

REQUEST FOR QUOTATION (RFQ) –Services

Open bidding opportunity_all bidders	DATE: 20 August 2020
	IRENA REFERENCE: RFQ/2020/007

Dear Sir / Madam:

We kindly request you to submit your quotation for IRENA.org Design Uplift services details of which are in **Annex 1** of this RFQ as Terms of Reference (TOR)

Please be guided by the form attached hereto as **Annex 2**, in preparing your quotation.

Quotations may be submitted on or before 3 September 2020 and via Procurement@IRENA.Org to the address below:

International Renewable Energy Agency (IRENA) Headquarters

Procurement Office
Masdar city
P.O. Box 236
Abu Dhabi, United Arab Emirates

CONTACT PERSON:

Luay Naim Shalkhoub
lshalkhoub@irena.org , or procurement@irena.org

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by IRENA after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format.

Please take note of the following additional requirements and conditions pertaining to the supply of the abovementioned good/s or services: **NA**

Delivery Term [INCOTERMS 2010] (Pls. link this to price schedule)	<input type="checkbox"/> NA
Delivery Address / Location	IRENA Headquarters Masdar city P.O. Box 236 Abu Dhabi, United Arab Emirates
Method of RFQ Submission:	<u>RFQ for Services:</u> Two emails – One email marked as the Technical Offer, and the other marked as the Financial offer – submitted as separate sealed emails, clearly labeled with bidders name, address and the RFQ reference number. Quotation to be submitted to procurement@irena.org only
Delivery Date	Implementation schedule to be provided
Preferred Currency of Quotation ¹	<input type="checkbox"/> United States Dollars
Tax on Price Quotation	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes
Payment Terms	<input type="checkbox"/> 100% within 30 days upon IRENA's acceptance of the services (by deliverable) as specified and receipt of invoice
Conditions for Release of Payment	<input type="checkbox"/> Delivery of Goods / Services as per Purchase Order or Contract deliverables.
Other after-sale services / support required	<input type="checkbox"/> Not required – duration
Deadline for the Submission of Quotation	3 rd September 2020 – 17.00 hrs. UAE local time
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input type="checkbox"/> English

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies

Additional documents to submit	<input type="checkbox"/> Quality Certificates (ISO, etc.), if applicable, <input type="checkbox"/> Manufacturer’s Authorization of the Company as a Sales Agent and or Certificate of Exclusive Distribution rights if required and / or applicable, <input type="checkbox"/> Certificate of Registration, <input type="checkbox"/> Company Profile Others [pls. specify], <input type="checkbox"/> CV’s of personal to be engaged – in the case of RFQ for Services.
Warranties	All equipment provided shall have a minimum of one (1) year warranty covering both parts and services. NA All installed components should have a minimum of three (3) months warranty against installation defects. NA
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days
Partial Bids / Partial Awards / Split Awards	<input type="checkbox"/> Not permitted. Only for full quantities required items
Evaluation Criteria [check as many as applicable]	<input type="checkbox"/> For Services: proposals are scored on a combined score - Technical Offer is 70% (according to the technical evaluation criteria in the TOR) and the Financial is 30%. The cut off technical score is 70%.
Annexes to this RFQ	<input type="checkbox"/> Specifications of the Goods Required (Annex 1) or Terms of References (TOR) <input type="checkbox"/> Form for Submission of Quotation (Annex 2) <input type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3). Non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this bidding process.
Contact Person at IRENA for Inquiries	Luay Naim Shalkhoub Chief, Procurement Officer lshalkhoub@irena.org

- a. Goods / Services proposed shall be reviewed based on completeness and compliance of the quotation with the minimum specifications or as described in the Terms of Reference / Scope of Work (TOR/SOW) above and or any other annexes providing details of IRENA’s requirements.

- b. The quotation that complies with all of the specifications (TOR evaluation criteria) and requirements and offers the lowest price shall be selected. Any offer that does not meet the requirements shall be rejected.
- c. Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by IRENA. The unit price shall prevail and the total price shall be corrected. If the vendor does not accept the final price based on IRENA's re-computation and correction of errors, its quotation will be rejected.
- d. Any Purchase Order that will be issued shall be subject to the General Terms and Conditions herein attached hereto.
- e. IRENA is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with your preparation and submission of a quotation, regardless of the conduct or outcome of the selection process.
- f. IRENA reserves the right to accept or reject any Proposal, to render any or all Proposals as non-responsive, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Proposer, or any obligation to inform the affected Proposer(s) of the grounds for IRENA's action. IRENA shall neither be obliged to award the contract to the lowest price offer.
- g. Prior to the expiration of proposal validity, the contract may be awarded to the Proposer whose proposal is determined to be in the best interests of the Agency, based upon the evaluation method indicated in the Data Sheet and with due consideration given to the general principles governing IRENA procurement activities.
- h. At the time of award of Contract or Purchase Order (PO), IRENA reserves the right to vary the quantity of services and/or goods, by up to a maximum of 20%
- i. IRENA implements a zero tolerance on fraud and corrupt practices, and is committed to preventing, identifying and addressing all such acts and practices against IRENA, as well as third parties involved in IRENA activities.

Sincerely yours,

IRENA
Luay Naim Shalkhoub
Chief, Procurement Officer
20 August 2020



Annex 2 Terms of Reference ToR.

IRENA.org Design Uplift

1. Background

The International Renewable Energy Agency (IRENA) is the lead intergovernmental agency for the global energy transformation, mandated by its Members to promote the widespread and increased adoption, and sustainable use of all forms of renewable energy (RE). This concerns all forms of energy produced from renewable sources in a sustainable manner, which include bioenergy, geothermal energy, hydropower, ocean, solar, and wind energy.

The Agency's website, IRENA.org serves as a key communication tool and knowledge sharing platform. IRENA's digital ecosystem is built on Sitecore Content Management System. IRENA.org in its current shape was launched in November 2017. Since then, the website experienced an extensive content growth and increased traffic.

The Agency is currently looking to further improve the website design and mobile responsiveness. The Contractor (referred in this document thereafter as "designer") sought in this context is a web graphic design expert with strong understanding of website design and UX/UI design in general and experience in developing design for websites built on the Sitecore XP platform. The designer will work closely with IRENA's Communications and ICT Teams to develop a set of wireframes which largely reflect the current content whilst offering a modern, sleek and intuitive design. In addition, the designer is also required to develop a design which is easily adaptable to mobile devices and tablet screens, and can be implemented on Sitecore XP, taking into account personalisation feature of the system.

The project excludes:

- re-branding or re-structuring of the website;
- development of a sitemap;
- development of homepage navigation menu – the designer may propose a new solution for displaying level 2 sub-page menus.

The work under this assignment is focused on improving the look and feel of the page and mobile responsive design. The use of IRENA blue must be maintained as a dominant colour. The designer can propose an additional complimentary colour scheme which suits the current branding and follows the branding guidelines provided by the Agency.

2. scope of work

The project includes the following milestones:

Milestone 1: Preparatory phase: review of the current IRENA.org design.

The designer will start with the preparatory phase, including internal interviews with the Digital Communications Officer and project team and progress with the review of the current IRENA.org website. The designer will also thoroughly review the mobile display and responsiveness of IRENA.org.

Based on the findings, the designer will provide:

- A presentation of identified design issues, including mobile responsiveness issues;
- An overview of preliminary ideas for a new design, fully aligned with IRENA branding;

Subsequently, a concept discussion will be scheduled with IRENA Communication and project teams. During the session, priority areas of work will be defined.

Milestone 2. A concept for design improvements and the initial set of wireframes.

Based on discussions with the Communications and project teams, the designer will prepare a concept for design improvements and an initial set of wireframes, including:

- Homepage wireframes – 3 options are expected to be put forward for discussion. Current homepage:

<https://www.irena.org/>

- Press release wireframe, including accommodating for pull out quotes, links to related articles and other elements – 2 options are expected. Current example:

<https://www.irena.org/newsroom/pressreleases/2020/Jul/ADGM-Inks-Partnership-with-IRENA-to-Promote-Sustainable-Finance>

- Blog page wireframe – 2 options are expected.

The designer should account for up to 4 review rounds. The wireframes proposed must be compatible with the Sitecore XP platform, respecting Sitecore’s features, including the compatibility with Sitecore templates functionality, widgets and the personalisation feature.

Milestone 3. Visual design – home page

The designer will provide a draft visual design of all pages mentioned in Milestone 2. The design must comply with the existing IRENA branding (branding guidelines will be provided). However, extending the existing colour scheme is permitted to allow for creative input.

Milestone 4. Internal pages wireframes

The designer will prepare the following wireframes (2 options to be provided):

- A main topic page. Current example:

<https://www.irena.org/climatechange>

- Publication page, including proposal for featuring translations and publications in multiple formats available for download. Current example:

<https://www.irena.org/publications/2020/Jun/Renewable-Power-Costs-in-2019>

- Regional page. Current example:

<https://www.irena.org/africa>

- Statistics page. Current example:

<https://www.irena.org/Statistics>

- Country Profile page – new.

The designer should account for up to 4 review rounds. The wireframes proposed must be compatible with the Sitecore XP platform, respecting Sitecore’s features, including the compatibility with Sitecore templates functionality, widgets and the personalisation feature.

Milestone 3 and 4 can be executed simultaneously.

Milestone 5. Visual design – internal pages

The designer will provide a draft visual design of all pages mentioned in Milestone 2. The design must comply with the existing IRENA branding (branding guidelines will be provided). However, extending the existing colour scheme is permitted to allow for creative input.

Milestone 6. Final design

The final set of wireframes (8) and visual designs (8, delivered in Photoshop/Illustrator AI/InDesign) will be only accepted if compatible with the Sitecore XP functionality and features.

Milestone 7. Website visual style guide

The designer is expected to provide the website visual style guide, complementing IRENA branding guidelines. The visual style guide should include the colour palette, fonts, headings, reusable components etc.

duration and mode of work

This contract is expected to run from September 6th to 31st October 2020. The work is performed remotely. The consultant is expected to hold at least weekly meetings with the Digital Communications officer and the project team during the duration of the project.

Deliverables (dates are tentative and may require some change)

Deliverables		Delivery Date
D1.	Preparatory phase	15 September 2020
D2.	Initial set of wireframes	22 September 2020
D3.	Homepage final design	30 September 2020
D4.	Internal pages wireframes	06 October 2020
D5.	Internal pages design	15 October 2020
D6.	Final design files delivered	31 October 2020
D7.	Website visual style guide	31 October 2020

There is a possibility of extending the contract to include an additional design of wireframes after 31 October 2020.

The scope of work can be subsequently adjusted to include a development of HTML and CSS code for the provided wireframes after 31 October 2020.

Technical Evaluation

Stage 1

‘Mandatory Technical Requirements’ will be considered on a Pass or Fail basis – i.e. failure to comply with any of these points will disqualify the bidder for Stage 2 evaluation. **(attached hereto as annex 4) please fill in and return it back with your proposal**

Stage 2

Technical eligibility criteria

<p>1. Proposed team (20/100)</p> <ul style="list-style-type: none"> a) Structure and organisational chart of the design agency’s team including quality assurance and design review process. b) Creative director: relevant experience not less than 5-7 years, qualifications, and position with firm (attach CV) with focus on delivering for Sitecore XP an advantage. c) Web graphic designers and UX/UI designers: qualifications and relevant experience of similar

<p>scope and complexity (attach CVs of 2-3 staff with no less than 3-4 years of experience) with focus on delivering for Sitecore XP an advantage.</p> <ul style="list-style-type: none"> d) Programmer able to deliver proposed designs in HTML if necessary. e) Size of design agency, number of employees. f) Language capability of the team to speak and communicate in English language on professional working level.
<p>2. Company technical capacity (30/100)</p> <ul style="list-style-type: none"> a) International and national experience, with sufficient range and depth of experience with similar projects/contracts/clients. (A successful track-record in working for International Organizations would be an advantage). b) Professional expertise and knowledge in web graphic design, including best practice in mobile responsive design and capacity to design complex content webpages with news and publications sections. c) Experience in designing websites implemented on Sitecore XP. d) Capability to deliver the HTML code of the proposed designs if required at a later stage.
<p>3. Example of work (40/100)</p> <ul style="list-style-type: none"> a) The company must submit a preliminary website design concept for the home page and one chosen internal page based on review of current www.irena.org design. b) The company must submit minimum 3 examples of websites developed on Sitecore XP, supported with evidence of implementation on Sitecore XP. c) Shortlisted companies will be requested to submit a short video/ppt presentation + audio of the design concept.
<p>4. IMPLEMENTATION PLAN (10/100)</p> <ul style="list-style-type: none"> a) The company must submit a proposed implementation plan and indicate expected project duration.

Annex 2

SUPPLIER’S QUOTATION²

We, the undersigned, offer to supply the items listed below in conformity with the RFQ specification, terms and conditions:

Item No.	Description/Specification of services	Quantity	Unit	Total Price
1	IRENA.org Design Uplift as per deliverables in the ToR ³	1	lumpsum	
Total Prices of services in USD including VAT , if applicable				

Important Note; provide man-day rate for designated team in this project

Other Information pertaining to our Quotation are as follows:

Delivery Lead Time	Provide expected duration
Estimated weight/volume/dimension of the Consignment:	NA
Country(s) Of Origin:	NA

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of the Supplier’s Authorized Person]
 [Designation]
 [Date]

² This serves as a guide to the Bidder in preparing the quotation and price schedule.

³ Provide a details of cost per man-day and allocation of time of the designer or others.

Annex 3

General Terms and Conditions_ attached herewith