Direct contracting EU-Förderagentur

on behalf of Danube Strategy Point (DSP) - Service contract

**Annex 1**

**QUOTATION FORM**

**for
Relaunching the websites of the EU Strategy for the Danube Region**

Principal: EU-Förderagentur GmbH

 on behalf of the Danube Strategy Point
 Kaiserstraße 113-115/8
 1070 Wien

Contact person: Gabriele Radkolb
 Tel: + 43 (1) 89 08 088 2113
 e-mail: gabriele.radkolb@eufa-wien.at

**Direct contracting in under-limit negotiation proceeding without previous publication
pursuant to § 46 Abs 2 BVerG 2018**

Deadline for submission of tender: **12 April 2024, 12:00 CET**  (via email arriving at contact person)

Requests to submission of tender: **03 April 2024, 17:00 CET** (via email arriving at contact person)

We offer the tendered IT-Services within the scope of the project **Relaunching the websites of the EU Strategy for the Danube Region** for EU-Förderagentur GmbH (hereinafter referred to as “Principal”) under the tendered conditions as follows:

**1. SERVICES – FLAT RATE**

Reference is made to the services/requirements in the ToR (Annex 2) and the specifications (Annex 3). The modules to be priced are based on the modules of the specifications. Individual items are only listed here as examples.

 Price adjustments are excluded until 31.12.2024.

|  |  |  |
| --- | --- | --- |
|  |  | **Offer price in EUR (net)** |
| **Relaunch DSP** |
| **Module 0 – General*** Development cooperation
* Work packages and milestones
* Bug tracking and Change management procedure
* Compliance pursuant to DSGVO / GDPR compliance

<https://www.datenschutz-grundverordnung.eu/><https://eur-lex.europa.eu/legal-content/DE/ALL/?uri=celex%3A32016R0679> |  |  |
| **Module 1 – Database*** Definition of database functions / creation of the database structure
* Data transfer of all data (master data, settings, users, posts/events, newsletters, media data, gallery, forms, downloads, content,..)
* Database cleaning
 |  |  |
| **Module 2 – Import/Export** |  |  |
| * 2a) Export of website content via zip, xml, JSON

  |  |  |
| * 2b) Import/Export of files in a multiple file format (csv, xls, xlsx, json, txt, xml, zip, png, jpg, tiff, gif, pdf, mp4, mov, wmv, avi, flv, f4v, swf, svg, mpeg)
 |  |  |
| * 2c) Export of the whole website
 |  |  |
| **Module 3 – User management*** Logging (date-/timestamp Users)
* Roles and authorisations
* Registration procedure
* User password reset and change own data
 |  |  |
| **Module 4 – Non-functional requirements** * Usability
* Language version
* eAccessibility
* Responsive Design
* Software ergonomics pursuant to EN ISO 9241
* Security requirements
 |  |  |
| **Module 5 – Functional requirements** (detailed specification is part of the development cooperation)* Content
* Data collecting
* Versioning/Historisation of data
* Survey and evaluation of data/Generation of reports (.txt, .pdf, .xlsx, .csv)
* Posts, Pages, Videos
* Photo Gallery
* Document repository
* Social media links
* Tools:
	+ Form / Survey / Event / Newsletter tool
	+ Management of projects and monitoring
	+ SEO tool
 |  |  |
| **Module 6 - System*** Availability/Performance
* Backup
* Software architecture: easy expansion/adaption of functions – the architecture must be structured so that the database can be easily extended
* Plugins
* Technical conditions
 |  |  |
| **Module 7 - Documentation*** Technical description, Security description, Architecture documentation
* Interface description
* Description of SLA (operational management, troubleshooting, data administration, database and plugin updates)
 |  |  |
| * User manual
 |  |  |
| **Module 8 – SLA and operational management (except Hosting)**  |  |  |
| * 8a) Operational management (incl. application management) and support
 |  |  |
| * 8b) Monthly allotment of hours for continuous further development
 |  |  |
| * 8c) Training: Organisation and implementation of five online training sessions for Administrators, Editors and Authors (after the relaunch), with a duration of 2 hours each
 |  |  |

**2. Project references (max. 3)**

|  |
| --- |
| **Reference 1 - Title:** |
| **Country of performance**  | **Overall project budget** | **Principal** | **Project duration (start/end)** | **Website / Links** |
|  |  |  |  |  |
| **Project description** | **Service provided** |
|  |  |
| **Reference 2 - Title:** |
| **Country of performance**  | **Overall project budget** | **Principal** | **Project duration (start/end)** | **Website / Links** |
|  |  |  |  |  |
| **Project description** | **Service provided** |
|  |  |
| **Reference 3 - Title:** |
| **Country of performance**  | **Overall project budget** | **Principal** | **Project duration (start/end)** | **Website / Links** |
|  |  |  |  |  |
| **Project description** | **Service provided** |
|  |  |

**3. Proposal statement**

With our legally binding signature we irrevocably declare that:

* we agree with the conditions of the tender documents and that the information contained therein are sufficient to submit an offer;
* in case of order, we adhere the legal regulations applicable in Austria, in particular the existing labour and social laws;
* in connection with this tendering procedure, we were not involved in any competition-restricting agreements;
* we agree with the automatically processing of all data included in our submitted tender and with the reporting to the persons responsible for the audit of that;
* all statements and information in the submitted tender are complete, true and correct;
* our submitted tender is only based on our own method of calculating the price, there are no agreements with other tenderers which could be disadvantageous for the principal, contrary to public policy or the principle of competition, nor are there any pricing or cartel agreements, insofar as these are not legally registered cartels;
* our submitted tender and corresponding documents are based on our own documents and ideas and we will indemnify the principal from and against any claims by third parties based on infringement of intellectual and/or industrial property rights in this regard
* we waive all rights of rescission of this tender for reasons of error or frustration of contract.

(Place, Date) Bidder or Consortium leader if bidder consortium

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Company, signing person)
[the name of the person who has signed should also be added in a legible manner]

**4. APPENDIX**

Documents relating to tender:

4.1 Concepts which consists of

* Detailed information how the requirements will be implemented and ensured (which methodological approaches and what kind of guarantees by the tenderer)?
* Plan of time and resources of implementation and information which services are to be supplied by the contracting authority to ensure a corresponding delivery refer to the submitted tender.
* Quality/quality assurance standards of the service and the project implementation have to be explained.

4.2 Calculation basis (hourly rate for programming, hourly rate for consulting/project management, hourly rate for documentation) refer to the tender