



INVITATION TO TENDER

FOR THE PROCUREMENT OF: MULTISITE PLATFORM

NEW MULTISITE PLATFORM FOR THE EEA AND NORWAY GRANTS

Content

1.	Introduction	3
1.1.	About the contracting authority	3
1.2.	Purpose and scope of the procurement	3
1.3.	Type of contract and duration	4
2.	Procurement procedure	4
2.1.	Language	4
2.2.	Procurement procedure	4
2.2.1.	Tender phase.....	4
2.2.2.	Q&A.....	5
2.3.	Schedule for the competitive tendering process	5
3.	Tender requirements.....	5
3.1.	Tender deadline.....	5
3.2.	Period of tender validity	5
4.	Qualification requirements	5
5.	The decision	6
5.1.	Award criteria	6
5.2.	Assessment	7
6.	Finalization of procurement process	7
6.1.	Notification of the choice of tenderer	7
6.2.	Standstill period.....	7
6.3.	Cancellation of the procurement process.....	7
7.	Annexes that will be included in the contract.....	7
8.	Documents that must be a part of the tender	8

1. Introduction

1.1. About the contracting authority

The Financial Mechanism Office ("FMO") is the Contracting authority.

The Financial Mechanism Office ("FMO") is affiliated with the European Free Trade Association ("EFTA"), an intergovernmental organisation. The FMO is the secretariat for the EEA and Norway grants ("Grants"), which are funded by Iceland, Liechtenstein and Norway. The Grants have two goals:

- to contribute to the reduction of social and economic disparities in Europe and
- to strengthen the relations between Iceland, Liechtenstein and Norway, and the 15 EU Member States which are the recipients of the Grants ("Beneficiary States").

This strengthens the internal market, leading to a more prosperous Europe.

1.2. Purpose and scope of the procurement

The FMO seeks to develop a unified and centralised multisite platform for the EEA and Norway Grants to replace over 100 independent websites managed by National Focal Points (NFPs), Fund Operators (FOs) and Programme Operators (POs) across the Beneficiary States.

This decentralised approach has led to inconsistencies in branding, user experience, and difficulties in content management and oversight. The goal is to ensure consistent branding, enhance user experience, improve integration with existing Grants' systems, and streamline communication efforts, compliance, and oversight.

The project includes the full development, deployment and launch of a multisite platform for the EEA and Norway Grants' websites, as well as maintenance, support and further development tasks for a period of up to seven years, with the possibility of extension as described in the contract.

Objectives

- Centralisation: Develop a multisite platform that hosts all national and programme-specific websites under a single content management system (CMS).
- Brand consistency: Ensure uniform branding and user experience across all sites to strengthen the EEA and Norway Grants identity.
- Integration: Seamlessly integrate the multisite platform with the Grants' management system GrACE for real-time monitoring, governance, and data synchronisation, as well with the EEA and Norway Grants' media library.
- Improve user experience: Provide intuitive navigation and accessible content.
- Efficiency: Improve content sharing, coordination, and oversight to enhance workflow and communication efforts.
- Local administrators' empowerment: Allow NFPs, FOs and POs to independently manage their content within a controlled and standardised environment.

Timeline for the development and launch of the multisite platform.

Phase #	Stage	Start	End
Phase 1	Planning and analysis (2 weeks)	14 April	28 April
Phase 2	Design and prototyping (3 weeks)	28 April	19 May
Phase 3	Development (8 weeks)	19 May	14 July
Phase 4	Integration and testing (4 weeks)	14 July	11 August
Phase 5	FMO APPROVAL	11 August	15 August
Phase 6	Handover & initial training (1 week)	18 August	22 August
Phase 7	Launch (Week following completion)	25 August 2025	25 August 2025

The Contractor is expected to work closely with the FMO throughout the project phases to ensure a collaborative development process. From planning to launch, the Contractor should facilitate open communication—such as progress meetings and sharing drafts for feedback—to align the multisite platform with the FMO’s needs and make sure everything stays on track.

1.3. Type of contract and duration

The terms of the assignment will be based upon the attached contract. Delivering a tender constitutes acceptance of the conditions of the contract.

The development and launch of the multisite platform will be completed according to the above progress plan. The maintenance and support contract starts on the date of the FMO’s acceptance of the platform and lasts until 31 December 2028, after which it will be automatically extended by one-year increments until 2032, unless the Customer has expressed in writing that the contract will not be extended. After 2032 the contract may be extended by mutual consent between the Contracting Parties.

2. Procurement procedure

2.1. Language

All written and oral communication related to this procurement shall be in English.

2.2. Procurement procedure

The procurement will be conducted as a competition between qualified tenderers. Please note that as an intergovernmental organisation, EFTA and the Financial Mechanism Office are not subject to EU or national rules on procurement.

2.2.1. Tender phase

All interested tenderers may submit bids by the tender deadline. Only bids from tenderers meeting all qualification requirements will be evaluated. The FMO reserves the right to limit the number of evaluated bids to a maximum of five, based on the assessment of the qualification criteria.

Tenderers who have had their bids evaluated may be invited to participate in short negotiations, where they will get the opportunity to revise their bids in accordance with feedback given by the FMO.

2.2.2. Q&A

All potential tenderers may submit questions to the contracting authority before the deadline for submitting applications to qualify and the tender deadline. Answers to the questions will be made available to all potential tenderers as soon as possible. Questions asked less than 5 working days before the tender deadline might not be answered before the tender deadline.

Only questions submitted to fmo-procurement@efta.int will be answered. Answers to questions will be published on <https://eeagrants.org/news/invitation-bid-new-multisite-eea-and-norway-grants>

2.3. Schedule for the competitive tendering process

The tentative time schedule planned for the competitive tendering process is as follows:

Activity	Point in time
Announcement of the competition	25.02.2025
Deadline for submitting bids	14.03.2025
Assessment and potential negotiations	14.03.2025-03.04.2025
Announcement of contract award	04.04.2025
Contract signature	11.04.2025

3. Tender requirements

3.1. Tender deadline

The tender shall be submitted via e-mail to: fmo-procurement@efta.int, no later than **14.03.2025** at 12:00 Brussels Time. The e-mail should be clearly marked with the following subject: **Bid submission: Multisite platform for the EEA and Norway grants**

3.2. Period of tender validity

The tender must be valid for at least 100 days after the tender deadline.

All tenderers shall give an offer in accordance with the attached specifications and price form. Deviations from this may lead to the rejection of the offer.

4. Qualification requirements

The tenderers that submit bids in the competition must fulfil the following qualification requirements to have their bids evaluated.

Qualification Requirement	DOCUMENTATION
Experience The tenderer must have relevant experience from similar projects regarding the development, launch and maintenance of a centralized multisite.	Descriptions of the relevant reference projects. The descriptions must include: <ul style="list-style-type: none"> The name and contact information of the customer

	<ul style="list-style-type: none"> • A description of the project, scope, deliverables and the tenderer's role in the project • Project start and completion dates.
<p>Economic and financial capacity</p> <p>The tenderer must have sufficient financial capacity to the subject matter of the contract and its extent.</p>	<p>Credit rating report from a recognized credit rating agency, providing an independent assessment of the tenderer's creditworthiness <u>and/or</u> financial statements and profit and loss accounts for the last 3 completed financial years.</p>
<p>Tax and VAT</p> <p>The tenderer must be fully compliant with all applicable tax and VAT obligations.</p>	<p>Valid tax certificate or equivalent issued by the relevant tax authority in the country where the tenderer is legally registered.</p>
<p>EEA presence</p> <p>The tenderer must be legally registered in the EEA.</p>	<p>Certificate of Incorporation or Registration or equivalent issued by the relevant authority in the country of registration, confirming the legal registration of the company.</p>
<p>ISO 27001</p> <p>The tenderer must have an ISO 27001(or equivalent)-certified Information Security Management System.</p>	<p>ISO 27001 certification or equivalent, valid for the part of the organization that will be responsible for this project.</p>

5. The decision

5.1. Award criteria

The contract is awarded to the tenderer that has the best ratio between price and quality. The assessment will be conducted based on the following award criteria:

AWARD CRITERIA	DOCUMENTATION	Priority
<p>Quality</p> <p>The quality of the bids will be evaluated based on <i>inter alia</i>:</p> <ul style="list-style-type: none"> • Development approach and methodology c.f. requirement 1 • Timeline compliance c.f. requirement 1 	<p>The assessment will be based on the proposed solutions to the requirements detailed in Annex I. Proposals that add significant value will be scored higher than solutions that only meet the minimum standard set</p>	1

<ul style="list-style-type: none"> Proposed technical solution c.f. requirements 2-34 Training plan c.f. requirement 35 Experience of the development team c.f. requirement 36 Compliance with regulatory requirements c.f. requirements 37 and 38 Maintenance, support and SLA c.f. requirements 39-42 	by the requirement. The assessment of team experience will be based on the reference projects provided to fulfil the "Experience" qualification requirement.	
Price The cost of the bids will be evaluated on the basis of the prices offered. This includes: <ul style="list-style-type: none"> Development costs Licensing Support and SLA Maintenance Further development Other relevant costs 	Price form All prices shall be stated in EUR ex. VAT.	2

5.2. Assessment

The received bids will be assessed in accordance with the award criteria.

6. Finalization of procurement process

6.1. Notification of the choice of tenderer

The contracting authority will notify all tenderers in writing of the decision to award the contract to a named tenderer, as soon as a choice of tenderer has been made.

The notification will include a reasoning for the choice of tenderer.

6.2. Standstill period

The contract will not be signed before 7 days after all tenderers have been informed about the outcome of the competition.

6.3. Cancellation of the procurement process

The contracting authority reserves the right to cancel the procurement process at its own discretion. In such a case, no justification is required, and no compensation will be provided.

7. Annexes that will be included in the contract

- Contract for the development and maintenance of a multisite platform

- Annex I: Terms of Reference (This Invitation to Tender and the list of Customer Requirements)
- Annex II: Tenderers proposal (solution proposal + price form)
- Annex III: EFTA Instructions on invoicing of travel related expenses
- Annex IV: Daily Subsistence Allowances
- Annex V: Use of subcontractors
- Annex VI: Data processor agreement DPA (not attached to the tender documents)

No variations from the contract or requirements will be accepted.

8. Documents that must be a part of the tender

Valid tenders must contain the following documents:

- Tenderers solution proposal (part of Annex II)
- Price form (part of Annex II)
- Annex V: Use of subcontractors
- Documentation of fulfilment of qualification requirements