
Call for Tender

Redevelopment of ASEF Corporate Website (www.asef.org)

LOOKING FOR	Web developers to revamp ASEF corporate website
DEADLINE OF SUBMISSIONS	Monday, 23 February 2015
CONTACT PERSON	Ms Plamena SLAVCHEVA (plamena.slavcheva@asef.org)
DEPARTMENT	Public Affairs

About ASEF

The **Asia-Europe Foundation (ASEF)** promotes understanding, strengthens relationships and facilitates cooperation among the people, institutions and organisations of Asia and Europe. ASEF enhances dialogue, enables exchanges and encourages collaboration across the thematic areas of culture, education, sustainable development, economy, governance and public health. ASEF is an intergovernmental not-for-profit organisation located in Singapore. Founded in 1997, it is the only 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. www.asef.org

Tender for Proposal

ASEF is looking to enhance the design, technical components and information structure of its existing website in order to provide a better platform for its primary stakeholders, potential partners, as well as members of the general public interested in Asia-Europe cooperation. The enhancements will seek to provide a clearer understanding of ASEF's mission and themes as part of an outreach strategy that triggers renewed interest among individuals and organisations in ASEM member countries.

We are soliciting quotations from vendors based in ASEM member countries (aseminfoboard.org/members) and would like to invite those interested to tender.

Requirements

The company shall provide the following:

- Proposal of work, CMS platform
- Brief background of the company and samples of past work in similar projects
- Detailed quotation with payment terms, based on the requirements stipulated in the attached brief
- Quotation for yearly maintenance cost after redevelopment is concluded
- Timeline proposal for completion by 2 July 2015
- Terms and conditions for acceptance

Submission and Contact

Interested parties should send in their application and quotation before **Monday, 23 February 2015** to Ms Plamena SLAVCHEVA (plamena.slavcheva@asef.org). Due to an expected high volume of submissions, only shortlisted companies will be notified.