

REF: CPF/BSLS/PROCUREMENT/RFQ/007

TO: (SUPPLIER'S NAME & ADDRESS)

QUOTATION NO: CPF/RFQ/DEVELOPMENT OF LASER WEBSITE /007

NOTES:

You are invited to submit quotation for item/service/material, etc as listed below:

- a) **THIS IS NOT AN ORDER.** Read the Conditions and Instructions below before quoting
- b) This Quotation should be submitted so as to reach the Client by **11.00 am on 06.08.2021**. Quotations should be dropped in the Tender Box at the Procurement Office on mezzanine floor, CPF House on or before the deadline date.
- c) Your Quotation should include all costs for delivery of the goods including duty, tax, delivery charges etc (All quotes must be inclusive of VAT where applicable).
- d) Supplier completes the highlighted sections only.

| Item No. | Item/Service Description | Qty | Unit Cost | Delivery Period | Total Cost | Remarks |
|----------|------------------------------|------|-----------|-----------------|------------|---------|
| I. | Development of LASER Website | 1 pc | | | | |

LASER PROPERTY SERVICES WEBSITE TERMS OF REFERENCE (TORs')

A. Background

Laser Property Services is a premier property services company offering residential and commercial real estate services and solutions. Laser seeks to offer professional real estate solutions through partnerships that safeguard the interests and goals of all stakeholders.

Laser offers services under the following areas:

- Project and Development Management

- Feasibility Studies & Investment Appraisals
- Real Estate Agency
- Property & Asset Valuation
- Property and Facilities Management

B. Objectives

The overall objective of this assignment is to develop a website for Laser Property Services in order to position the organization as the premier provider of real estate solutions; consistent with the company's mission.

Additionally, the website will:

- Provide an interactive platform for information sharing on all matters real estate that will be leveraged to position the organization as a thought leader in the real estate industry.
- Provide a platform to showcase Laser's real estate portfolio.

The web site should be based on the following technologies:

- PHP
- MySQL
- Apache server
- Server space used by web site: 4GB
- Content Management System

C. Scope of work

The services required and activities will include:

❖ Website Development

- i. Securing the existing site during the transition to the new platform; preservation of all current website content and functionality.
- ii. Incrementally migrate the web site to a standard Content Management Systems and implement new features that add value.
- iii. Use simple, cost-effective techniques to test designs with representative users before implementation of major features such as restructuring the main navigation menu.
- iv. Optimize the site for low bandwidth users.
- v. Develop open APIs onto our membership database
- vi. Implement a blog function with integrated Twitter, Instagram and Facebook posting

- vii. Browser compatibility. The site must be compatible with the current versions of the following browsers: Firefox, Internet Explorer, Safari, and Chrome, as well as Internet Explorer.
- viii. The site should be mobile friendly.
- ix. The site should have the SSLs required for the domain and sub-domains.
- x. The content on the site should be easily managed by the users.
- xi. Add a conference registration module that can be managed via the user.
- xii. Add a comprehensive search functionality to the website.

❖ **Search Engine Optimization and site analysis**

The contracted web development company will ensure the search engine optimization. The SEO work will include:

- Keyword research & analysis
- Site analysis
- Competitive analysis
- Site content optimization
- HTML code optimization
- Web ranking report

The contracted company will provide an annual and detailed reports analyzing progress, trends and areas to be improved. The reports should also include comprehensive and cumulative figures for downloads; as well as a competitor analysis.

SELECTION CRITERIA

The company should have:

- Proven experience of web design and support in the international development sector.
- Strong experience in developing in well-known and widely used open-source platforms.
- Understanding of End Users needs to match with adequate technical solutions.
- Strong track record in web site design; security and administration; Google analytics; Search Engine Optimization.
- Proactive verification by the contractor as a client, is satisfied with the service provided.

Official Use Only

| Quotation Opened by | | | | |
|----------------------------|-------------|--------------------|-------------|------------------|
| | Name | Designation | Date | Signature |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

CONDITIONS

1. The General Conditions of Contract for Procurement of Goods apply to this transaction. This form properly submitted constitutes the agreement to supply or provide the goods or services shown at the prices and within the delivery period stated overleaf.
2. The supplier's offer shall remain valid for 60 days from the closing date unless otherwise advised.
3. CPF shall not be bound to accept the lowest or any other offer.
4. CPF reserves the right to accept any offer in part unless the contrary is stipulated by the candidate.
5. Samples of offers when required will be provided free and before the closing date of the quotation. If not destroyed during tests they will, upon request, be returned at the candidate's expense, or may be collected by the owner.

INSTRUCTIONS

1. All entries must be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the bidder. Mistakes must not be erased but crossed out and corrections made and initialled by persons who are authorized to sign quotations.
2. Quote for each item separately, and in units as specified.
3. This form must also be rubber stamped by the bidder.
4. Each quotation should be submitted separately in a plain sealed envelope with quotation number endorsed outside. Descriptive literature or samples of items offered may be forwarded with the quotation.
5. Quotations may also be submitted electronically.
6. If you do wish to quote, please endorse the reasons on this form and return it, otherwise your name may be deleted from CPF's mailing list for the items listed here on.

7. By quoting you confirm that you have not engaged in any corrupt practices relating to procurement and if found to have done so at the time you will be liable for the sanctions contained in the CPF's Procurement Regulations.
8. Kindly note that you are required to attach CR12 and TAX COMPLIANCE CERTIFICATE.
9. Attach valid Ag-po certificate.