



CALL OF TENDERS

For the selection of a service provider for assistance to the UCLG-Africa on core app and web server infrastructure security and maintenance

The United Cities and Local Governments of Africa (UCLG Africa) is the umbrella organization and the united voice and representative of local government in Africa. It results from the unification of the three pre-existing continental groupings of local governments, namely the African Union of Local Authorities (AULA), the Union des Villes Africaines (UVA) and the Africa Chapter of the União das Cidades e Capitais Lusofonas Africanas, (UCCLA).

UCLG Africa is an institution that gathers 40 national associations of local governments from all regions of Africa as well as the 2000 cities that have more than 100.000 inhabitants. Therefore through its membership, UCLG Africa represents nearly 350 million Africans citizens.

UCLG Africa is a founding member of the United Cities and Local Governments (UCLG) world organization, and its regional section for Africa. UCLG Africa is currently headquartered in the City of Rabat, The Kingdom of Morocco, where it enjoys a diplomatic status as a Pan-African International Organization.

The UCLG Africa Secretariat consists of the Secretary General and the administrative staff at the UCLG Africa Headquarters and at the regional offices of UCLG Africa. The Secretary General is appointed by the Executive Committee and is the Chief Executive and Accounting Officer of the administration and secretariat of the UCLG Africa and is accountable to the Executive Committee. Its role includes managing the secretariat, supervising the regional offices of the UCLG Africa; and Taking charge of the implementation of activities and programs of the UCLG Africa.

I. NATURE AND OBJECT OF THE CONTRACT

1. Background

The UCLG Africa staff committed to update the website content through officers with limited experience in front and back end web content management whose capacities will be strengthened through guided learning and targeted support provided under the agreement's knowledge transfer component over its one year duration.

2. Content of the mission

The service provider will:

- Provide renewal service for domain name and web hosting of UCLG Africa
- Implement security and maintenance updates as needed (including to CMs, modules and core updates)
- Maintain the website's adaptability (according to devices screen size)
- Be responsible for ongoing maintenance (inclusive of version Updates, security updates, fixes bugs, and daily backups) of the websites ensuring that they continue to run smoothly and are protected from security threats.

3. Title of the Contract

Service contract for the assistance to UCLG Africa on core app and web server infrastructure security and maintenance

4. Eligible Conditions

Only service providers with proven experience are invited to submit their bid proposal for review and consideration. A short-list of three such service providers has been selected by UCLG Africa.

5. Duration of the Contract

The duration of the contract is one year covering the period from the 1st January to the 31th December 2020.

6. Budget

The budget available for the implementation of this contract, shall not exceed € **60,000**. Price is a factor in assessing bids.

7. Quotation

Prices must be quoted in Euro and amounts must be fixed and non-revisable throughout the entire period of the contract. Prices shall be presented in such a way that we get the cost of the release of each monthly issue.

8. Contractual Conditions

By submitting an offer, the tenderer accepts the conditions of this contract.

Submission of a tender binds the Contractor during the entire performance of the contract.

Once the UCLG Africa Secretariat has accepted the tender, it shall become the property of the UCLG Africa Secretariat and it shall treat it confidentially. It is the understanding of the contractor that UCLG Africa will not be held responsible for any liabilities or compliance to intellectual or other rights stemming from its realization of the contract's provisions.

The UCLG Africa shall not reimburse expenses incurred in preparing and submitting tenders.

9. No obligation to Award the Contract

The tendering procedure does not create any obligation for the UCLG Africa to award the contract.

Tenderers, which tender has not been accepted may not claim any compensation, including when the UCLG Africa decides not to award the contract.

II. STRUCTURE OF THE OFFER AND GENERAL INFORMATION

1. Documents to be submitted

- 1) Technical offer
- 2) Financial offer

2. Points to be noted

- 1) Offers shall be submitted as specified in the invitation to tender
- 2) Offers can only be submitted in English.
- 3) Tenderers shall carefully read and complete the tender declaration form (Declaration of Honor)
- 4) The technical offer shall explain in sufficient detail but in a concise manner how the tenderer plans to implement the services, following the technical specifications under point 5.3 below. CVs (personal brief professional history) of key persons such as project manager, editor, designer and technical assistant should be added to the technical offer. The tenderer shall also add references of similar services which are still ongoing or were recently carried out.
- 5) The financial offer must be expressed in EURO and should be inclusive of all fees and expenses.
- 6) When the whole service provision or part thereof would be sub-contracted it should be indicated in the technical offer, mentioning the part of the subcontracting in % of the entire service
- 7) Period of validity of the tender: 1 month from the deadline for the submission of tenders

3. Award criteria and non-compliance of tenders

- Award criteria and award of the contract

Services will be awarded according to the qualitative award criteria below.

The evaluation of quality will be based solely on the information provided by the tenderers in the technical offer

The contract will be awarded to the most economically advantageous offer satisfying all the service requirements described in this document.

The award will be calculated as follows:

Award Criterion	Weighting
Price of the tender	50%
Tender quality	50%

To be taken into account for possible award of a contract, offers must at least reach a 50% score for each of the quality criteria and at least 60% of the total number of points.

4. Other Information

The contract shall enter into force as soon as both parties have dated and signed both copies of the service contract

5. Closing date and time

5.5.1 Bid proposals are also to be submitted by electronic mail to the attention of Mr. Youssef TANARHTE no later than the 15 November 2019 at 17:00 pm Morocco time, on in PDF format.

5.5.2 Late bid proposals shall not be accepted.

5.5.3 Bid proposals submitted without the required information and documents shall be considered incomplete and subject to disqualification.