



## CALL FOR TENDER

<b>Project:</b>	<b>Web migration and concept revamp: Intranet for Board members</b>
<b>Department:</b>	<b>Executive Office</b>
<b>Deadline for applications:</b>	<b>7 August 2013</b>

### About ASEF

The Asia-Europe Foundation (ASEF) promotes understanding, strengthens relationships and facilitates cooperation among the people and institutions of Asia and Europe. ASEF enhances dialogue, enables exchanges and encourages collaboration across the thematic areas of governance, economy, sustainable development, public health, culture, and education. Founded in 1997, ASEF is a not-for-profit, intergovernmental organisation located in Singapore. It is the only permanently established institution of the Asia-Europe Meeting (ASEM). Together with about 700 partner organisations ASEF has run more than 600 projects, mainly conferences, seminars and workshops. Over 17,000 Asians and Europeans have actively participated in its activities and it has reached much wider audiences through its networks, web-portals, publications, exhibitions and lectures. For more information, please visit [www.asef.org](http://www.asef.org).

### Intranet – Tender for proposal

ASEF aims to revamp the intranet for its Board members in order to provide a state-of-the-art platform for the ease of communication with its key political and financial stakeholders. The revamp encompasses a comprehensive overhaul of content, layout and technical features.

At present the intranet consists of 5 key sections on the following areas:

1. Organisation
2. Finance
3. Legal issues
4. Board-related issues
5. Statistic reports

Each of these sections comprises of about 50 articles with up to 30 documents linked to each article. 2 administrators manage the intranet to facilitate access for about a 100 users. Only the administrators have full rights to create and delete content.

The existing version of the intranet is based on a Joomla! platform (version 1.0.15) which is customised and tailored to ASEF's specific needs. ASEF intends to continue using open-source services and is open to recommendations for newer and better alternatives. In addition, it has to be guaranteed that the intranet is bridged to the ASEF corporate website database which is using Joomla! 2.5.6 and running on PHP 5.2.17.

### **Key objectives**

The redevelopment of the intranet specifically aims for:

1. Proposal and customisation of a suitable open-source system
2. Improvement of content and development of a user-friendly layout & navigation system
3. Migration of the current content to the new proposed solution
4. Better integration of the system with ASEF's corporate website (layout & database)
5. Setting up of a multiuser and multilevel (view, edit, delete) secure access platform
6. Facilitation of the uploading and publishing of multimedia content

### **Overview of requirements for the tender proposal**

The successful company shall fulfill the following:

1. Provide a brief description of its technical and design concept for the intranet
2. Ensure completion of project by **1 November 2013** with proposed timeline
3. Include samples of past corporate work
4. Provide a detailed break-down of quotation for:
  - a) Platform installation of the ASEF Governors' Intranet
  - b) Database and backend customisation
  - c) New content's architecture
  - d) Layout and design (usability and accessibility)
  - e) Technical developments (multiuser access, files repository, multimedia manager, etc.)
  - f) Migration of old content and database bridging with the ASEF corporate website

### **Submission and contact**

Interested companies are invited to send their proposals and queries to Ms Maneeha CHOWDHURY at [executiveoffice@asef.org](mailto:executiveoffice@asef.org) before **7 August 2013**.

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