**Call No. 1/2015**

**Service Procurement for**

**Web Application for Archiving Media Contents**

1. **Subject**

Procurement number 1/2015

1. **Procedure**

Call according to Grant agreement with USAID

1. **Financing**

Grant agreement between USAID and Metamorphosis Foundation

1. **Purchaser**

Metamorphosis, Foundation for Internet and Society

**Procurement Specification**

1. **Kind of contract**:

Global price

1. **Contract description**

The purpose of the procurement is creation of a web application for archiving media content that will enable contents to be saved from webpages selected by users and or selected automatically from selected websites, and automatically processed.

**Participation Conditions.**

1. **Right to participation**

Legal and physical persons (teams) who can demonstrate their capacities to conduct the required services specified by this call, by submitting an appropriate work portfolio and work plan can take part in this call for proposals.

1. **Number of bids**

One entity can submit only one bid, regardless of the form of participation (as an individual entity or a group of candidates). Submitting more than one bid can be grounds for dismissal.

1. **Grounds for Exclusion**

As part of their proposal, the candidates should submit written confirmation that they are not in a condition that provides grounds for exclusion. (*See point 3 from Instruction for Bidders*)

1. **Subcontracting**

Subcontracting is not allowed as part of this call for proposals.

**General Time Frame**

1. **Provisional date for start of the implementation of the contract**  
   September 15, 2015.
2. **Service implementation period**  
   90 days.

**Selection Criteria**

1. **Selection Criteria**
   1. *Technical and professional capacity of the bidders*
      1. Conducting at least two projects from the area related to the required service in the last 3 years;
      2. Portfolio of other conducted projects.
      3. Work resumes (CVs) of the key staff.
   2. *Quality of the offered solution*
      1. Offered implementation plan
      2. Compliance with the specified needs
      3. Visual design of the required functionalities
      4. Inclusion of additional functionalities that add value
      5. Documenting of the software solution
   3. *Conditions for further maintenance of the offered software solution*
   4. *Time of implementation*
   5. *Price (“Best value for the money”)*

**Submitting Bids**

1. **Deadline for submission of bids**

September 4, 2015, 17:00 hrs (*see point 7 from Instruction for Bidders*)

1. **Format for Bids**

The bids need to be submitted using the form for documenting of the bid, which is an integral part of this call.

Additional documentation outside of the scope of the call may not be taken into consideration.

1. **Manner of Submitting the Bid**

The bids should be sent via e-mail to [info@metamorphosis.org.mk](mailto:info@metamorphosis.org.mk) , in accordance with point 7 from the Instruction for Bidders.

1. **Changes or Withdrawal of Offers**

Bidders can change or amend their bid by the specified deadline for submission of bids.

Withdrawal or change or amending of the bids should be done according to point 7 from the Instruction for Bidders.

1. **Language**

The official communication regarding the call should be in Macedonian or English.

1. **Legal grounds**

This call is based on the internal procedures of Metamorphosis, Foundation for Internet and Society.

1. **Other information**

All communications regarding the call shall be conducted by electronic means.