



To Whom it May Concern

Leuven, Friday 5th August 2022

## Requisition for Tenders

EUFAMI is now inviting contractors to tend for the design and development of a new fully integrated and interactive website platform.

### About Us

EUFAMI is a democratic organisation, registered in Belgium as an international non-profit organisation. We have an ongoing commitment to improving care and welfare for people affected by mental illness. We also enable our member organisations to act jointly at a European Level, combining their efforts and sharing experiences.

EUFAMI's mission is to represent all family members of persons affected by severe mental ill health at European level so that their rights and interests are recognised and protected.

Founded in 1992, the organisation has since been supporting, developing and also taking part in a number of programmes, by bringing its member associations together effectively, disseminating information and sharing good practices successfully, in an effort to improve standards of treatment, care and quality of life of people with mental ill health and their family carers and friends.

### The request

EUFAMI became active in the social media by setting up a website in 2010 and creating social media accounts from 2011 onwards (Facebook, Twitter, Instagram, LinkedIn).

EUFAMI currently has a WordPress based website ([www.eufami.org](http://www.eufami.org)). We are currently undergoing a strategic and operational review, which includes the development of a modern, fully functioning website capable of supporting and illustrating the objectives of EUFAMI.

The new website must have full functionality including interactive social media capacity with an emphasis on easy access and navigation. The site must be responsive and attractive with an efficient and prompt content management system.

EUFAMI is an NGO founded 19.12.1992 under Belgian law (nr 451 967 342). EUFAMI has members in Austria, Belgium, Bulgaria, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Lithuania, Malta, Netherlands, Portugal, Russia, Slovenia, Spain, Sweden, Switzerland and United Kingdom.

EUFAMI is a full member of EPF (European Patients Forum).

EUFAMI is working with major European organisations, such as the EU and the World Health Organisation (WHO) to help improve the quality of life of persons affected by mental illness

## General Requirements

### Functionality

Specifically, we require:

- A fully designed, integrated platform to include loadable visual and video graphics and text
- The construction of the platform site with an accessible and easy to use content management system
- Development of EUFAMI members' area login
- Development of PROSPECT Project area login (public)
- Development of PROSPECT Project partners' area login
- Option for other future projects login areas
- Effective and accessible interfacing with social media platforms
- Events calendar
- Donations / merchandising
- Interactive – polls, comments
- Public and private areas

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### Graphic Design

- Design must comply with existing identity
- Advice on improvement of graphic design welcome

### Round of Changes allowed

- Please give details of the rounds of changes allowed

### Hosting and Domain Requirements

- Copyright Issues - Ownership of the website, content and imagery will be in sole ownership of EUFAMI

### User Training

- Please include a 3-hour workshop on website management training

### Timeframe

Project to commence 1<sup>st</sup> October 2022 with a completed and fully functioning platform by end of December 2022; for launch on 1<sup>st</sup> January 2023.

This is a call for an open bidding on a tender to supply services in line with contractual deliverables. The tender applications for this project must include all taxes and fees.



Tender bid should include:

- Name, contact person and details
- Company registration details and Tax number
- The proposal
- Proposed Team members
- The proposed budget
- Indicative work plan

## Response Instructions

Interested bidders can request a copy of the technical specifications document by emailing Dimitra Stefanopoulos, Comms and Admin at [project.admin.office@eufami.org](mailto:project.admin.office@eufami.org).

Potential registered contractors who are legal entities should submit their CV and a proposal with a suggested budget to include all taxes and fees to the above named on or before 19<sup>th</sup> September 2022.

## Decision Process

The selection of the preferred bid will be based on a combined assessment of the presentation and cost.

Specifically each tender will be assessed on the basis of:

- Demonstrated knowledge and understanding of the brief
- Proven track record
- Experience in relevant methodologies
- Knowledge and experience of working with international organisations including Non-Governmental Organisations
- Cost relative to proposal and not necessarily the lowest

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