

# **Tender for provision of Web Development and Linux Administration Services**

## **Office of Public Works**

### **1. Introduction**

The Office of Public Works seeks tenders from service providers for the provision of Web Development and Linux Administration services. Tenders will only be accepted from prospective contractors whose main area of business and expertise is in the provision and support of web development and Linux administration.

The successful candidate will be expected to operate from either the OPW Head Office, Jonathan Swift Street, Trim, Co. Meath or at its Dublin Office in 52 St. Stephens Green, depending on the requirements of the particular project. The contract will last for a period of 2 years. It may be extended by a further 12 months (i.e. 36 months in total) by agreement.

It is expected that the contract will come into effect as and from April 2011.

### **2. Scope of work**

The service provider would work alongside the OPW's IT support team in a busy working environment.

The work will involve the following:

- Administration and maintenance of OPW Intranet (Linux/Apache/PHP/MySQL)
- Design, development and maintenance of Web-based applications in a HTML, XHTML, XML, Javascript, CSS, Python, ASP, PHP, Tomcat & AJAX environment.
- Provision of technical support for OPW's SiteManager CMS (provided by Terminal 4)
- Management of OPW's SocialText wiki
- Interfacing OPW Intranet and other web applications with back-end databases (e.g. Oracle, MySQL, MS-Access) & directory services (eDirectory, Active Directory & RADIUS)
- Management of OPW's SuSE & Ubuntu Linux server infrastructure in a virtualised (Xen & Vmware), NetAPP SAN & clusterFS environment.
- Security hardening of Linux servers & applications.
- Management of BIND DNS.
- Development of an open source Geographical Information System (GIS)
- Skills transfer
- Documentation of systems

Tenderers should note that the OPW uses SuSe Linux, in the main.

### **3. Range of skills required**

The successful tenderer must be able to provide on site support staff (preferably one person) with the following range of skills:

#### **(a) Essential**

- Expert level in installation, configuration, administration, and on-going maintenance of Ubuntu and SuSE Linux servers in an VMware Vsphere 4 environment
- Advanced understanding of computer networking (TCP/IP, Ethernet, LAN & WAN environments etc.)
- BIND DNS server administration, support & security
- LDAP administration
- Expert level in Apache management
- Advanced Web development skills, including expertise in HTML, XHTML, XML, Javascript, CSS, Python, ASP, PHP, Tomcat & AJAX
- Expert level in PHP & ASP scripting in Oracle, MySQL, MS-Access environments
- Proficiency in Adobe Dreamweaver, Flash & Fireworks, Adobe Photoshop and GIMP
- Interfacing Linux based Apache & PHP servers with relational database backend systems (inc. Oracle, MySQL and MS-Access)
- Security hardening of Linux platforms
- Security hardening of Web sites
- Ability to provide back-end support support for Sociatext Wiki
- GIS skills in PostGres, GeoServer, Mapserver, OpenLayers, GeoExt, Quantum Desktop

#### **(b) Desirable**

- Experience of Novell Netware / SuSe Linux OES2 environments
- Good understanding of PERL, Python
- Good understanding of Internet e-mail
- High proficiency with OpenOffice in a Windows and Linux environment
- Experience with PostGres database environments

Tenderers must provide sufficient information in their responses to allow the OPW to evaluate their applications. The skills, qualifications, experience and expertise of the person(s) who would be assigned to the OPW need to be set out clearly. This should include details of relevant projects that they have worked on.

### **4. Reference sites**

Tenderers should supply details of any reference sites they have work on together with contact details at those sites.

### **5. Costs**

The OPW reserves the right to specify the hours of work and will require the successful tenderer to be flexible in this regard. The successful tender will be expected to be available for work for at least 3 No. days per week (in Trim or Dublin as required). This may be extended by OPW depending on the volume of work on hand.

The normal working hours, Monday to Friday are 9.15 a.m. to 5.30 p.m.

Tenderers should quote for an hourly rate (ex. VAT) for work performed.

Tenderers should specify what rates would apply for work carried out outside of normal hours (should the occasion arise).

The remuneration rate will remain static for the duration of the contract. Should it be decided to extend the contract past the initial 2 year period, the original rates will still apply. Tenderers should bear this in mind when quoting for the work.

Tenderers should note that annual leave and sick leave will not be remunerated.

## **6. Invoicing**

Invoices will be paid on a monthly basis in arrears. The on-site resource will be expected to clock in/out on arrival/departure.

## **7. Qualification Criteria**

**Only tenders which satisfy each of the following qualification criteria will be evaluated:**

- i) The tender is received on time in accordance with Section 11 below.
- ii) Stated and demonstrated ability of the prospective contractor to meet all the essential requirements specified in this document.
- iii) Completeness of tender documentation.
- iv) Stated acceptance of the terms and conditions outlined in this tender.
- v) Contains a statement that none of the circumstances listed in paragraphs 1 and 2 of Article 45 of EU Directive 2004/18/EC apply to the prospective contractor.

## **8. Evaluation criteria**

The contract will be awarded on the basis of the most economically advantageous qualifying proposal applying the following criteria. Total available marks to be awarded will be 100.

<b>Criteria</b>	<b>Marks</b>
Skills and experience level of the Web developer/Linux system administrator proposed	35
Capacity to undertake the work outlined in Sections 2 and 3.	35
Cost	30
<b>Total</b>	<b>100</b>

## **9. General conditions of contract**

- (i) The Office of Public Works requires that all information provided pursuant to this invitation to tender would be treated in strict confidence by suppliers.
- (ii) Information supplied by tenderers will be treated as contractually binding. However, the Office of Public Works reserves the right to seek clarification or verification of any such information.
- (iii) Any conflicts of interest involving a contractor (or contractors in the event of a consortium bid) must be fully disclosed to the OPW, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.

Any registerable interest involving the contractor and the Minister for Finance, members of the Government, members of the Oireachtas or employees of the Office of Public Works or their relatives must be fully disclosed in the response to this RFT, or should be communicated to the Office of Public Works immediately upon such information becoming known to the contractor, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. The terms 'registerable interest' and 'relative' shall be interpreted as per section 2 of the Ethics in Public Office Act, 1994.

- (iv) Before a contract is awarded the successful contractor (and agent, where appropriate) will be required to promptly produce a Tax Clearance Certificate. In addition, contractors must retain records of tax reference numbers for any sub-contractors where payments exceed €635 (incl. VAT). A successful non-resident contractor or sub-contractor will be required to produce a statement from the Irish Revenue Commissioners.

Application may be made in a standard form which will be provided to the successful tenderer in due course. Where a Tax Clearance Certificate expires within the course of the contract the Office of Public Works reserves the right to seek a renewed certificate. All payments under the contract will be conditional on the contractors being in possession of a valid certificate at all times.

- (v) The Office of Public Works will not be liable in respect of any costs incurred by suppliers in the preparation of tenders or any associated work effort, including the supply of systems for evaluation and the return of such systems to suppliers, following such evaluation.
- (vi) The following conditions in relation to the Freedom of Information Act should be noted:

- (a) The Office of Public Works undertakes to use its best endeavours to hold confidential any information provided by you in response to this invitation to tender, subject to the OPW's obligations under law, including the Freedom of Information Act, which comes into force on 21 April, 1998.

- (b) Please note that in response to a request under the Freedom of Information Act, information not identified as sensitive (with supporting reasons) could be released. Therefore, in responding to this invitation to tender you should identify the specific information which you do not wish to be disclosed, stating the reasons for its sensitivity. This OPW will consult with you about this sensitive information before making a decision on any Freedom of Information request received.

- (vii) The work specified in this tender document must not be sub-contracted without the prior approval of the OPW.
- (viii) The successful tenderer should indemnify the OPW for any damage to property or injury to persons (including the successful tenderer's own staff) arising from work carried out by the successful tenderer on State property during the course of the contract. The successful tenderer should have appropriate insurance cover in this regard (limit of indemnity not less than €1M).
- (ix) The lowest or any tender may not necessarily be accepted.
- (x) The tender may be accepted in whole or part.
- (xi) Withholding tax may apply in certain circumstances

## **10. Contract termination**

The contract may be terminated by either party at any point during the contract period giving 10 days notice in writing. The OPW will not be required to provide a reason for termination should

that situation arise.

## **11. Closing date**

The deadline for receipt of tenders is **12 Noon on Monday 21<sup>st</sup> February 2011**. Tenders must be submitted to the secure post-box associated with this tender on the [www.etenders.gov.ie](http://www.etenders.gov.ie) website associated with this tender, and in addition must email copies to **both [joe.greene@opw.ie](mailto:joe.greene@opw.ie) and [philip.cogavin@opw.ie](mailto:philip.cogavin@opw.ie)**. All tender documents submitted must be in PDF format.

### **Late Delivery of Tenders**

The secure electronic post-box associated with this tender will reject submissions after the deadline for submission of tenders has elapsed. Documents submitted after expiry of the tender deadline will not be considered. Prospective contractors who intend to make submissions should ensure that they do so in good time in order to make allowance for any unforeseen network/server difficulties. Prospective contractors should also be aware of any size limitations currently in place on the uploading of documents to the secure electronic post-box facility on the [www.etenders.gov.ie](http://www.etenders.gov.ie) website. ***It is the responsibility of prospective contractors to ensure that all documents intended to accompany their submissions have in fact been uploaded and accepted by the etenders website.*** The Office will not consider any incomplete submissions, whether submitted in advance of the deadline or not.

Where tenders are emailed to nominated officers in addition to the secure electronic post-box, the tender submitted to the secure electronic post-box will be deemed to be the definitive version in all cases of dispute.

### **Viruses**

The eTenders server virus checker will scan all documents when they are uploaded and if a virus is detected the file will be deleted and the prospective contractor notified. Provided that the deadline has not passed, the prospective contractor will have the opportunity to replace the infected file with a 'clean' version.

### **Corrupt Documents**

Corruption in documents cannot be detected when being uploaded to the eTenders server. You are advised to ensure that all documents uploaded are capable of being accessed. **Corrupt documents submitted to the secure post-box will be deemed not to have been received.** On expiry of the tender deadline, and after the post-box has been unlocked and submissions accessed, you will be informed if your document cannot be read and that it will not be considered. In the interests of openness, honesty and fairness in the tendering process no tender documents will be opened in advance of the deadline. This applies to hardcopy as well as electronic submissions. The Office will not entertain requests to access submissions to determine whether corrupt or not, no matter how submitted, in advance of the tender deadline.

## **12. Technical queries**

For further information please contact [peter.brady@opw.ie](mailto:peter.brady@opw.ie) (Tel. no. 0353-1-6476154)

In addition, the following will apply to this contract:

**1. Extract from Article 29, Paragraph 1 of EU Council Directive 92/50/EEC of 24th July 1992**

***co-ordinating procedures for the award of public service contracts:***

' Article 29

1. Any service provider may be excluded from participation in the contract who:
  - (a) is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations;
  - (b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations;
  - (c) has been convicted of an offence concerning his professional conduct by a judgement which has the force of *res judicata*;
  - (d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
  - (e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority;
  - (f) has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which he is established or those of the country of the contracting authority;
  - (g) is guilty of serious misrepresentation in supplying the information required under this Chapter. '