Invitation, which provides the "**Financial Proposal Form**";
- 3.5 **Appendix D** to the Letter of Invitation, which provides a sample template for the "**Curriculum Vitae**" of proposed personnel;
- 3.6 **Appendix E** to the Letter of Invitation, which provides a sample template to provide the "**Record of Previous Experience**";
- 3.7 **Appendix F** to the Letter of Invitation, which provides "**Time plan**";
- 3.8 The **draft Contract FAO** intends to award consisting of the Sections I and II, and relevant Annexes.

4. Documents to be submitted

The proposal should be submitted in **two (2) separate parts** consisting respectively of **Part A) Technical Proposal** and **Part B) Financial Proposal** which should be prepared as follows:

4.1 **Part A) Technical Proposal:**

- 4.1.1 Information/Documents to support the Mandatory Requirements indicated in paragraph 2.1 above using relevant template forms in this document;
- 4.1.2 The duly completed "**Proposal Summary**" mentioned in paragraph 3.1 above, using the form enclosed herewith or copies of such form; and
- 4.1.3 The Technical Proposal prepared in line with the information provided in **Appendix A** to this Letter of Invitation (paragraph 3.2 above).

4.2. Part B) Financial Proposal:

- 4.3.1 The information requested in Appendix C to the Letter of Invitation (paragraph 3.4 above).

5. Form of Submission and Closing Date

5.1 Your **Technical Proposal** and **Financial Proposal** should be submitted [as attachments under **separate e-mail** messages OR OTHER SUBMISSION METHOD] as follows:

TO ENSURE THE VALIDITY OF YOUR OFFER, IT MUST BE SUBMITTED AS FOLLOWS:

Please login to the UNGM website and upload all the documents requested in the ITB document into the designated Placeholders (i.e. Technical, Commercial) within the indicated deadline.

It is the exclusive responsibility of the bidders to ensure that the files are uploaded before the tender deadline. Offers received after the deadline will be considered invalid.

Please follow the instructions below to upload the electronic files to the UNGM portal:

1. **Log-in to the UNGM** website using your e-mail and password;
2. Click on **Tender Notices** (from the list on the left-hand side of the screen);
3. Click on “**Show more criteria**” and type “**FAO**” in the UN Organization field located in the upper right hand corner;
4. Click on **EXPRESS INTEREST (blue button)/ VIEW DOCUMENTS (green button)** on the left of the specific tender notice you are interested in;
5. Click on the **Invitation to bid/ Request for Proposal tab** of the tender notice and scroll down to view and download the tender documents;
6. **Click on the “OPT IN” button;**
7. To upload all the files to the designated envelope, click on the relevant “**UPLOAD DOCUMENT**” red button under “**MY TENDER RETURN**”;
8. If included, please complete the mandatory tender **Questionnaire(s)**.
9. Click on the red button: **Submit Return**

NOTE: It is highly recommended that the size of the files does not exceed 5MB and that the format of the files is “PDF”, unless otherwise requested.

IMPORTANT: Once all files are uploaded (and the requested Questionnaire(s) completed, (if required), please remember to click on the red button “**SUBMIT MY RETURN**” to submit your offer. If the submission is properly completed, you will be able to view and download a receipt under the “**HISTORY**” tab.

NO BID NOTICE

In the event that your company is not interested in participating to this tender, the Organization would appreciate your feedback. In this case, you are kindly requested to click

on the “OPT OUT” button displayed on your UNGM Tender Management page and indicate one or more of the following reason(s) for non-participation:

- *Requirements are outside our normal activities;*
- *There is Insufficient time to prepare a bid;*
- *Present lack of resources to undertake more work;*
- *Bid submitted by authorized dealer in destination country*
- *Participating as subcontractor to another lead bidder*
- *Other (please specify briefly).*

SUBMISSIONS BY E-MAIL, SEALED ENVELOPE OR FAX ARE NOT ALLOWED.

5.2 Your proposal should reach FAO not later than **14:00** hours [INSERT TIME ZONE] on:

29 APRIL 2022

6. Communications Concerning this Tender:

All communications concerning this tender should be submitted as soon as possible through the UNGM portal under the “CORRESPONDENCE” tab.

Bidders are responsible for appropriately examining this tender. If the Bidder finds discrepancies in or omissions from the documents, or if their intent or meaning appear unclear or ambiguous, or if any other questions arise, the Bidder shall submit any request for clarification through the aforementioned “CORRESPONDENCE” tab.

In submitting a request for clarification, please do not, under any circumstances, submit a copy of your offer or reveal any information about your intended quotation. This will invalidate your offer.

The deadline for submitting your requests for clarification is six (6) days before the tender closing date.

FAO’s REPLIES TO BIDDERS’ REQUESTS FOR CLARIFICATION

Responses to clarification enquiries will be simultaneously issued by FAO to all bidders through the UNGM.

The system will send automatic e-mail notifications to all bidders every time a clarification, or any other communication related to the tender notice, is sent out by FAO.

All FAO’s responses to bidders’ questions will be uploaded under the “CLARIFICATIONS” tab of your Tender Management page and made available to all bidders. Please ensure to read all the clarifications as they become part of the technical specifications.

MODIFICATION OR WITHDRAWAL OF YOUR OFFER

Bidders may, without prejudice, modify or withdraw their offer before the deadline using the “MODIFY RETURN” function. No offer can be modified after the tender submission deadline.

BIDS RECEIVED BY ANY OTHER MEANS AND/OR BIDS RECEIVED AFTER THE CLOSING DATE WILL BE CONSIDERED INVALID.

7. Completeness of Proposal

A proposal will only be considered if it contains all of the above information and documents and observes the provisions of the enclosed draft contract. Incomplete proposals may be rejected as otherwise it will not be possible to evaluate all proposals on an equal basis.

8. Participation by FAO

You should examine carefully the nature and extent of the participation in the contract performance by FAO as set out in Part III of the “Proposal Summary” as it is assumed that all other requirements for its successful completion are provided at the cost of the contractor. **You should therefore state in the appropriate space any additions or modifications which you suggest for a satisfactory performance of the framework agreement.**

9. Privileges and Immunities

FAO enjoys certain privileges and immunities which include exemption from payment of "IVA" (VAT), customs duties and importation restrictions.

10. Currency of Proposal and of Contract

Your proposal should be expressed in **Azerbaijani manat (AZN).**

May I take this opportunity of expressing our appreciation of your interest in assisting the Organization in the implementation of this undertaking.

Yours sincerely,



Ms. Melek Cakmak
Head of Office

Food and Agriculture Organisation of the UN
Partnership and Liaison Office in Azerbaijan

PROPOSAL SUMMARY

Instructions: Please complete the spaces left blank below. Prices should be quoted in **[USD]** and all documents are to be provided in English

PART I: Mandatory Requirements

- I certify to have submitted all the information/documents requested for the Mandatory Requirements set forth under paragraph 2.1 of the Letter of Invitation and which are:
- [...]

PART II: Commencement of Contract Performance

- I undertake to commence the performance of the contract within [X days/weeks] of the contract itself duly signed by FAO and complete the required services [X weeks/months] from contract start date.

PART III: Participation by FAO in the Contract

Either:

- I certify that the inputs to be provided by FAO, as set out in the Letter of Invitation are adequate and sufficient for a satisfactory contract performance;

or

- For a satisfactory contract performance, the following would have to be provided (please indicate the related costs only in your financial offer):

PART IV: Financial Offer

- I hereby confirm that I have completed **Appendix C** to the Letter of Invitation showing the costs proposed for the requested services.

PART V: Completeness of Proposal

- I certify that my proposal complies with **Appendix A** to the Letter of Invitation.
- I certify that I have submitted the duly completed **Appendix B** to the Letter of Invitation.

- I confirm having obtained all relevant data and information as regards risk, and any other circumstances which may influence or affect the performance of the contract, which have been duly taken into account in the formulation of this proposal.

PART VI: Certification of Proper Procedures

- I certify that my firm/organization (including all members of a consortium, if applicable) and its subcontractors are not associated, directly or indirectly, with the consultant or any other entity who prepared the terms of reference or other bidding documents for the project.
- I acknowledge that my firm is responsible for any consultant, including independent consultants, who assists in the preparation of offers and confirm that my firm has taken all measures to ensure that any independent consultant engaged to assist in preparing this offer has not and will not be involved in the preparation of another bid for another bidder for the same tender process.

PART VII: Conflict of Interest Disclosure

Either:

- To the best of my knowledge, I confirm that none of my firm’s representatives or employees has a current or former employment relationship with FAO, and none of my firm’s representatives or employees have a current or past relationship with an FAO staff member (family members, spouses, etc.).

or

- I have provided below details regarding the following representatives or employees of my firm who have a current or former employment relationship with FAO and/or who have a current or past relationship with an FAO staff member:

PART VIII: Contract Provisions

- I confirm that I have read and that I accept the standard provisions set forth in the said General Terms and Conditions for Services and I do not have any reservation.
- I certify that my firm has not and will not engage in corrupt, fraudulent, collusive, coercive, unethical or obstructive practices during the selection process and throughout the negotiation and execution of the contract.
- I confirm that my firm, including any affiliates, agents or subcontractors, is not subject to any sanction or temporary suspension imposed by an Intergovernmental or UN Organization, including any organization within the World Bank Group or any multi-lateral

development bank, or by an institution or body of an economic integration organization (e.g., the European Union). If my firm, or any affiliates, agents or subcontractors, has been subject to any temporary suspension or sanction by any such organization or a National Authority within the preceding three years, I have provided further information below:

I certify that my firm is not associated with any individual or entity appearing on the 1267/1989 list of the UN Security Council or with any individual or entity subject to any other sanctions or enforcement measures promulgated by the UN Security Council.

I confirm that the terms and conditions of the draft contract as enclosed with this Letter of Invitation are acceptable except for the reservations explicitly set out in this Proposal Summary.

PART IX: Validity of Proposal

This proposal is valid for acceptance for a period of TWELVE (12) MONTHS as from the deadline for the submission of the proposal indicated in the Letter of Invitation.

Name of Firm: _____

UNGM Number: _____

Mailing Address: _____

Tel: _____

Email: _____

Person(s) to contact:

Signature: _____

Date: _____

Name & Title: _____

Company seal: _____

APPENDIX A

STATEMENT OF SERVICES AND SPECIFICATIONS

1. Background

FAO Partnership and Liaison office in Azerbaijan, together with the Ministry of Agriculture of the Republic of Azerbaijan, is several projects under FAO-Azerbaijan Partnership Programme (FAPP) funded by the Government of Azerbaijan.

In order to ensure sustainability of the activities of the FAPP projects, an existing project website in both Azerbaijani and English languages will be developed to inform public on FAPP project activities and disseminate success stories, news releases, photo and video library and good practices. Along with this, relevant guidelines, training and learning materials and other documents will be uploaded to the FAPP projects website to provide easy access to interested users.

1 Scope of Work

2.1 General Provisions

- Service Provider will closely work with FAO (WEP Project Team, FAPP Manager and Communication Advisor) for the development of FAPP website and uploading relevant data. Respective contact details will be submitted to the Service Provider by FAO immediately after the contract conclusion;
- Successful completion of all activities will be certified by FAO (WEP Leading Project Consultant and FAPP Manager);
- Ministry of Agriculture will take over ownership, accountability and responsibility for software assets and products;
- Ministry of Agriculture agrees that the system is provided “as is”, and acknowledges that FAO does not warrant, guarantee or make any representations regarding the use or results of use of the software in terms of correctness, reliability, accuracy, fitness for purpose, information security or otherwise. Under no circumstance shall FAO be liable for any special, indirect or consequential damages;
- FAO will not retain accountability and responsibility for the data, operation, support and maintenance of the system and its services;
- FAO has no plans to retain any value to continue the output or upscale it for other countries/projects.
- Ministry of Agriculture will be responsible for continuing usage of the output and should develop appropriate plans for the sustainability of the system that is established.

2.2 Specific Provisions

- Website should be well-developed but flexible for changes (enabling to adapt to the needs of its users) at the same time;
- Content Management System that allows to update website quickly and easily. It should make possible to add and change logos as well as to extend/modify the chapters and sections of the existing structure

- Improvement work in Frontend CSS and JavaScript coding of FAPP (fapp.az) project website which will be developed
- Full improvement of Admin Panel in FAPP website which will be developed
- Construction of MySQL database structure
- The Service Provider should provide a domain under fapp.az
- The Service Provider should provide a hosting for duration of 3 years.
- Solution of the problem regarding email sending by filling in form
- Decreasing volume of photos existing in the base of website which will be developed
- Extension of future FAPP website memory for uploading the project events including videos, news, success stories, training materials and other relevant data
- Creation of email lists for sending out notifications regarding project events and other useful data
- Make recommendations for software, hardware, and other back-end applications related to the Website which will be developed
- The website which will be developed must have options to show number of visitors visited the website.
- Design and establish secure and interactive future website
- Service Provider should define what screen layouts are desired to look like, how the screens flow and their navigation should be established as part of the design;
- Service Provider must provide assurance of security of the infrastructure behind the web page and support content-filling of the web page for testing;
- Service Provider will arrange technical support to respective staff of the Ministry for possible modifications: adding/changing functionality of main sections, adding additional modules
- Service Provider must ensure regular consultancy and short-term training to respective staff of the Ministry to ensure sustainability of maintenance;
- Implement other relevant tasks in close collaboration with the Ministry.

3. Scope of Responsibilities

FAO Azerbaijan office with support and in close cooperation of the Ministry will provide the website developer with the following materials necessary for the carrying out of their task:

- hierarchical layout for web page including main page and other Sub-pages;
- content of each page in the Azerbaijani and English languages;
- the described and defined website elements such as logos, graphics, etc.

Service Provider is obligated to ensure timely delivery of a fully designed and constructed and functioning website.

4. Timeframe

All works must be completed 2 months after the issuance of the contract.

5. Outputs/deliverables

- Detailed work plan must be submitted one week after contract conclusion.
- Full functioned FAPP web site in both Azerbaijani and English languages;
- Trainings to the relevant staff of FAPP programme on the use and maintenance of developed website.
- Service Provider will report to WEP Project Leader through bi-monthly progress report and submit final report (latest 1 March 2022).
- The Company or individual will share detailed action plan for FAPP website which will be developed.
- Share detailed technical narrative proposal regarding development of FAPP website.
- Financial proposal with budget breakup.
- Technical documentation and user manual.

6. Confidentiality and proprietary interests

The Service Provider shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the Service Provider or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the Service provider under the assignment shall become and remain properties of FAO. This assignment will be administrated by the FAO, and all relevant rules, policies and procedures will apply. The use of logo for any items/events/labeling etc must be coordinated with FAO office and the written approval must be obtained prior to any use. All deliverables including products and information gathered and produced under this contract are to be considered of propriety nature.

7. Indicative List of Activities

1. Signature of the Contract by FAO and Service Provider.
2. Submission of the detailed work programme in acceptable English with updated/adjusted execution dates within three (3) days after entry into force of the Contract.
3. Implementation of the works according to the approved work programme.
4. Provision of information in acceptable English on status of works implementation throughout the assignment on bi-weekly basis by submitting short progress report including photo evidence to FAO.
5. Notification to FAO in acceptable English about successful completion of activities one week before the contract expiration date.

8. Schedule and method of payments

The FAO will pay instalments to the Service Provider subject of successful achievement of deliverables indicated below and upon receipt of original invoices, duly certified by the FAO Procurement Manager. The successful achievement of deliverables/services actually rendered will be confirmed by responsible FAO staff (i.e. (FAPP Manager)).

Payments for the services rendered shall be made in accordance with below deliverables (defined earlier), based on 3 instalments.

ACTIVITY PER DEMO SITE	AMOUNT
Upon approval of detailed work plan	%20
Upon submission of progress report and preparation of draft website for testing	%30
Upon development of final version of website and submission of final report on successful completion of all considered tasks, including trainings and consultancy	%50

APPENDIX B

DOCUMENTATION AND FORMS TO BE SUBMITTED WITH THE TECHNICAL PROPOSAL

A. Organizational Capacity

This section should provide corporate information and a brief description of the Proposer's present activities. It should focus on services related to FAO requirements. In addition to the company profile, Proposer should also provide letter from State Tax Services confirming that the Proposer has no tax obligations.

Proposer should describe its human and material resources that would contribute to successful performance of the Contract, in case of award.

The Proposer should also comment on its experience in similar projects with international and national organizations listing relevant projects conducted within the last five (5) years using the form in Appendix E, providing the evidence required for this tender. Additionally, electronic copies of the contracts should be provided as an evidence.

The Proposer may also provide reference letters from national or international companies/organizations for similar services accomplished.

B. Key Personnel

This section should fully explain the Proposer's resources in terms of personnel necessary for the performance of this requirement. Proposers should submit detailed CVs for the proposed personnel, using the form in Appendix D, including the following minimum key personnel (see section 2.1.7):

- One Web Manager;
- One Lead Designer;
- One Content Editor;
- One Developer

C. Proposed Methodology

Approach and Understanding the Statement of Services

This section should demonstrate the Proposer's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, providing a detailed description of the essential performance characteristics, and demonstrating how the proposed methodology meets the specifications.

This section should include the methodology, approach and implementation plan in order to complete the services described in Appendix A in maximum 2 months from contract signature.

Proposed timeline

Please provide a breakdown of all the activities you propose for the performance of the activities required together with the relevant information. The work plan should include all main activities and deliverables requested by FAO in Appendix A, as well as any additional value-adding activities and deliverables you are proposing.

Your technical proposal should also contain the following:

Risks/Mitigation Measures

This section should include the details on identification of the potential risks for the implementation of this proposed methodology that may affect achievement of expected results, and describe measures to mitigate these risks. Proposer shall provide a risk matrix describing the potential risks and proposed mitigation measures.

Appendix C**FINANCIAL OFFER FORM**

FAO requests that you submit your financial offer according to the format below. Please insert as many lines as you need. The main activities should correspond to the main activities described in the workplan. Please note that the below is a detailed breakdown of the **total costs** for the project. [PLEASE ADJUST FORM AS APPROPRIATE]

S/N	DESCRIPTION	UoM	QTY	Unit Price (AZN)	Total Price (AZN)
1.0	Services				
1.1					
1.2					
1.3					
1.4					
2.0	Personnel Costs				
2.1					
2.2					
2.3					
2.4					
3.0	Other costs				0.00
3.1					
3.2					
3.3					
3.4					
Total					

Appendix D**Curriculum Vitae Template**

Name:			
Position for this Assignment:			
Nationality:			
Contact information:			
Language Skills: (English) Excellent, Good, Medium, Poor	Reading	Writing	Speaking
Educational and other Qualifications:			
Summary of Experience: Highlight experience in projects.			
Relevant Experience (From most recent):			
Period: From – To	Company/Organization	Project Name Job Title/Position Responsibilities	
<i>e.g.</i> <i>June 2004-January 2005</i>	<i>e.g.</i> <i>XYZ Company.</i>	<i>e.g.</i> Project Name: Position(example) : <i>Event Management Expert</i> Responsibilities (example): - <i>Managed national/international events</i> - <i>Held meetings with hotels</i> - <i>Prepared event budgets</i> - <i>Managed the hosts/hostesses in the event venues</i> -	
<i>Etc.</i>			
References:	<i>(Name/Title/Organization/Contact Information – Phone; Email)</i>		
Declaration: I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. _____ Signature			

