

Clarifications

CFQ – Provision of Services relating to the layout of two printed publications, the enhancement of the NSO’s main website and the development of a separate website.

Clarification Document

Clarifications regarding NSO/3/2016

Q – *Can you give us a rough estimate of how many graphs/images will be in the publications?*

A – The publications will contain approximately 200 graphs/images each (an average of 2 per page)

Q – *How many copies of each publication are to be printed?*

A – Around 200 copies of each.

Q – *We need printing specifications to fully give you a specific quote on the publications (thickness of page, information regarding the cover, finishing, etc.)*

A – You can provide more than one option as long as the paper is of high quality. We would appreciate to hear your advice on the matter.

Q – *May you provide more information of what the new separate website will entail?*

A – The new separate website will be designed using SharePoint, since MITA shall be used to provide the (SharePoint) platform. The bidder should quote for the design of the website. The website will be operable for six months and it is not expected to get a large traffic volume.

The bidder should quote for the support of the website for a period of six months. We'll then see what such support includes, and whether it's worthwhile to go for the bidder's services or to have support internally.

The new separate website will not be very labour-intensive, and the most important components will be:

- (1) a news section for updates;
- (2) a section for the programme and meetings calendar;
- (3) a section dedicated to the legislative files containing a number of existing links;
- (4) a section dedicated to Reference Documents and useful links;
- (5) a section dedicated to the team.

Q – *Will the content of the current website remain the same or if there will be new content, can you please give us an idea of what this will entail?*

A – The content is not expected to change. It is only a question of how data can be found more easily on our website.

Q – *Regarding the enhancements to the NSO website, would we need to work on the platform supplied by your end, or can we use our own platform to make the changes ultimately discussed and does this include the design of certain parts of the website?*

A – The enhancements have to be made using the current platform which is the SharePoint. There is also a possibility that we would need to redesign certain parts of the website.

Q – *Could a core team member be foreign, living abroad? (eg. Web designer employed with the company)?*

A- As long as s/he works closely with our team and will be in a position to understand the organisation's mission and the people in order to deliver the expected outcomes.

Q – *Should the bidder be a consortium formed of two companies, would any specific procedural criteria relating to submission apply*

A – As long as the expected requirement specifications are met there should not be an issue.

Q – *Will the NSO consider an entire re-build of the site as our opinion is that the present site may need an entire overhaul?*

A – An entire re-build is not expected at this stage.

Q – *What is the maximum budget for this tender?*

A – Cannot be disclosed.