**COMMONWEALTH SECRETARIAT**

**MARLBOROUGH HOUSE, PALL MALL, LONDON SW1Y 5HX**

**(*IN STRICT COMMERCIAL CONFIDENCE*)**

**Tender:**

332-2015; Youth Development Index Website Developer

**Return Date: Friday 12th February 2016 at 10am (10:00:00)**

**Contract Award: 3rd March 2016 (estimated)**

**Questions E-mail only: FMSProcurement@commonwealth.int**

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# Introduction

The Commonwealth Secretariat is an international organisation with its HQ based across two buildings on Pall Mall, London. The Commonwealth Secretariat implements decisions agreed by Heads of Government and Ministers through advocacy, coalition–building, information sharing, analysis, technical assistance, capacity-building, and advice and policy development.  
General Instructions

# Invitation

* + 1. The Commonwealth Secretariat invites companies to provide goods or services in accordance with the specification listed in Section 3 Scope of Services.
    2. This is a single stage tender process with a submission to this Invitation to tender.
    3. The tender bid received that is deemed the most economically advantageous tender (MEAT) shall be awarded the contract, the weighted award criteria shall be based on:
    4. Qualitative – 60%  
       1. The sub weighting is marked in Section 4.
    5. Price – 40%  
       1. Pricing shall be calculated as Lowest Bid (that meets the specification in full) to be afforded the full points, all Other Bids to be a percentage from the benchmark. E.g. (LB/OB)\*0.4 = Score.
    6. Please note, all pricing shall be considered when creating a mean average price.
  1. Submission of Tenders  
     1. The tender documents comprising TWO bound original documents and a USB version (in an editable Microsoft Word document format) to be returned bearing no identifying marks or logos on the outer packaging/envelope, to reach The Commonwealth Secretariat no later than the deadline stated marked for the attention of:   
          
        Procurement Team – Facilities Management Section  
        Tender Response – (332-2015)

Commonwealth Secretariat,  
Marlborough House,   
Pall Mall,   
London   
SW1Y 5HX

* + 1. Return deadline is 12pm (12:00:00) on Friday 12th February 2016,Tenders received after this deadline will not be considered.
    2. Unless indicated otherwise, all prices should be quoted in Pounds Sterling. Prices quoted should exclude VAT but must indicate clearly where VAT is applicable and where items might be zero-rated.
    3. The Commonwealth Secretariat is not exempt from VAT, where it is chargeable it will be added to the total cost and be considered as the total cost of your tender bid.
    4. You should submit your offer based on the Section 3 Scope of Services below.
    5. It is incumbent on you to ensure that you have all the information required for the preparation of your tender and that you are satisfied about the correct interpretation of terminology used in this documentation. You must also ensure that you are fully conversant with the nature and extent of the obligations should your tender be accepted.
    6. Tenders are to be valid for a minimum of ***120 days*** from the closing date for the submission of the tenders.
    7. The Commonwealth Secretariat reserves the right to cancel the tender at any time during the process for lack of response or for other reasons deemed appropriate by The Commonwealth Secretariat.
    8. The Commonwealth Secretariat does not undertake to accept the lowest tender and reserves the right to accept any part or all of any tender or tenders.
    9. The Contractor is required to complete the Schedule 2b using the formatting provided (additional lines may be added) using fixed costs based on a break down. Where assumptions are made, these must be clearly documented so that where amendments may be necessary, the contract price is adjusted in a transparent manner.
    10. The Secretariat will carry out an evaluation of the tender bids using the weighted criteria method as described in section 2.1. The Secretariat will select a Preferred Bidder which will be taken forward to contract award. The Secretariat reserves the right to appoint a Reserve Preferred Bidder which The Secretariat would take forward to contract award if any contract negotiations with the Preferred Bidder are unsuccessful.
    11. Award of contract may be subject to negotiations of a menial nature with the Preferred Bidder at the sole and absolute discretion of The Secretariat. Such negotiation would be limited to contract terms as identified in the tender bid or any other matter as required by the Secretariat.
    12. The Secretariat reserves the right to terminate any negotiations at any time for any reason. If negotiations with the preferred bidder cannot be settled within 30 days of award of contract, The Secretariat may choose to invoke the Reserve Preferred Bidder for award of contract instead.
    13. The Secretariat will decide on the award of contract following successful negotiations (if any).
    14. The Contract prices and rates are not subject to change during the contract period.
    15. By taking part in this tender all bidders commit to the following:

I/We hereby certify that I/We have not canvassed or solicited any member officer or employee of the Secretariat in connection with this tender submission / award of this Contract or any other Contract or proposed Contract for goods / services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/We will not in the future canvas or solicit any member officer or employee of the Secretariat in connection with this tender submission / the award of this Contract or any other Contract or proposed Contract for Services and that no person employed by me/us or acting on my/our behalf will do any such act.

I/We hereby confirm that should such person act as described my/our Contract shall automatically be subject to termination on grounds of misrepresentation and failure of my/our duty to disclose.

* + 1. Contact for further information

E-Mail: [FMSProcurement@commonwealth.int](mailto:FMSProcurement@commonwealth.int)

All queries must be in writing. Questions and replies will be circulated to all parties invited to tender. The source of the query will not be identified.

# Schedule 1 – Basic Contractor Information

Please provide details relating to your registered offices, legal status and date of incorporation.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Company Name* |  | | | Legal Status | |  | | |
| *Company Address* |  | | | Date of incorporation | |  | | |
| *Post Code* |  | | |  | |  | | |
|  | | | | | | | | |
| Provide evidence you have an office in London which is able to supply the service. *If your registered offices are not in London, please give details of the office that is:* | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| In the event of utilising a third party, on your behalf for any part of the services, please provide the full details of the secondary supplier including but not limited to name, address, duration of working relationship etc. | | | | | | | | |
|
| *Company Name* |  | | | *Duration of working relationship,* | |  | | |
| *Company Address* |  | | | *reason for use* | |  | | |
| *Post Code* |  | | | *Any other relevant information:* | |  | | |
|  | | | | | | | | |
| Those wishing to be considered should provide a statement disclosing their audited annual turnover / turnover per annum for the past three (3) years. | | | | | | | | |
|
|  | YEAR 1 -2014 | | YEAR 2 – 2013 | | | | YEAR 3 - 2012 | |
| Organisation Annual Turnover |  | |  | | | |  | |
|  |  | |  | | | |  | |
| Please provide the contact details of three reference clients with whom you provide similar Services required by The Commonwealth Secretariat in the boxes below. – The referees will not be contacted until the final stage of our tender process. Experience of working with international organisations or public sector bodies would be an advantage. | | | | | | | | |
|  | | | | | | | | |
|  | | *Reference 1* | | | *Reference 2* | | | *Reference 3* |
| *Company Name* | |  | | |  | | |  |
| *Company Address* | |  | | |  | | |  |
| *Post Code* | |  | | |  | | |  |
| Telephone | |  | | |  | | |  |
| *Email* | |  | | |  | | |  |

## Schedule 1.1 Suitability Assessment Questions

**Grounds for Exclusion**

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

1.1.1 With in the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?

|  |  |  |
| --- | --- | --- |
| **Please Mark ‘X’ In The Relevant Box** | **Yes** | **No** |
| 1. Conspiracy as defined by the legislative or judicial bodies in your jurisdiction. |  |  |
| 1. Corruption as defined by the legislative or judicial bodies in your jurisdiction. |  |  |
| 1. Bribery as defined by the legislative or judicial bodies in your jurisdiction. |  |  |
| 1. The offence of cheating the Revenue as defined by the legislative or judicial bodies in your jurisdiction. |  |  |
| 1. The offence of conspiracy to defraud as defined by the legislative or judicial bodies in your jurisdiction. |  |  |
| 1. Fraud as defined by the legislative or judicial bodies in your jurisdiction. |  |  |
| 1. Theft as defined by the legislative or judicial bodies in your jurisdiction. |  |  |
| 1. Fraudulent trading as defined by the legislative or judicial bodies in your jurisdiction. |  |  |
| 1. Fraudulent evasion as defined by the legislative or judicial bodies in your jurisdiction. |  |  |
| 1. Destroying, defacing or concealing of documents or procuring the execution of a valuable security as defined by the legislative or judicial bodies in your jurisdiction. |  |  |
| 1. The possession of articles for use in frauds as defined by the legislative or judicial bodies in your jurisdiction. |  |  |
| 1. Any offence considered to be Counter Terrorism as defined by the legislative or judicial bodies in your jurisdiction. |  |  |
| 1. Money laundering as defined by the legislative or judicial bodies in your jurisdiction. |  |  |
| 1. Any Sexual Offences as defined by the legislative or judicial bodies in your jurisdiction. |  |  |
| 1. Drug trafficking as defined by the legislative or judicial bodies in your jurisdiction. |  |  |

1.1.2 In relation to the questions set out in 8.8 below the Secretariat may exclude any Supplier who answers ‘Yes’ in any of the following situations set out in paragraphs (a) to (j);

1.1.3 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.

|  |  |  |
| --- | --- | --- |
| **Please Mark ‘X’ In The Relevant Box** | **Yes** | **No** |
| 1. your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State; |  |  |
| 1. your organisation is guilty of grave professional misconduct, which renders its integrity questionable; |  |  |
| 1. your organisation has entered into agreements with other economic operators aimed at distorting competition; |  |  |
| 1. the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition |  |  |
| 1. your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions; |  |  |
| 1. your organisation—    1. has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or |  |  |
| (ii) has withheld such information or is not able to submit supporting documents? |  |  |
| 1. your organisation has undertaken not to |  |  |
| (i) unduly influence the decision-making process of the Commonwealth, or |  |  |
| (ii) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or |  |  |
| (j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. |  |  |

**1.2 Compliance with Equality Legislation**

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.

|  |  |  |
| --- | --- | --- |
| (a) | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | ☐ Yes  ☐ No |
| (b) | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?  If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.  You may be excluded if you are unable to demonstrate to The Commonwealth’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring | ☐ Yes  ☐ No |
| (c) | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | ☐ Yes  ☐ No |

* 1. **Compliance with Environmental Management legislation**

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.

|  |  |  |
| --- | --- | --- |
| (a) | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?  If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  The Secretariat will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless The Commonwealth is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | ☐ Yes  ☐ No |
| (b) | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | ☐ Yes  ☐ No |

* 1. **Compliance with Health and Safety legislation**

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.

|  |  |  |
| --- | --- | --- |
| (a) | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | ☐ Yes  ☐ No |
| (b) | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?  If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.    The Secretariat will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to The Commonwealth’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. | ☐ Yes  ☐ No |
| (c) | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | ☐ Yes  ☐ No  ☐ N/A |

# Schedual 2 – Price Proposal:

* On the basis of the outcome of the Tender bid, The Commonwealth Secretariat will offer a contract to Contractor selected. It is important that this section is completed in the format requested as it will form part of the contract. In the event of the Contractor utilising a third party on its behalf, for any part of their services, the Contractor must provide full details of the secondary Contractor including, but not limited to, name, address, duration of working relationship. If more than one sub-contractor is used, please provide this detail in the same format on a separate sheet.
* Bidders must complete the document titled “332-2015; Pricing Schedule” and return it along with the open tender document.
* Bidders must also complete and sign this page to comfirm this tender submission price.

|  |  |
| --- | --- |
| Total cost of tender bid: |  |
|  |  |
| Please indicate if this is subject to VAT or not: |  |
|  |  |
| Signed: |  |
|  |  |
| Date: |  |
|  |  |
| Name: |  |
|  |  |
| in the capacity of: |  |
|  |  |
| Name of Company: |  |

# Schedule 2b – Alternative Proposal

* *Not Applicable*

# Scope of Services

###### 

## Background

The Youth Development Index (YDI) was successfully launched in 2013 and represents a world first attempt at capturing the multidimensional properties that indicate progress in youth development at the country level. The YDI offers an inter-country comparison of the environment for young people, aged 15 to 29, across five key areas: education, health, employment, civic participation, and political participation.

The YDI was the first comprehensive attempt to aggregate global data on young people; it was formulated to help governments, decision-makers and stakeholders identify and learn from areas of success, pinpoint priority areas for investment, and track progress over time. The methodology was developed by a team of independent academic experts convened from across the Commonwealth, in conjunction with the Institute for Economics and Peace.

The YDI established a valuable monitoring framework on youth development and empowerment. The tool has ignited a global debate on the importance of gathering youth-specific data, especially for the Sustainable Development Goals, and calls for a data revolution. As member countries in the Commonwealth see their achievements and needs ranked globally and regionally though the YDI, they are increasingly interested in investing in key elements of youth development, and the development of national youth development indices, and are increasing their collection of youth-specific data. The YDI sets a baseline, and is sufficiently flexible and adaptable to allow continuing development of the framework with the addition of new metrics as data becomes available.

One of the most effective methods of communicating the information developed under this project is via a dedicated website that provides a visual projection of the data and analysis. Sharing the YDI report and findings via a web platform enhances access to information for youth development stakeholders, provides a convenient way to receive feedback on the YDI findings, supports the associated youth data advocacy drive, and builds corporate brand for the Commonwealth.

## Objectives

The website developed for the 2013 YDI and report is functional, but relatively basic. Nevertheless it has proven to be a very useful aspect of communication and outreach. However, new technologies have emerged that should allow significantly better ways of displaying the complex data and enhancing the user experience. Also the 2016 YDI will have additional indicators and countries, and more sophisticated analysis of the data. Therefore it is necessary to enhance capability and functionality of the web platform to take advantage of current technological advances in data visualisation. It is envisioned that by using new open-data software we will be able to make the YDI data 'living' rather than static, which will allow more up to date information, and greater reporting capability on the page and available for download.

## Organisational scope and context

Refer to specification document

## Contract performance

Refer to specification document

* 1. **Standards and Quality**

Refer to specification document

## Continuous improvement

Refer to specification document

## Schedule of Payments

## 20% Engagement fee on Contract Signature

## 20% after approval of requirements specification and design

## 20% after successful software installation

## 30% after acceptance of UAT

## 10% move to production, handover, documentation

# Contractors Tender Submission

Bidders are requested to complete their submission without altering the Open Tender Document.

**Round A - Showstopper Questions**

|  |  |  |
| --- | --- | --- |
| Number | Question |  |
| A1 | Does your organisation have three (3) years’ experience of working with large online data driven infographics? | ☐ Yes  ☐ No |
| A2 | Does your organisation have experience working with inter-governmental organisations? | ☐ Yes  ☐ No |
| A3 | Have you ever worked with the Open Data Protocols? | ☐ Yes  ☐ No |
| A4 | Have you ever worked building a community of practice portal? | ☐ Yes  ☐ No |
| A5 | Have you ever worked with Google Search Technology? | ☐ Yes  ☐ No |

If you have answered No to any of the showstopper questions above then do not proceed any futher with this tender as you have not passed Round A.

**Round B - Suitability Questions**

1. Auto Disqualification - Does not meet the specification or has not responded to the question.
2. Low Fit – Meets most of the specification, but is missing in areas.
3. Fit – Meets the specification as required.
4. Good Fit – Meets all of the specification well and exceeds expectations in some areas.
5. Excellent Fit – Exceeds expectations in most or all areas.

Bidders are requested to complete the suitbiltiy questions listed below. Bidders must achieve a minimum score of 2 per question in order to pass through to Round B.

|  |  |
| --- | --- |
| Number | Question |
| B1 | In no more than 500 words, please describe the last three (3) data centric projects have you completed |
|  | *Insert your answer here* |
|  |  |
| B2 | In no more than 500 words, please provide three (3) examples of your previous work around data-driven infographics along with descriptions of the projects and links to the sites. |
|  | *Insert your answer here* |
|  |  |
| B3 | In no more than 500 words, please list the last three (3) inter-governmental organisations that you have worked with in the past along with a description of each of those projects. |
|  | *Insert your answer here* |
|  |  |
| B4 | In no more than 500 words, please list three (3) examples of Open Data Projects you have worked on along with descriptions of reporting, ETL (extract, Transform, and Load). |
|  | *Insert your answer here* |
|  |  |
| B5 | In no more than 500 words, please provide three (3) examples of projects where you have built message boards, community of practice, data visualisation, document management on along with descriptions of any issues you faced and how you overcame them |
|  | *Insert your answer here* |
|  |  |
| B6 | In no more than 500 words, please describe how you would address Compliance with the Transparency Code: The Secretariat wants to achieve compliance with all the mandatory and recommended items in the code. As the requirements for additional data and the frequency by which it is published increase, it is expected that the platform will allow us to scale to a large number of datasets with regular updates without significantly increasing the overhead on officers to collate and populate this data. |
|  | *Insert your answer here* |
|  |  |
| B7 | In no more than 500 words, please describe how you would address Open standards and developer friendly environment: The Secretariat is keen to encourage developers to use its data in their own applications. In order to achieve this, the Open Data Platform needs to be able to publish our data using open standards and allow developers to query the data using the most popular development tools. |
|  | *Insert your answer here* |
|  |  |
| B8 | In no more than 500 words, please describe if you have an Ambitious development roadmap: The Secretariat is aware that the Open Data field is fast paced and technology is constantly changing. It is very important that the platform keeps pace with technology developments in this field and is capable of implementing new advances quickly and without compromising on availability or introducing significant additional costs. |
|  | *Insert your answer here* |

Only a maximum of the top five (5) scoring suppliers who have achieved a minimum score of 10 points for Round B will be passed through to Round C.

**Round C – Method Statment Questions**

These questions below are worth 60% percent towards the total score. The indiviudal weighting shall be as set out in the Weighting column.

Unanswered questions or sections that are left blank shall be considered an incomplete bid and shall be disqualified.

1. Auto Disqualification - Does not meet the specification or has not responded to the question.
2. Low Fit – Meets most of the specification, but is missing in areas.
3. Fit – Meets the specification as required.
4. Good Fit – Meets all of the specification well and exceeds expectations in some areas.
5. Excellent Fit – Exceeds expectations in most or all areas.

|  |  |  |
| --- | --- | --- |
| Number | Question | Weighting |
| C1 | In no more than 1000 words, please describe how you would approach this project | 35% |
|  | *Insert your answer here* |  |
|  |  |  |
| C2 | In no more than 1000 words please outline your design vision (with images where appropriate) and outline any additional functionality you would add to the new website | 15% |
|  | *Insert your answer here* |  |
|  |  |  |
| C3 | In no more than 500 words please describe what you see as potential challenges and limitations to this project | 5% |
|  | *Insert your answer here* |  |
|  |  |  |
| C4 | In no more than 500 words please describe how you would work with data stored in the data platform | 5% |
|  | *Insert your answer here* |  |

Schedule 5 – Standard Terms and Conditions

Please see attached Commonwealth Secretariat standard terms and conditions of contract.

Schedule 6 – Contract Period

The Contract shall be effective from the Contract start of March 2016 until March 2017.

The Contract may be extended three times each time by an additional 12 months for a maximum contract period of 5 years. The Contract extensions are subject to satisfactory service delivery and the needs of the Secretariat.

# Schedule 7: – Key Performance Indicators

Not Applicable