**Request for Proposal (RFP) for Development of online resource center for SDG, ICPD and YPS**

1. **Organization Background**

**Association of Youth Organizations Nepal (AYON**), established in 2005, aims to bring youth organizations together to provide a common platform for collaboration, cooperation, joint actions and collective endeavors between youth organizations in Nepal.

AYON is a national network of non-government, non-religious, not-for-profit youth organizations in Nepal. It acts as an umbrella organization of youth organizations. It calls for coordination, network, support and cooperation from the government, non-government, business institutions, civil society and young people for collaborative actions for youth programs and policies

EPF is inviting quotations from eligible and responsible companies for web development services for the Development of online resource center for SDG, ICPD and YPS.

**Website Objectives**

Our goal is to optimize the user experience, for the first-time user and frequent visitor, through effective, consistent branding and the delivery of outstanding customer service during their website visit. We are looking for a design that provides every visitor with an interactive experience, easy navigation tools, an organized format, and responsive design elements for a range of platforms and devices.

1. **Services required**
* Undertake in-depth audit of the current status of organizational websites (Online Resource Center)– this should cover design and usability.
* Carry out the re-design and building of websites following briefing and close consultation with the AYON respective staff. The service provider should develop different design templates for the site. Offers for re-design and development should consider: easy usability of the interface, ability to upload different file formats, mobile optimization, integration of social platforms, and migrating current website content with subdomain.
1. **Requirements for applicants**
* Company profile
* A copy of the PAN/VAT registration certificate
* A copy of the Company registration certificate
* Latest Tax clearance certificate
* Quotation with price rate and time frame
* At least 3 years proven record of service provision in web development to I/NGOs and other organizations;
* Capacity to offer services in Nepali, English and Russian languages as needed.

**4. Prices**

Quotations must be expressed in Nepalese Rupees (NPR) and all-inclusive of any associated costs, included taxes and other fees. Applicants may put forward different options at different price points, and prices should reflect the services offered. All services must be clearly labeled and aggregated in the total price.

**5. Deadline**

The quotation and required documents must be submitted at ayon@ayon.org no later than 5:00 PM, on Tuesday June 22, 2021.

Please quote RFP in the subject line of your email. The following documents are required as part of the submission:

* *A copy of the PAN/VAT registration certificate*
* *A copy of the Company registration certificate*
* *Latest Tax clearance certificate*
* *Quotation with price rate and time frame*

Proposal Review/ Scoring Criteria

The received proposals will be assessed based on the criteria mentioned below

Company Profile – 30%

Legal Documents – 20%

Previous Work- 10%

Quotation– 40%

Total = 100%

The quotation should be valid for at least 30 days and must provide information on service time. Final selection will be based on favorable cost & services, service time/capability.

Hard copy of the quotation along with specified supporting documents requested can be submitted in a sealed envelope clearly marked “Quotation for Advertisement” at the following address:

Association of Youth Organizations Nepal (AYON)

Operation Office: Thapathali-11, Kathmandu, Nepal

Contact No: (+977) 01 4257680, (+977) 01 4241460

Deadline for submission of quotation is June 22, 2021, 5:00 p.m. Quotation received after the deadline will not be considered for evaluation.

AYON reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.