Sample

Overview

**Tender Return Date:** 01/06/20xx

**Return Tender to:**  Line 1

Line 2

Line 3

**Email:** info@sample.com

All Queries regarding this tender should be directed to the contact details above:

**General Instructions**

Competed tender submission should be returned by email or post to be received no later than the 1st of June 20xx.

Applicants are asked to read and understand the needs of the tender fully before responding and that any queries be directed ASAP to name.

1. Intention of web strategy
   * Provide a community based website that is inclusive for all entities using the centre.
   * Allow customers to view availability and book online.
   * Allow customers to pay with credit card or provisionally book on the same system.
2. About the Company

Text to go here

1. Functionality Requirement
   * Event Booking with and without payment facility
   * Ability to view each room layout available before booking
   * Ability to block out unavailable times
   * Events Calendar
   * Allow customers to visually see when a room is available with some sort of colour to indicate booked out and available
   * Allow staff to easily amend availability
   * Allow staff to update and maintain the site through a WYSIWYG type editing
   * Content Management System must be open source
   * Image Carousel
   * Contact Us
   * Site Map
   * Gallery of Images
   * Integration with Social Media
   * Mobile Friendly / Responsive Design
2. Search Engine Optimisation
   * Friendly URLs
   * Automated breadcrumbs
   * Editable metadata on each page
   * Generate XML site map for Google Webmaster
   * Google Analytics
3. Objective of the website
   * Provide a site that is functional and easy to use for all age groups.
   * Booking of Rooms
   * Events Calendar
   * Ability to get an overview of what the company is about
   * Gallery of Images / Video to showcase the Centre
   * Allow people to contact the centre easily
   * Showcase the services of the company
4. Graphic Design
   * The site must comply with existing identity/branding and colour schemes where possible
   * We are happy to take advice and suggestion on how this might differ or be changed to improve the site and back up the other criteria specified.
5. Rounds of Changes allowed
   * Give details of the rounds of changes allowed
6. Maintenance, Training & Support
   * Please include in your quote the price for training our staff in using the CMS, onsite.
   * Please include in your quote the price for CMS/Website user manuals, including the SEO and eCommerce elements.
7. Copyright Issues
   * Ownership of assets including the content and imagery is in sole ownership of the company
   * The system must be on an open source system
8. Hosting and Domain Requirements
   * Details of hosting and renewals
   * Location of hosting servers and company providing the service
9. Reference Sites
   * Please included reference sites of similar work
10. Time Frame
    * We envisage a period of 6 to 8 weeks from signing of project agreement to completion.
11. Company Information
    * Name of company, contact person, phone number, email
    * Place of business and postal address
    * Tax Clearance Cert
12. Proposed Team
    * Provide details of each person who will work on this project – name, role, qualification and relevant experience.
13. Fee Structure
    * Design Costs
    * Commissioning or Start-up Costs
    * 3rd Party Costs Incurred
    * Ongoing support and maintenance cost per annum, applicable for the FIRST year
14. Decision Process
    * Decision of awarding tender will be announced to the winning company on the 00/00/00