

Tender No: AT.10/2018

Subject: SUPPLY AND IMPLEMENTATION SERVICES OF CYTA'S CONTENT MANAGEMENT AND MEETING MANAGEMENT PROJECT

BRIEF DESCRIPTION

1. GENERAL

Tenders are invited for the Supply and Implementation Services of Content Management and Meeting Management Project, in accordance with this Specification, on a turnkey basis.

2. PRICE OF TENDER DOCUMENTS

The relevant tender documents will be available as from the **19th December 2018**, on payment of a non-refundable amount of **€100** plus VAT through Cyta's Tender website at web page: <http://www.cyta-tenders.cytanet.com.cy/>.

3. CLOSING DATE

Tenders shall be placed by the Tenderers or their representatives in Cyta's Automated Tender Box at Ground Floor, Head Office Building, Telecommunications Street, Strovolos, Nicosia, Cyprus, by **10.00 hours on Friday, 15 February 2019**, which is the Closing Hour and Date. Tenderers should note that the Tender Box will automatically lock at exactly 10:00 hours on the Closing Date with the indication «CLOSED».

Tenders submitted after the Closing Date and Hour shall neither be accepted nor taken into consideration.

4. VALIDITY

Tenders are to be held open for acceptance for **180 days** from the specified Closing Date. A Tender valid for a shorter period shall not be taken into consideration. In exceptional circumstances, Cyta may request the Tenderer for an extension of the period of validity. A Tenderer may refuse the request.

5. EXTENT OF TENDERS

Only Tenders for the supply of all Works detailed in this Specification must be submitted. Partial Tenders shall not qualify for consideration.

6. COMMITMENT FOR NON-WITHDRAWAL OF THE TENDER

Tenders shall be accompanied by the document "COMMITMENT FOR NON-WITHDRAWAL OF THE TENDER", fully completed and signed.

7. DELIVERY

The Solution shall be handed (delivered and installed) over to CYTA for productive use within twelve months from the date of the signing of the Contract. Implementation Schedule for the completion of all Works shall be quoted.

8. PRICES

Prices of the Tender shall be quoted in Euro. Tenders submitted in any other currency shall not be taken into consideration. Value Added Tax (V.A.T.) should be separately disclosed.

9. PAYMENT TERMS

Tenderers shall comply with the following payment terms for the Services applicable during the execution of the project until the Final Acceptance Date and for Services applicable during the period the Services are rendered to Cyta.

For Implementation Services:

5% of the contract price, within 45 days from the Effective Date of Contract upon submission of a pro-forma invoice and the delivery of an unconditional advance payment guarantee.

10% of the contract price, within 45 days from the successful completion of the Design Phase of Working Module 1 upon submission of a pro-forma invoice and the delivery of an unconditional advance payment guarantee.

5% of the contract price, within 45 days from the issue of the Provisional Acceptance of Work Module 2, upon submission of a commercial invoice for the 100% of the order value.

10% of the contract price, within 45 days from the issue of the Provisional Acceptance of Work Module 3.

10% of the contract price, within 45 days from the issue of the Provisional Acceptance of Work Module 4.

50% of the contract price, within 45 days from the Provisional Acceptance Date.

10% of the contract price, within 45 days from the Final Acceptance Date.

For Services (Excluding Services Included in the Works):

100% (one hundred percent) of the Services with forty five (45) days from the date of the relative invoice which shall be issued after the Services are actually rendered and completed.

For Maintenance Services:

Annual maintenance fee shall be effected in cash in two semi-annual installments in arrears. Payment shall be made within 45 days from the end of each 6 month maintenance period.

10. MAINTENANCE AGREEMENT

Cyta shall have the option to enter into a Maintenance Agreement for Services described in this Specification, to be placed over a period of up to five (5) years from the Effective Date of Contract.

11. TENDER AWARD

Cyta shall award the complete Tender to one Tenderer. No partial award shall be allowed.

12. BRIEF DESCRIPTION

The purpose of the "Cyta Content Management and Meeting Management Project", is to establish a sound basis for organizing official documents and content, towards Cyta's vision of a paperless office environment, and to elevate the management of formal Decision-making Body meetings to an excellence level, by leveraging a platform that caters for all such needs in a seamless and ergonomic way, best international practices and enhancement of Cyta's culture.

The main functional areas required are:

- Repository Functionality for official documents and other Content, including adding files, scanning paper documents, content taxonomy structures, roles, access and security levels, controls, records management, etc., in a way that is ergonomic, flexible and easily adaptable to the needs of an ever-changing organizational model.
- Workflow of Official Documents and other Content, including approvals, comments and annotations, task allocation and follow-up, etc.
- Organizing formal meetings for various Decision-making Bodies, including, for example, scheduling, agenda management, roles, supporting and output documents, comments, minutes, approvals, decisions, task assignment and follow-up.