MALA/302/01/2025 Embassy of India Malabo

Consolidated list of all replies of bid queries:

S. No.	Section / Clause	Query	Clarification Sought	Remarks
1	Scope of Work	Multilingual Support	Apart from English and Hindi, do we need to support any local Equatorial Guinean language (e.g., Spanish or French)?	Yes, in all languages.
2	Scope of Work	CMS Preference	Is there any preferred CMS (e.g., WordPress, Drupal), or can the agency propose the most suitable open-source CMS?	Most suitable open-source CMS is recommended. It should be customisable. Latest framework like Laravel code ignitor is recommended. End of life/obsolete technology should not be used
3	Deliverables	Source Code Ownership	Please confirm that full ownership of source code, content, and hosting credentials will be transferred to the Embassy upon project completion.	Yes
4	Financial Proposal	Cost Components	Should the financial quote include taxes (GST), or will taxes be calculated separately by the Embassy?	As per Annexure II of Tender document (BOQ)
5	Maintenance	SLA Expectations	Kindly specify if any minimum Service Level Agreement (SLA) metrics are expected (e.g., 24–48 hour resolution time, security patching frequency).	Yes, 24-48 hours resolution time
6	Experience	Past Projects	Will websites designed for Indian public sector units (PSUs) or educational institutes count toward the "government websites" requirement?	Only GoI websites
7	Training	Mode of Training	Will training sessions be held online or onsite in Malabo? How many staff members are expected to be trained?	Online, yearly basis.
8	Support Period	Maintenance Scope	Does the 3-year maintenance period begin after the Go-Live date or after the initial one-year warranty period?	From date of signing of contract.
9	Security	Compliance	Are there any mandatory Government of India cybersecurity protocols or MEA guidelines we must follow (e.g., CERT-IN compliance, SSL types, OWASP Top 10)?	Yes as per GoI, MEA guidelines and Tender document.

SI No.	Query	Replies
1	EMD Exemption for MSME: According to the GeM guidelines, bidders registered as Micro or Small	The Bidder can submit Annexure V (Bid
	Enterprises under the latest definitions of Micro, Small, and Medium Enterprises Development Act,	Security Declaration) which exempts from
	2006, are eligible for exemption from submitting the Earnest Money Deposit (EMD) We are a registered	submitting the Earnest Money Deposit (EMD)
	Micro and Small Enterprises (MSME). Therefore, we would like to know does this exemption applies to	
	this tender?	
2	Technical Evaluation (Page no. 8): Under the Minimum Eligibility criteria, point no 1:	
	"Number of websites including portal maintenance contracts (duration equal to/more	purposes.
	than 1 year) in the last 3 years." Question: We have multiple AMC contracts from the same client awarded over different	
	years, each with the same or similar scope of work. Each contract was initially awarded	
	for one year, and in subsequent years, similar contracts were awarded for one-year	
	durations under the same terms and conditions. Kindly confirm whether these will be treated as	
	separate AMC contracts or as continuations of a single contract for evaluation purposes.	
3	Page No. 1, Under the Broad scope of work, Point (d) states that	Remote work is acceptable with appointing
	"Deployment of a dedicated team on a 24 X 7 basis. This will be in addition to the tech	a coordinator, as the single point of contact
	support the agency is expected to provide. The team should consist of a designer,	
	developer, security auditor, and database administrator."	the clock i.e. 24 X 7
	Question: As the tender does not specify whether the dedicated development team is	
	required to be physically present onsite or if remote work is permitted.	
	Kindly confirm if remote work is acceptable. Remote deployment from our side can	
	provide cost efficiency, access to experienced developers, and greater flexibility to	
	ensure timely project completion. We propose appointing a coordinator, working remotely, who will	
	serve as the single point of contact between the Embassy and our development team.	
4	Page No. 4, Under the Technology and Security, Point (iv) states that	, , , , , , , , , , , , , , , , , , , ,
	"Daily backup of the website & Daily backup of the website within	
	India through some secured mechanism like secure ftp, VPN, etc."	some other server location within India
	Question: As per the scope, daily backups of the website and database are to be	through some secured mechanism like secure
	synced to another server location within India through a secure mechanism.	ftp, VPN, etc
	Is it mandatory to use a separate server for backups, or is storing them on the same hosting server acceptable? Storing both the website and backups on the same secure server can offer	
	operational efficiency and cost-effectiveness. This approach enables faster backup and recovery, easier	
	management, and reduced infrastructure costs. Kindly confirm if this arrangement would be	
	acceptable from your end.	
5	Page No. 5, Under the Validity & Extension of contract, Point (ii) states that	Yes, changes would be carried out without any
	"The agency during the period of contract will carry out changes to the website, without	•
	any additional cost to the Embassy, as may be necessary viz., technical, content,	
	design, security features or other parameters if and when such changes are mandated	
	by the Ministry of External Affairs, Government of India."	
	Question: The scope states that the agency will carry out changes to the website, such	

	as technical, content, design, or security updates, at no additional cost during the contract period. As the nature and extent of these changes are not clearly defined, kindly confirm whether the approach of handling minor changes (such as text updates, small fixes, or content adjustments) at no additional cost and major changes (such as new feature development or significant design modifications) with applicable charges is acceptable	
6	Pre-Bid Virtual Meeting Link The tender document does not mention how the pre-bid meeting link will be shared with the bidders. Kindly confirm the process for receiving the meeting link and joining the session	We have sent it by different email, however the link are as follows: Join information Meeting link: https://meet101.webex.com/meet101/j.php? MTID=me1e1fd407d5ed3d49cc6de4c0947acd0 Meeting number: 2794 164 2021 Password:28Q6Yj36HJR (28769536 when dialing from a video system) Host key: 338240 Agenda: Pre-bid meeting for AMC of website of Embassy of India, Malabo Date & Time: 22.07.2025 at 1630 hrs (IST)

RFP Section Reference	Content / Clause of Requiring Clarification	Clarification Sought	Remarks
2. Broad Scope of work	(a) An overhaul of the website design to make its layout more attractive, user friendly and practical.	1. Do you have any specific design preferences or references in mind? If there's a particular website or concept whose design you like, please feel free to share the URL or any design guidelines you'd like us to follow. This will help us align our work with your expectations and deliver a more tailored user experience.	May go through the detailed scope of work at Para 3 of Tender Document and to suggest fresh designs accordingly
2. Broad Scope of work	(c) Enhance the website, new pages, application forms, full filling and applications related to embassy for the needs for Embassy and MEA needs time to time as part of the scope.	 Total Number of Application Forms: Could you please confirm the total number of application forms expected in the system? Additionally, kindly share a sample format or template for each type of application form Workflow and User Roles: For each application form, please provide a detailed step-by-step workflow outlining the process flow and the specific user roles involved at each stage. Embassy-Related Application Requirements: Kindly elaborate on your requirements regarding "Full Filling" and "Application Related to Embassy." It would be helpful if you could clarify the objectives, functionality, and expected outcomes related to these components. 	As per the requirement of Embassy arising from time to time and details will be provided accordingly
2. Broad Scope of work	(d) Deployment of a dedicated team on a 24 x 7 basis. This will be in addition to the tech support the agency is expected to provide. The team should consists of a designer, developer, security auditor and database administrator.	 SLA Requirements for 24x7 Dedicated Team Deployment: Kindly share your specific Service Level Agreement (SLA) expectations for deploying a dedicated team on a 24x7 basis, including response times, resolution timelines, shift structure, and escalation procedures (if applicable). Team Deployment Location: Please confirm the exact location where the 24x7 team is expected to be deployed. If multiple locations are involved or if remote/hybrid arrangements are acceptable, kindly specify. 	A dedicated team to be deployed 24 X 7 basis to work remotely from India
2. Broad Scope of work	(e) Editing & uploading of content may include documents, PDFs, Images, videos, web links, etc and contents should be uploaded and published within 30 minutes to one hour.	 Document Preparation and Upload Responsibility: We assume that the Embassy will be responsible for preparing and providing the final documents in all required formats, and the bidder's role will be limited to uploading these documents onto the website. Kindly confirm if this understanding is correct. In Case of Document Editing Requirement: If the above assumption does not hold, and the bidder is expected to edit documents prior to upload, please provide the following details: Total number of documents to be edited and uploaded Type-wise classification of these documents (e.g., forms, notices, guidelines, etc.) Format(s) in which the original documents will be shared (e.g., Word, PDF, scanned images) Frequency of updates or edits expected (one-time or recurring) 	Embassy will provide the document/content needed to be uploaded in the website and also suggest requirement if any.

2. Broad Scope of work	(e) Editing & uploading of content may include documents, PDFs, Images, videos, web links, etc and contents should be uploaded and published within 30 minutes to one hour.	Considering the time-zone difference, it may not be feasible for overseas vendors to respond, edit, and upload documents within a 30-minute to 1-hour window. Therefore, we kindly request that a response time of at least 8 to 12 working hours be allowed for such requests, to ensure adequate review and timely action without compromising quality or coordination.	Uploading in the website may be done as early as possible within 1 hour as mentioned in Tender Document/RFP
2. Broad Scope of work	(g) Designing of webpages / modules on special occasions on a case to case basis as per Embassy's requirements. Eg. On the occasion of International Day of Yoga, Republic day/ national day events etc.	 Estimated Number of Webpages/Modules: Kindly specify the estimated total number of webpages and functional modules expected to be developed and maintained over the 3-year project duration. This will help us in planning resources and effort allocation more effectively. Modules for Special Occasions: Please provide detailed requirements regarding the modules or features expected to be developed for special occasions. This may include the type of content, functionality (e.g., event registration, photo/video galleries, banners), frequency of such requirements, and any design or branding guidelines that need to be followed. 	As per the requirement of Embassy on special occassion from time to time
2. Broad Scope of work	(h) Website to be GIGW (Guidelines for Indian Government Website) compliant as per applicability and should have requisite features ensuring accessibility to physically disabled persons. The website should also observe the W3C guidelines available at www.w3.org/TR/WCAG20- TECHS/PDF7.html.	1. GIGW Compliance vs. Certification: Kindly confirm whether the requirement is limited to ensuring the website's compliance with GIGW (Guidelines for Indian Government Websites), or if obtaining formal GIGW certification from STQC is also expected as part of the scope. 2. GIGW Audit Frequency: In case GIGW certification is required, please clarify how many times the GIGW audit is expected to be conducted during the 3-year project duration (e.g., one-time post-launch or at regular intervals). This information will help us plan the effort, coordination, and associated costs accordingly.	GIGW compliance certificate every year
2. Broad Scope of work	(i) Carrying out security audit of the website and procurement of digital and other security certificates (eg. SSL, website quality certificate etc.) as and when required.	 Security Audit Requirements: Kindly specify the total number of security audits expected to be conducted during the 3-year maintenance period. Additionally, please confirm whether these audits will be scheduled periodically (e.g., annually or bi-annually) or based on specific events such as major updates or feature releases. SSL Certificate Requirement: We assume that a single-domain standard SSL certificate will be sufficient to meet your security requirements. If this is not the case, kindly provide detailed specifications—such as the need for wildcard SSL, multi-domain (SAN) certificate, or any extended validation (EV)—to ensure appropriate procurement and configuration. 	Security audit of the website every year and also single-domain standard SSL certificate and website quality certificate every year

2. Broad Scope of work	(j) Designing of a URL shortened for the Embassy.	1. URL Shortener Requirement: Kindly elaborate on your requirement for designing a custom URL shortener for the Embassy. Please clarify the intended use cases (e.g., for social media sharing, print materials, event campaigns, etc.) and provide a few examples of the expected shortened URL format (e.g., embassyname.in/xyz123). This will help us better understand the scope, branding expectations, and technical specifications for implementation.	URL shortened is required for various purpose
3. Detailed Scope of Work	(v) Hosting will be done on servers located in India on dedicated server with specific IP. No shared hosting of the website. The bidder needs to provide the cloud hosting as Infrastructure-as-a-Service model from a Ministry of Electronics and Information Technology (Meity), GoI empanelled Cloud Service providers.	1. Bill of Material – Hosting Server Configuration: To help us better understand the hosting requirements and plan appropriately, kindly share the Bill of Material (BoM) or detailed hosting server configuration currently in use for the existing website. This should ideally include specifications such as server type, CPU, RAM, storage, bandwith, operating system, database, load balancer (if any), DC/DR, Backup, and any third-party services or middleware in use.	The hosting server configuration may be decided taking into account the detailed scope of work
3. Detailed Scope of Work	(viii) Providing training to the users of Embassy.	 Total Number of Users to be Trained: Kindly confirm the total number of users who will require training. If available, a role-wise or department-wise breakdown (e.g., administrators, content editors, general users) would be appreciated for planning purposes. Mode of Training Delivery: We assume that the training sessions are expected to be conducted online only (via video conferencing platforms). Please confirm if this understanding is correct or if any onsite sessions are also anticipated. Training Frequency: We also assume that training will be required only once (as a one-time activity), either during the initial rollout or just prior to Go-Live. Kindly confirm if any refresher sessions or periodic training are expected beyond the initial session. 	The training to be provided once in a year via online mode to the required officials of the Embassy
3. Detailed Scope of Work	iv. Daily backup of the website & database should be synced to some other server location within India through some secured mechanism like secure ftp, VPN etc.	1. Website and Database Size: Kindly share the current size of the website and its associated database. This information will help us accurately assess and provision the required data center infrastructure, storage capacity, and backup solutions as part of the hosting and maintenance plan.	May be done as per detailed scope of work URL of website: https://www.eoimalabo.gov.in/

3. Detailed Scope of Work (c) Technology & Security.	Website should be capable to handle the load of about 5000 concurrent connections. The contents and database of the website should not be available to any other server / staging server or any public domain.	1. Confirmation on Concurrent User Requirement: We would like to reconfirm your requirement regarding support for 5,000 concurrent users. Kindly clarify whether this refers to 5,000 users simultaneously accessing and actively interacting with the website at the same time. This confirmation will help us accurately design the infrastructure and performance architecture accordingly.	Yes about 5000 concurrent users
3. Detailed Scope of Work (c) Technology & Security.	(d) Website Maintenance:- The maintenance support for three (3) years after the successful launching of the website extendable for one (1) more year as per Embassy's discretion. It would include the following:-	 Expected Timeline for Website Redesign: Kindly share the expected timeline for completing the website redesign, including any key milestones or deadlines that need to be considered during the planning and execution phases. Inclusion of Redesign in Project Duration: Please clarify whether the 3-year project duration includes the website redesign phase, or if the redesign is to be treated as a separate activity in addition to the 3-year Annual 	On final selection of the agency, Embassy will sign the contract with the Company. The website then would be re-design as per details given in the Tender Document. The company should make it GIGW compliant with CMS maintenance and as per the other details mentioned in
3. Detailed Scope of Work (c) Technology & Security.	(iv) Website technical functionality upgrade as and when required.	Maintenance Contract (AMC) period. 1. Estimation for Website Functionality Upgrade: At this stage, it is challenging for the bidder to accurately estimate the cost of potential technical functionality upgrades, as the specific scope and requirements are not clearly defined. Including such undefined enhancements in the initial bid may result in inflated costs and impact budget alignment. To ensure the proposal remains cost-effective and within the allocated budget, we respectfully request that any future enhancements in functionality or design be treated as a Change Request, to be addressed separately based on mutual agreement. For transparency and ease of evaluation, we suggest allowing bidders to quote an hourly rate for Change Requests in the commercial bid, which can be used as a basis for calculating costs as and when such requirements arise. Please consider above.	the Tender Document Website technical functionality upgrade is required as and when without any additional cost
3. Detailed Scope of Work (c) Technology & Security.	(vi) To design and upload banners, iQuery, graph artwork, info graphics and audio - video files etc. on the website.	1. Design Requirement – Monthly Volume of Artifacts: Kindly provide a type-wise breakdown of the design artifacts expected to be created on a monthly basis. For example, please specify the approximate number of items such as banners, graphical artwork, infographics, social media creatives, event-specific visuals, etc. This will help us estimate the design effort and allocate resources accordingly.	Embassy will provide the document/material needed to be uploaded in the website as and when required

Technical Evaluation	Number of websites including portal maintenance contracts (duration equal/more than 1 year) in last 3 years 10 marks - <= 20 = 02 marks - 21 <= 30 = 04 marks - 31 <= 40 = 06 marks - 41 <= 50 = 08 marks - 50 >= 10 marks	1. Request for Modification of Experience Clause: The currently asked quantum of website/portal maintenance projects executed over the last three years appears to be impractical and overly restrictive, which may limit fair competition and participation from otherwise qualified bidders. In light of this, we respectfully request that you consider revising this clause to a more practical and achievable benchmark. This will encourage wider participation while still ensuring the required level of competency and experience is met. We hope you will kindly consider this request for a more inclusive and balanced evaluation criterion. - 5 <= 10 = 02 marks - 11 <= 15 = 04 marks - 16 <= 20 = 06 marks - 21 <= 25 = 08 marks - 25 >= 10 marks	Technical Evaluation will be done as per published Tender document (No changes)
Financial round	n. Contract will be awarded to the technically qualified Lowest Bidder.	1. Request for Adoption of QCBS Evaluation Methodology: Considering the critical and technical nature of the project, selecting the bidder solely based on the L1 (lowest financial bid) criterion may undermine the purpose of conducting a detailed technical evaluation. We respectfully request that the bidder selection be carried out using the Quality and Cost-Based Selection (QCBS) methodology, with a suggested weightage of 70% for technical evaluation and 30% for financial evaluation. This approach will ensure the selection of a technically competent and experienced bidder who can meet the project's quality expectations and long-term objectives. We kindly urge you to consider this recommendation and amend the financial evaluation criteria accordingly to reflect the QCBS approach.	Financial Evaluation will be done as per published Tender document (No changes)
Terms & Conditions XIV. Payment terms:	• The price quoted shall remain fixed and not be subject to variations in exchange rate, duties, levies etc. The calling rates may be done in Indian Currency (INR).	1. Payment Schedule: We could not locate the payment schedule in the RFP document. Kindly provide the detailed payment terms and schedule, as this is essential for effective financial planning and cash flow management during project execution.	The Agency may quote the price as per Annexure II and the payment will be made on yearly basis.
Terms & Conditions	xv. Agency must procure and provide all the hardware and software required by its project team to enable them to meet the target assignment.	1. Hardware and Software Requirements: Kindly provide a detailed list of all hardware and software components that the agency is expected to procure. This information is crucial for preparing a comprehensive and accurate commercial proposal.	The Agency needs to go through detail scope of work and provide the required hardware and software to its project team, enabling them to meet the required assignments

Terms & Conditions	xx. The Agency has to provide services on a 24 x 7 basis.	1. Limitation of 24x7 Support Requirement: Providing 24x7 support significantly increases operational costs, making the commercial bid substantially higher. Round-the-clock support requires deployment of additional skilled resources in shifts, infrastructure readiness for non-business hours, and constant monitoring, which may not be proportionate to the actual support demand, especially during night hours or holidays. We therefore request you to kindly consider revising the requirement to 12x7 support (India Standard Time), which ensures adequate coverage across all business days and extended hours, while keeping the commercial proposal more reasonable and cost-effective.	The agency needs to provide 24 X 7 basis as mentioned in Tender Document
General	Scope of Work	1. Request for Detailed Scope of Work and Module Specifications: Upon review of the RFP document, we could not locate a comprehensive scope of work outlining the number of static pages and dynamic modules (such as media gallery, tenders, careers, etc.) to be developed or maintained. To enable bidders to prepare a realistic and well-informed commercial proposal, we kindly request you to provide a detailed list of all expected dynamic modules along with their functional requirements (back-end and front-end) and features. This clarification will help ensure accurate effort estimation, resource planning, and cost structuring. We sincerely request you to consider providing these details at the earliest.	The agency should make the website as per details given on the Detailed Scope of work of Tender Document. The company may look the website of Government of India, Ministry of External Affairs and website of other Embassies which are GIGW compliant, DBIM compliant along with CMS maintenance. URL of the present website of the Embassy https://www.eoimalabo.gov.in/
General	Existing Website	 Current Website Management: Please specify who is currently managing the website—whether it is handled internally by your team or outsourced to a third-party vendor. If third-party vendor is managing the website then please share current vendor details. Existing Resource Deployment: Kindly share the total number of resources currently engaged in managing and maintaining the website, along with their key roles or responsibilities (if available). Participation of Existing Vendor: Is the current vendor eligible to participate in this bidding process? If so, please confirm whether there are any specific conditions or restrictions applicable to their participation. Existing Technology: Kindly provide the complete technology stack currently being used for the existing website, including details of frontend and backend frameworks, databases, CMS (if any), hosting environment, third-party integrations, and any other relevant tools or platforms. This information is essential for accurate assessment and planning. 	The name of the agency may be seen in the website. This is a fresh tendering process and any vendor can participate in this process as per the terms and conditions mentioned in the Tender Document

General	Bid Submission	1. Request for Extension Post Clarifications : We kindly request that bidders	The timeline of Bid submission will
		be granted a minimum of three weeks to submit their bids after the	remain same as per the Tender
		publication of responses to all pre-bid queries. This time is essential to	Document
		incorporate clarifications, rework technical and commercial proposals	
		accordingly, and ensure the submission is comprehensive, compliant, and	
		competitive. We request you to kindly consider this for a fair and well-	
		prepared bidding process.	

Request for Clarification – Scope and Technical Details

We request you to kindly clarify the following points to ensure all bidders are aligned with the exact scope of work and technical requirements. These clarifications are also crucial for preparing an accurate and realistic commercial bid:

- 1. Scope of Work: As discussed during the Pre-Bid Meeting, there appears to be some ambiguity regarding the actual scope. Kindly confirm whether the requirement is limited to maintenance (including content updates and minor changes as per government circulars), or if it involves complete re-design and re-development of the website from scratch.
- 2. Existing Technology Stack: Please share the complete technology stack currently used for the existing website, including frontend, backend, database, and any third-party tools or frameworks.
- 3. CMS Information: Is the existing website built using a Content Management System (CMS)? If yes, please specify the name and version of the CMS being used.
- 4. Re-development with CMS: In case the existing website is not built on a CMS, kindly confirm whether the redevelopment is expected to be done from scratch, incorporating a new CMS-based solution as part of the scope.
- 5. Hosting Server Clarification: Please clarify the hosting server requirements. Can the selected bidder continue using the existing hosting server (already paid for by the Embassy), or is the bidder expected to provide a new hosting environment? If the latter, kindly confirm who will bear the cost of the hosting infrastructure.

- 1. Website is already developed, however the Agency have to re-design as per details given in the Tender Document. The Agency should make it GIGW compliant with CMS maintenance and as per the other details mentioned in the Tender Document.
- 2. Kindly check URL of website: https://www.eoimalabo.gov.in/
- 3. CMS is required to be built.
- 4. Yes
- 5. Hosting will be done on server located in India on dedicated server with specific IP. Please see detailed Scope of Work point 3 (a)(v). Hosting will be done by the Agency at their own cost on new hosting environment.