



Request for Quotation (RFQ)

Tender Directory support services

Request for Quotation (RFQ) Number	RFQ-21-2-11
Issuance Date	Mar 1, 2022
Closing Date	Mar 8, 2022
Closing Date - Timestamp	5:00 PM (GMT+3)
Method of RFP Submission	Submit via email to: turkey.tenders@buildingmarkets.org
Subject Line	Price quote for 21-2-11 Tender Directory support services
Submission Format	Email
Preferred currency of quotation	United States Dollars (USD)
Tax on Price Quotation	Must be inclusive of VAT and other applicable indirect taxes
Conditions for Release of Payment	All services delivered as per contract scope of work & deliverables
Period of Validity of Quotes starting on the Submission Date	30 Days
Evaluation Criteria	Financial Proposal (30%) Technical Proposal (70%) <ul style="list-style-type: none">● Expertise and experience in<ul style="list-style-type: none">○ WordPress management (20%)○ Salesforce integration experience with API management (15%)○ General web-site maintenance and management (15%)● HR capacity (10%)● References of similar work (10%)
Deadline for submitting questions	Mar 5, 2022

Who We Are

Building Markets is an award-winning non-profit organization that creates jobs and encourages economic growth by finding, building and connecting competitive local small and medium-sized enterprises (SMEs) to supply chains, investment, and growth opportunities. We have built a network of more than 25,000 verified SMEs and organizations, assisted them in winning over \$1.3 billion in contracts, and helped create over 70,000 jobs in some of the world’s most challenging environments. Building Markets is headquartered in New York City. For more information visit www.buildingmarkets.org.

Background

Building Markets is looking for a supplier to provide technical support to maintain and enhance the service delivery and user experience globally. The Digital Supplier will support Building Markets to update an existing online Tender Directory for service expansion and monitoring purposes. <https://buildingmarkets.org/tenders/>

Supplier Scope of Work

The ideal supplier is an agency with the core expertise and assets to deliver on the scope of work described below:

Location	Remote
Duration	March to June 30 2022
Summary	Building Markets is looking for a supplier to provide technical support to maintain and enhance the service delivery and user experience globally. The Digital Supplier will support Building Markets to update an existing online Tender Directory for service expansion and monitoring purposes. https://buildingmarkets.org/tenders/
Deliverables	<ol style="list-style-type: none"> Review the current format of the online Tender Directory(WordPress) and propose the most efficient and streamlined solution to: <ul style="list-style-type: none"> Track visitors to the site and engagement with tenders, including page views, clicks on various tenders, and which users download attachments associated with tenders. Introduce new filters on the web page to allow users to find tenders they are eligible for. Ensure functioning of APIs Support Building Markets with additional needs as they arise related to the Tender Directory(WordPress), such as fixing bugs and making further adjustments.
Technical Lead	Tarık Şabarek (sabarek@buildingmarkets.org) - Data and MMP Associate
Reporting Line	Bora Arıcan (arican@buildingmarkets.org) - Program Services Director

Goods & Services required

Item Number	Item Description	Detailed Specs	Quantity	Desired Delivery Date / or Supplier 'Turnaround' Time
1	Monthly Support services	Review the current format of the online Tender Directory(WordPress) and propose the most efficient and streamlined solution to: <ul style="list-style-type: none"> Track visitors to the site and engagement with tenders, including page views, clicks on various tenders, and which users download attachments associated with tenders. Introduce new filters on the web page to allow users to find tenders they are eligible for. 	3.5 months	14 March 2022 - 30 June 2022
2	Technical Support	Support Building Markets with additional needs as they arise related to the Tender Directory(WordPress), such as fixing bugs and making further adjustments.	3.5 months	14 March 2022 - 30 June 2022

Selection Criteria

Selection Criteria	Weighting	Available Points
Financial or Cost Proposal	30%	30 pts
Technical Proposal (if applicable)	70%	70 pts
Expertise and experience in <ul style="list-style-type: none"> WordPress management (20%) Salesforce integration experience with API management (15%) General web-site maintenance and management (15%) 	50%	35 pts
HR capacity	10%	10 pts
References of similar work (10%)	10%	10 pts

Only bids exceeding a Technical Proposal score of (42 out of 100) will be considered for financial evaluation.

Terms and Conditions

General Terms and Conditions

Building Markets will review all quotes and score them based on the above criteria. Preferred and backup suppliers will be selected, after which a contract will be signed between the parties.

A Firm Fixed Price (FFP) will be awarded as a result of this RFQ.

Building Markets is not bound to accept any quotation, nor award a contract/ Purchase Order, nor be responsible for any costs associated with the preparation and submission of a quotation, regardless of the conduct or outcomes of the selection process.

Building Markets reserves the right to accept or reject any Proposal, to render any or all Proposals as nonresponsive, 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 supplier, or any obligation to inform the affected supplier(s) of the grounds for Building Markets' action. Building Markets shall neither be obliged to award the contract to the lowest price offer.

While Building Markets prefers to work with a single supplier, the organization reserves the right to divide the work under this RFQ across multiple service providers. Prospective suppliers are encouraged to highlight areas of relative expertise when submitting their offers.

Conflict of Interest

Building Markets takes special care to comply with transparency, accountability and generally applied work ethics within all domestic and donor regulations, and international laws applicable to the countries where it operates.

Any attempts or suspicion of misconduct to influence the integrity of the procurement process, whether by Building Markets personnel or outside suppliers, will fully be investigated. By submitting your price quotation, you accept to immediately declare any potential conflict of interest, even if cursory or unintentional, upon becoming aware of such for immediate internal review by the organization. Failure to declare such conflicts of interest, even if accidental, may result in litigation.

Non-disclosure Agreement and International Compliance

By submitting your price quotation, you agree that in the event of being selected to undertake this project, any team members involved in the development of said project are willing to sign a non-disclosure agreement to maintain confidentiality of data involved.

You also agree to sign anti-terrorism and anti-fraud declaration forms, and have your name searched against an international database conducting terrorism background checks. There is no additional burden to you as a supplier; only consent is required.

Compliance with personal data protection laws

Building Markets is committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection. If you have any questions related to our personal data protection compliance, please contact our Data Protection Officer (dpo.turkey@buildingmarkets.org) or make a Data Subject Access Request, which can be accessed from our website (www.buildingmarkets.org)

For the purposes of this RFP/RFQ, the prospective supplier represents and warrants that it or any of its potential subcontractors are in full compliance with the Law on the Protection of Personal Data numbered 6698 (hereafter referred to as the “KVKK”) and any relevant applicable data protection legislation (hereafter referred to as the “Data Protection Regulations”).

Submission Instructions

To respond to this RFQ, prospective suppliers are required to submit the following documents:

Email submission	Email your technical and financial proposal to turkey.tenders@buildingmarkets.org with the subject line Price quote for 21-2-11 Tender Directory support services by 8 March 2022, 5:00 PM (GMT+3).
Submission Checklist	<p>Submissions to include:</p> <ol style="list-style-type: none"> 1. Financial Proposal: <ol style="list-style-type: none"> a. Price offer to include all relevant taxes including VAT, b. Price offer to exclude travel and lodging expenses, c. Annotate with notes to illustrate items requiring further clarification such as goods & service delivery timelines, taxes calculations, foreign exchange conversions etc. 2. A technical proposal, including <ol style="list-style-type: none"> a. Ability to deliver on the scope of work, b. Detailed work breakdown structure & timeline, c. Profile of key personnel including resumes and short bios, d. Portfolio demonstrating expertise in subject matter and previous experience delivering on similar scopes of work. 3. Three (3) professional references; 4. Earliest available start date to commence work or deliver the goods and services in this RFQ