

Request for Proposal for Website Development and Maintenance

Deadline for submitting the proposal: **11/06/2025**
The proposal should be submitted to: risteska@crpm.org.mk

General Guidelines:

All interested bidders may consult Annex 1, which contains a detailed description of the required specifications. Before submitting the bid, please carefully review the requested specifications. For any additional questions, the Center for Research and Policy Making will respond only via email at the address provided above.

A. INSTRUCTIONS FOR BIDDERS

1. Service Contracting Authority

The contracting authority is the Center for Research and Policy Making – Skopje, under the project: "*Civic oversight capacities for Budget Accountability and Transparency: BAT- Civil Society*"

Address: Cico Popovic No. 6-2/9, 1000 Skopje

Website: www.crpm.org.mk

Email: risteska@crpm.org.mk

2. Subject of Procurement

The subject of procurement is the development and maintenance of a BAT web platform in accordance with the technical specifications of the services provided in the Annex I to this documentation.

3. Contents of the Proposals

All proposals, correspondence, and documents related to this procedure exchanged between the bidder and the Contracting Authority must be written in the English language. The proposal must be prepared in accordance with the conditions provided, in electronic and/or printed form, using the templates attached.

- Annex I – Description of Services
- Annex II – Proposal Template (Technical and Financial Offer)

4. Method of Submitting Proposals

All interested parties shall express interest for this bid by sending a request for Annex I and Annex II to risteska@crpm.org.mk

Once carefully studied the Annex I - Description of services, the Annex II - Technical and financial offer should be submitted as a single document no later than **June 11, 2025**, by 4:00 PM, to the following address:

Center for Research and Policy Making – Skopje

Address: Cico Popovic No. 6-2/9, 1000 Skopje

or electronically to: risteska@crpm.org.mk

scanned, on official letterhead, with signature, stamp, and date.

Proposals submitted after the deadline will not be considered.

5. Eligibility

Any interested private individual or bidder has the right to submit a proposal.

6. Required Experience and Qualifications

Interested companies must meet the following experience and qualification requirements:

- Have developed at least **three (3) advanced web sites/platforms** in the past **three (3) years**;
- A team of at least **two (2) expert developers** must possess knowledge in the following technologies:
 - **HTML5**,
 - **CSS3** – for effective and optimized design,
 - **JavaScript** – client-side programming language,
 - **Ajax** – client/server technology for asynchronous HTTP calls,
 - **Bootstrap** – for responsive design,
 - **jQuery** – JavaScript framework,
 - **PHP** – the language in which the application is built,
 - **MySQL Server** – database management system.

7. Technical Offer

The technical offer must be submitted using the Proposal Template – **ANNEX II** and must include the following:

- A list and detailed description of relevant projects completed by the applicant in the past **three (3) years**, presented in **tabular format**. For each project, the **client and their contact information** must be provided.
- Detailed **CVs of at least two (2) experienced developers** who will be engaged for delivering this service.

8. **Financial Offer**

The financial offer must be stated as a **single total price** in **Macedonian denars**.

9. **Proposal Currency**

The offer price must be expressed in **Macedonian denars, excluding VAT**.

10. **Contract Award Criteria**

The most favorable proposal will be selected based on the **best value for money** principle. Quality criteria will include the **candidate's previous projects** and the **CVs of the expert developers**.

The selection will be conducted in accordance with the **procurement procedures of the Center for Research and Policy Making (CRPM)**.

11. **Notification of Award**

Upon completion of the selection process, **all bidders** will be informed about the acceptance or rejection of their proposal.

This notification is **for informational purposes only** and does **not carry legal consequences**.

The **successful bidder** will be notified of the acceptance of their offer **no later than 3 days** after the decision has been made.

The Contracting Authority reserves the right to request additional documents from the bidder.

12. **Payment Terms**

All amounts will be paid in **net values (excluding VAT)**, as the project is **exempt from VAT payment**.