

Pre-bid meeting minutes

Development of the PLEASE project website, including providing solutions for website hosting (server) and maintenance, and provide website maintenance training

Date: Wednesday, 6 March 2024, from 13:00 PM to 14:00PM Sri Lanka Time

Location: online,

Reference: Procurement Event RFP/2023/50067

UNOPS attendees

1	Ruxandra Radu	Procurement Specialist	HQ, IPAS, Surge Capacity
2	Yasodhara Sujampathi KARIYAWASAM	Communications Senior Officer	SAMCO, PLEASE Project
3	Priyanga W. Jayasekara	Project Management Support Senior Officer	SAMCO, PLEASE Project

Suppliers

Cloudred

Exist Software Labs, Inc.

Trigyn

CSM Technologies Private Limited

White Cloak Technologies

Argu Soft India Ltd.

Cyfuture India Pvt Ltd

NTT Data

iTech Mission Private Limited

Silver Touch Technologies Ltd

Meeting Agenda:

1. UNOPS Introduction
2. PLEASE Project and the website requirement
3. Technical Q&A
4. Procurement Process
5. Procurement Q&A

Ref	Question received	UNOPS reply
1	After development has been done - how is the website going to be hosted?	Hosting is the responsibility of the bidder and UNOPS will not provide any environments - testing or otherwise
2	Who will provide the website content?	The content will be provided by the project team, UNOPS and PLEASE.
3	How will the translations be carried out?	UNOPS will NOT provide the translations. If there is a mechanism that will give the user the access to read the content in a preferred language, that would be ideal. A plug-in maybe. We are open to suggestions.
4	Hosting - what information is available about traffic information and what is expected	This is hard to predict at this stage. The current websites have a traffic of about 2000-3000 people a day.
5	Is there migration required from existing websites?	Yes. All of the content from https://www.please-project.org/ need to be migrated into the new website. www.sacepplease.org needs to be linked in the Home page as a button.
6	Sinalese language requirement?	The schedule of requirement revised states that " Sinhala is welcomed, but not mandatory." English is the mandatory requirement for this tender.
7	Are payment terms negotiable?	No, the payment terms listed in the tender

		are not negotiable.
8	What is the timezone/ working hours for the service provider?	9 AM to 5 PM Sri Lanka time, Monday to Friday.
9	What are the expectation of the site development and further enhancements?	We expect 80% of the website up and running by 10 June 2024. 20% will be related to event registration - a separate tab needs to be opened to provide access to event information and registration.
11	Some website functionalities	Knowledge management, publication, event registration Upload content, publish
12	Third party event management resources integrated with website?	Only a tab with all this data: A countdown needed/registration tab/ information on panelists - very simple Click registration - registration screen - data recorded in an excel sheet
13	What is the tentative budget for the website?	We do not disclose internal budget estimates to bidders. We encourage you to base your proposal on assessing the project requirements and the value your organization can provide.
14	CMS	Currently Squarespace but no preference. We would like a user-friendly CMS for the team.
15	Backing system - do we want, registration - login pages	This is referring to access for grangee to upload any content via particular website in each south asia country, this service is required
16	SEO - mow many social media handles need to be created	We have facebook we will have Youtube, Instagram, Twitter and LinkedIn. SEO of social media will be handled by the PLEASE team and the vendor is not required to facilitate SEO functions for the

		social media channels.
17	How much content on a monthly basis? Number of creators reels ?	<p>Hard to mention - weekly postings about two articles unless events are happening - During events about 5 articles would go up per week</p> <p>In terms of videos:</p> <ul style="list-style-type: none"> - Would be great to copy paste the Youtube link/ embed the Youtube link so that the video would show up on the webpage.
18	Is Google Maps service required?	<p>The project team envisages to have an interactive map which could show the locations in South Asia where the project is implemented and upon clicking on a location the website would take you to a page with specific information.</p> <p>Please look at unops website main page for a better understanding. However note that that the interactive map does not need a big level of complexity.</p>
19	What kind of documents will be uploaded on the website? Do you required CDN?	<p>Examples: Presentations, videos, photos, text.</p> <p>Youtube videos will be created for the project (by the PLEASE project team) and they will need to be uploaded/visible on the website</p>
20	Document repository? Document management system?	Yes, this is required. DMS supplied to suggest.
21	Different access required?	Limited to administrators, and the admins should be able to give access to external parties if needed. There should be the option to decide if the access is given as an editor or full access to the backend.