

BDHG

BELLEEK DEVELOPMENT AND HERITAGE GROUP

Request for Quotation for Creation, Hosting and Maintenance of the Belleek Heritage Village Website

Tender Deadline

Issue Date: 04th October 2021

Query Deadline: 11th October 2021

Submissions by 29th October 2021 (5.00pm)

Emailed to: andymurie@belleekdhg.co.uk

Issued on 10th September 2021 by Belleek Development and Heritage Group, 259 Boa Island Road,
Tawnynoran, Belleek, Co. Fermanagh BT93 3EL



1. Introduction/Background

1.1 Invitation to quote

Belleek Development and Heritage Group (BDHG) seeks quotations from suitably qualified organisations or individuals for the design, build, hosting and maintenance of a website www.belleekheritagevillage.com and additional services from the initial period 30th November 2021 to 31 March 2023. The following sets out the general requirements and process to follow.

1.2 Introduction to Belleek Development and Heritage Group

Belleek Development and Heritage Group was established in 2019 to create a sustainable model encompassing Belleek district's unique heritage by promoting, developing, and raising awareness of conservation protection, management of the local environment, historical buildings, and other structures for the benefit of the public.

To take advantage of and improve recreation opportunities both outdoor and indoor for the benefit of the public, through the promotion and provision of health and well-being advice, sporting events and development of local clubs dedicated to the provision of sports and well-being. To make a positive difference for the local people, groups, surrounding hinterland and visitors to the area.

To create and encourage a partnership approach and collaborative relationship between intergenerational, cross border, cross community, local authority, governmental and voluntary bodies without prejudice of religion, race, gender, or political persuasion to achieve our targets and aims.

To raise awareness, promote and secure the provision of social services and educational and recreational facilities within the area of benefit according to the needs of the local community.

1.3 Belleek Heritage Village

Belleek is placed at the most westerly point of the UK on the border with Donegal. It is a picturesque village with a world famous pottery located within its boundary, overlooking the River Erne. The village requires an online presence that will support it as a place to promote, inform, educate and celebrate its history and cultural heritage.

1.4 BDHG Objectives

The vision for Belleek is to develop it as a heritage village, celebrating its unique history, its connection to world renowned Belleek Pottery, to both the river and Lough Erne and its location as a border village. The village brand is traditional, it's welcoming and is a celebration of its cultural and community focussed heritage.

To connect and engage people with their unique landscape by developing skills, improving confidence and providing opportunities to learn, change perceptions and influence its management.

To improve and protect biodiversity, conserve the built heritage of our unique landscape, and involve communities in its protection, interpretation, and conservation.

To create and improve physical and intellectual access to and around the Lough making it a better place to live, work and visit.

To engage with communities to generate pride in their unique cultural heritage, to celebrate and be emotionally and physically involved with it.

1.4 Key Audiences

- Community
- Visitors – independent travellers
- Business community
- Prospective businesses
- Tour Operators
- Stakeholders including council, waterways Ireland, LELP

2.0 Belleek Heritage Village Website

The BDHG would like to create a brochureware website for the village, telling its story, promoting its history and heritage, local businesses and to be a platform where people can go to find out more about Belleek. The selected supplier will be required to create a website for Belleek Heritage Village as well as providing maintenance and support services to BDHG from 30th November 2021 up to and including the 31 March 2023.

2.1 Website Requirements

- To represent the brand values
- To ensure those who arrive at the site can easily navigate it
- To offer a platform to list local businesses
- To showcase the history and heritage of the village and surrounding area
- Links to all social media profiles
- Facility to gather potential customer email addresses for future email campaigns

2.2 Technical Specification

- Website must be fully responsive
- All tools and content are optimised for all digital devices and via all internet browsers.
- Fully SEO compliant, and fully optimized for organic search
- Site must be HTTPS encrypted with a valid SSL certificate
- WordPress CMS is strongly preferred (version 4.9.6)
- CMS must facilitate the adding/amending of content and simple code changes by Mahon's
- Site must include a robots.txt file
- Site must include an XML sitemap
- Site must facilitate the uploading of resources such as menus and brochures as downloadable PDFs
- Images to be hosted on a CDN
- Completed enquiry and contact forms must generate a unique confirmation page
- Page load time should be aimed at being <3 seconds
- Page size should be <500MB where possible
- Average server delay should be <1.3 seconds
- Number of resources per page should be <50

2.3 Main Navigation

- Home
- History and Heritage
- Places to Stay
- Things to Do: attractions, events, activities
- Local Businesses List
- Village life blog
- Get in Touch

*Please note that this list is indicative and will be finalised on appointment of web developer.

2.4 Content

Each option on the main navigation should click through to its own page. For some items, a drop-down menu will be required

- Home – *About Belleek village*
- History and Heritage - *drops down to tab titles on Belleek Pottery, River Erne, Castle Caldwell, Belleek Marina, Keenaghan Abbey.*
- Places to Stay - *Drops down to B&B and Self Catering*
- Things to Do - *Drops down to attractions, events, activities, volunteering*
- Local Businesses List - *Retail, Grocery, Gift, Motor, Hair and Beauty, Eateries*
- Blog
- Get in Touch – *Contact Form*

Regular blogging will form a part of the strategy going forward. The blog on the site should facilitate the uploading of text and media. We want a visually impactful site which showcases the village in a clean and uncluttered manner

2.5 Additional

- Website backup performed weekly.
- Support services should be provided via email, telephone support and remote access with a response from provider within 24 hours of initial request.
- Update of WordPress and all relevant software and plugins with latest security release (10-15 plugins, 1 paid plug-in)
- Annual renewal and implementation of SSL Certificate
- Update hosting server environment with latest security updates, i.e., PHP, MySQL & Apache

BDHG may occasionally require additional services such as on-site assistance or support in the development of new sub-sites or portals - Hourly or daily rates should be provided as an optional cost.

BDHG wish to evaluate usage (and provide analytics) of the website over the time period please could you demonstrate how your company will be able to provide this information and what packages you would use. Also provide a cost for this optional service.

3.0 Timescale and evaluation

3.1 Key deadlines

Activity	Date
Date for request of quotes	04 th October 2021
Submission query deadline	11 th October 2021
Quotation submission deadline	29 st October 2021
Decision Award Date	05 th November 2021

3.2 Quotation Evaluation

Quotations will be assessed on the following criteria:

Experience of:

- the organisation delivering similar activities
- the team involved in the maintenance, hosting and design services on offer.

Cost of:

- The website hosting from 30th November 2021 – 31st March 2023
- Maintenance from 30th November 2021 – 31st March 2023

Hourly rates for:

- On-site assistance or support in the development of new sub-sites or portals
- Upload and edit content on the web pages
- Professional design service

Cost for evaluation and analysis (monthly rate)

Attribute	Weight	Details
Experience	30%	Please tell us about any previous experience in similar contracts
Price	70%	Please provide full costings for each of the elements highlighted above
Total	100%	

TENDER RETURN FORM belleekheritagevillage.com

Tender	BELLEEK DEVELOPMENT AND HERITAGE GROUP belleekheritagevillage.com website											
Name of Organisation, Individual submitting tender												
Date tender is submitted	Date submitted											
Relevant experience and expertise	<p>Please provide details in this text box and highlight relevant experience of successful completion of similar projects, ability to deliver the requirements of the contract.</p> <div style="border: 1px solid black; height: 400px; width: 100%;"></div>											
Cost (Inclusive of VAT)	<p>I/we hereby offer to provide the above-mentioned goods/service as detailed in the attached specification and invitation to tender for the costs as set out below:</p> <table border="1" data-bbox="791 1630 1366 1968"> <thead> <tr> <th data-bbox="791 1630 1182 1666">Element</th> <th data-bbox="1182 1630 1366 1666">Cost</th> </tr> </thead> <tbody> <tr> <td data-bbox="791 1666 1182 1733">Website Design, Layout and functionality</td> <td data-bbox="1182 1666 1366 1733"></td> </tr> <tr> <td data-bbox="791 1733 1182 1832">Maintenance and Website Hosting 30 November 2021 – 31st March 2023</td> <td data-bbox="1182 1733 1366 1832"></td> </tr> <tr> <td data-bbox="791 1832 1182 1930">Google Analytics + Evaluation Cost 30 November 2021 – 31st March 2023</td> <td data-bbox="1182 1832 1366 1930"></td> </tr> <tr> <td data-bbox="791 1930 1182 1968">Total</td> <td data-bbox="1182 1930 1366 1968"></td> </tr> </tbody> </table>		Element	Cost	Website Design, Layout and functionality		Maintenance and Website Hosting 30 November 2021 – 31 st March 2023		Google Analytics + Evaluation Cost 30 November 2021 – 31 st March 2023		Total	
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BELLEEK DEVELOPMENT AND HERITAGE GROUP

Belleek Development and Heritage Group is Registered with The Charity Commission for Northern Ireland NIC108071

Conflict of Interest	
Undertaking by Contractor	<p>The essence of tendering is that the client shall receive bona fide competitive tenders from those tendering. In recognition of this principle, I/we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of our tender by, under or in accordance with any agreement or arrangement with any other person. I/we also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts: Communicating to a person other than the person calling for the tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender; offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done work in relation to this or any other BDHG tender.</p>
Certificate as to Canvassing	<p>I/we certify that I/we have not canvassed or solicited any member, officer, or employee of BDHG in connection with the award of the tender or any other tender or proposed tender for the goods and services and that no person employed by me/us or acting on my/our behalf has done any such act.</p> <p>I/we further hereby undertake that I/we will not in future canvass or solicit any member, officer or employee of the Authority in connection with the award of this tender or any other tender or proposed tender for the goods and services and that no person employed by me/us or acting on my/our behalf will do any such act.</p>

Every effort has been made to ensure this documentation contains all the necessary information for completion of quotations. Any questions or clarification requests regarding the quotation documents should be submitted by email to andymurie@belleekdhg.co.uk no later than noon on the 11th October 2021. Belleek Development and Heritage Group will endeavour to reply to all queries no later than 15th October 2021.

TENDER CONFIRMATION

Tenderer			
Terms and Conditions			
<p>The basis of the contractual agreement between Belleek Development and Heritage Group (BDHG) and the applicant is detailed in the BDHG Terms and Conditions. In applying for this work, you are explicitly agreeing to be bound by these Terms and Conditions for the duration of the contract. If you require any alterations to these Terms and Conditions, please state your issues below. (Attach separate document if required).</p>			
<p>I/we have read and understand the Terms of Contract and the supplementary statements and policies and agree:</p> <p><i>To the terms and conditions set in this Quotation, to any additional terms and conditions set out in the specification, that having completed this form a binding contract shall be made by this Quotation and our acceptance thereof.</i></p> <p>(A BDHG name will be added on contract acceptance)</p>			
Name		Date	
Name (BDHG)		Date	
<p>Please note: a name added in an electronic document is functionally equivalent to a signature.</p>			
Address			
Telephone number			
Email			
VAT Registration Number			

- Quotation prices must reflect all circumstances affecting, or likely to affect, the provision of the goods/services.
- Quotations received after the specified date and time will not be considered.
- BDHG are not bound to accept the lowest or any submission.