



International School Sport Federation

59 rue Archimède - 1000 Brussels - Belgium

Brussels, 3rd April 2020

**TENDER DOCUMENT FOR THE PROCUREMENT
OF RELAUNCHING THE WEBSITE OF THE
INTERNATIONAL SCHOOL SPORT FEDERATION –
www.isfsports.org**

1 NAME AND ADDRESS OF THE INTERNATIONAL SCHOOL SPORT FEDERATION

International School Sport Federation
Rue Archimede 59, 1000 Brussels, Belgium
VAT: BE 0476.233.673
PHONE: +32 27 10 19 38
E-mail: admin@isfsports.org
Website: www.isfsports.org

2 PERSON IN CHARGE FOR COMMUNICATION

Marina Dmukhovskaya, Communications Manager
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3 INTRODUCTION TO TENDERERS

About ISF

Based in Brussels (BEL), the International School Sport Federation (ISF) is an international non-profit sport organisation that sets up grassroots sport events and competitions as well as educational events for primary and secondary school students aged between 6 and 18 years old. The ISF was founded in 1972 as the umbrella organisation and governing body for national school sport organisations and currently gathers 128 national member associations over 5 continents. Recognised by the International Olympic Committee since 1995, the ISF promotes the values of education through sport.

With more than 30 sports in its competition programs, the ISF organises 4 different categories of events: Multisport Games (Summer & Winter Gymnasiade, Combat Games); World Schools Championships, World School Cups and Educational events. Each year the ISF coordinates more than 12 international sport and educational events around the world.



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Tender aims

The aim of this tender is to relaunch the current ISF website www.isfsports.org by the 1st of August 2020 at the latest, with a user friendly, well-structured and engaging platform, aiming to reach new and younger audiences.

With the new website we are also aiming to increase awareness of school sport globally, and specifically ISF activities while supporting storytelling opportunities. With 55% of the users accessing isfsports.org by a mobile or tablet device, the new website should be technologically adapted to these formats.

The new website should:

- represent and tell the story of the ISF, its history and mission and dedication to Olympic values
- promote its events, focused on sport and education: e.g. Gymnasiade, ISF World School Championships and others with the aim of encouraging its members to register and participate
- serve as an information hub for its members around the world to promote their activities and create and enforce the sense of a global school sport community
- highlight athletes' stories and their ISF experience through creative content, such as competition stories, profile interviews, videos and photos
- inform the ISF family and the general public of the ongoing ISF initiatives and projects, such as gender equality, integrity in sport and others

Target Audience of the website:

The ISF website audience includes all stakeholders in school sport: ISF members, athletes, their parents, PE teachers, school administration, sponsors and partners, organisers, media, members of a wider Olympic movement and the general public.

Tenderer should deliver to the ISF the following elements:

1. Concept: visual look and feel of the homepage and inner pages, concept revisions
2. Design/execution: graphic and user interface design, revisions, and implementation
3. Copy writing: creating text content for static pages
4. Programming: custom programming, page template creation
5. Maintenance on an annual basis: post-launch technical service, functional and structural adaptations, layout/design changes
6. Hosting: minimum technical requirements and price for the server

4. INSTRUCTIONS TO TENDERERS

(a) Scope of Tender:

The Employer is: International School Sport Federation

The name of the Tender process is: Tender for website www.isfsports.org relaunching



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The number and identification of contracts for which the Tender documents are issued: One non-competitive contract

(b) Cost of Tendering:

The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Employer shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

(c) Language of Tender

The Tender, as well as all correspondence and documents related to the Tender, exchanged by the Tenderer and the Employer, shall be written in English as it is the official language of the ISF.

(d) Price and Currency of Tender

The Tenderer shall give their pricing in respect to the currency of EUR. The attached appendix 2 is to be filled out in detail with a precise overview of the price for each element with a detailed summary showing the Employer the net Amount, VAT in percentage and amount and total price.

(e) Period of Validity

Tenders shall remain valid for a period of 6 months after the submission deadline date prescribed by the Employer. A Tender valid for a shorter period shall be rejected by the Employer as non-compliant.

5. DEADLINE FOR SUBMITTING THE OFFER

Tenders must be received by the Employer at the stated e-mail address and no later by **Friday 17th April 2020**.

The Employer may, at its discretion, extend the deadline for the submission of Tenders by amending the Tender Document, in which case all rights and obligations of the Employer and tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

6. EVALUATION AND COMPARISON

The evaluation criteria as well as the competitive comparison with the different offers shall be weighed upon the following but not exclusive elements: the price comparison, prior experience and visual concept.



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The Employer shall examine all the technical aspects of the Tender to guarantee that the offer does not contain any material deviation, reservation or omission of the requirements communicated prior.

7. QUALIFICATION / EXPERIENCE OF THE TENDERER

(a) Documents Establishing the Qualifications of the Tenderer

Please fill out appendix 3 with a portfolio including work related to the application with examples of three websites as well as reference contacts per completed project.

8. SUBMISSION AND OPENING OF TENDERS

(a) Submission of Tenders:

In respect to the given deadline, please submit all the following deliverables signed and stamped, for evaluation by the Employer to the following e-mail address :

admin@isfsports.org with the subject : WEBSITE TENDER + name of your company

(b) Documents Comprising the Tender (Forms)

- Appendix 1 with all the details pertaining to your company.
- Appendix 2 with a detailed price description per category necessary for the adequate relaunching of our website.
- Appendix 3 with a portfolio including work related to the application with examples of three websites as well as reference contacts per completed project.
- A visual teaser of a homepage look with an emphasis on promoting ISF events based on the ISF brochure (attached you will find the ISF brochure).

(c) Deadline for Submission of Tenders

Deadline for complete Tender submission is 17th April 2020 before midnight European Time (UTC +2)

(d) Deadline for Conclusion

The Employer will communicate to the awarded candidate by 1st of May 2020 before midnight European Time (UTC +2)

This will be done through the means of a written e-mail to the chosen candidate.



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Appendix 1 – LETTER OF TENDER

Appendix 2 – PRICE OF TENDER

Appendix 3 – HISTORICAL CONTRACTS AND EXPERIENCE