



IOTA

Intra-European Organisation
of Tax Administrations

TENDER DOCUMENTATION ON DEVELOPMENT OF

IOTA WEB PORTAL

2021



IOTA

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I. GENERAL INFORMATION AND BACKGROUND

Intra-European Organisation of Tax Administrations (IOTA)
Registered Seat: Wesselényi utca 16., H-1077 Budapest, Hungary

1. IOTA Background

The Intra-European Organisation of Tax Administrations (IOTA) is a non-profit Organisation with the mission to promote co-operation between tax administrations in the European region and to support their development according to their individual needs.

To date, IOTA has 44 Members. The Secretariat of the Organisation is located in Budapest, Hungary since its establishment in 1997.

The Objectives of IOTA are:

- To promote and develop arrangements for strengthened co-operation between the tax administrations of the member countries
- To support the administrations of member countries with the implementation of their modernization programmes
- To encourage the adaption of good practice in tax administration
- To promote the specific identity of IOTA as a regional Organisation of tax administrations in co-operation with other international and regional Organisations
- To be a forum of consultation for members

Other information regarding IOTA History, Strategy, Membership, and Activities is available on the IOTA Website found at www.iota-tax.org.

2. PROJECT OVERVIEW

One of the strategic objectives of IOTA in 2021 to improve the services provided through the web portal of the organisation, thus IOTA aims to redesign and renew – in content and functionality – its web platform in order to:

- provide a new web platform for its users offering an enhanced user experience
- motivate registered users for regular usage and
- motivate non-users to initiate registration
- build the IOTA brand
- support IOTA work programme activities
- support collaboration between registered users and IOTA members (TAs)



- support knowledge management
- Implement new services supported by the new Web Platform

II. Instructions to Tenderers

1. GENERAL INFORMATION

1.1. Introduction

In submitting their tenders, tenderers must respect all instructions, forms, qualification criteria, contract provisions and specifications contained in the tender dossier and given in the pre-negotiation phase. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender. IOTA may but will not be obligated to call for rectification of incomplete tenders.

1.2. Services to be provided

The services required by the Intra-European Organization of Tax Administrations (IOTA) are described in the *Functional and General Specification*– which can be modified and extended until the closure of the pre-negotiation phase.

1.3. Participation

Participation in this tender procedure is open to any companies from the 44 IOTA member countries upon meeting the requirements referred to in this tender dossier. Sub-contracting and assignment are allowed for parts of the project only and subject to the terms of the contract between IOTA and tenderer. The selected company must undertake to carry out the major part (above 50%) of the services itself and shall take responsibility for all (100%) deliverables regardless of whether performed by itself or a subcontractor.

1.4. Period during which tenders are binding

Tenderers must be bound by their tenders (offer) for 90 days after the deadline for the submission of tenders. In exceptional cases, before the period of validity expires, IOTA may ask tenderers to extend the period for a specific number of days, which shall not exceed 60 days. Tenderers are entitled to deny their approval to extend the period of validity.

1.5. Ownership of tenders, no reimbursement



IOTA retains ownership of all tenders received under this tendering procedure. Consequently, tenderers have no right to have their tenders returned to them.

IOTA will not pay any fees, costs, expenses, whatsoever to the applicants during or related to the tendering procedure. All applicants shall choose to participate in the tendering process on their own risks and costs.

1.6. Security and integrity clearance

All information documents, records and books provided by IOTA to any tenderer in connection with the tender or otherwise are strictly private and confidential. The tenderer may not disclose the tender or any part thereof, except with the express consent of IOTA, which must be granted in writing prior to such disclosure. IOTA however reserves the right to disclose any information provided by any tenderer to any of the employees, members, or contractors (i.e., legal, accounting) of IOTA.

2. TENDERING PROCEDURE

2.1. Invitation to the tender

The announcement date is 15th February 2021, the day when the tender is first made public.

Announcement and tendering documentation – consisting of the *Objectives & Requirements document* – of the IOTA Web Portal Development will be made available on the current IOTA website in English. The National Tax Administrations can channel the tender announcement from IOTA website to their national websites in order to increase awareness of potential contractors to the IOTA Web Portal development. IOTA member Tax Administrations are also allowed to invite developer companies to the tender, which they have previously worked and been satisfied with.

The invitation consists of:

1. Overview of the selection process
2. Functional and General Specification of the project
3. Qualification criteria of tenderers
4. Evaluation/assessment system

The opening of tenders will take place at the Secretariat of IOTA at Wesselényi u. 16., H – 1077, Budapest, Hungary on a date to be announced after the closure of the Pre-Negotiation phase.



2.2. Overview of the selection process

2.2.1. *Application Round (Qualification criteria & required documents)*

(Approximately 8 weeks from the tender announcement)

- a) Project language is English (UK). All submitted documentation need to be in English (or true and accurate translation attached).

- b) Developer Companies interested in the IOTA Web Portal Development tender may send their application and attach the following documents and declarations to prove that they meet the minimum suitability criteria listed hereinafter:
 1. Copy of its company certificate or certificate of good-standing or similar official documentation available in the home country of the applicant issued not older than 30 days at the time of submission (downloaded electric formats will be accepted for Qualification Round).
 2. Copy of the specimen signature(s) of the representative(s) of tenderer signing the application (if available in the home-country of the applicant).
 3. Financial reports of 2018, 2019 and 2020 (if available), including: Balance Sheet, Profit & Loss Account, Cash Flow Statement, and Supplement to the Financial Report, and auditor's report if present).
 4. Official certificate of fulfilling taxation and social contribution obligations in accordance with the legal provisions of the country in which the company is established,
 6. Declaration of revenues over the past 3 years including the revenues in connection with the object of the works.
 8. Signed and completed APPLICANT'S STATEMENT – containing a Non-Disclosure Agreement – and APPLICATION SUBMISSION FORM (attached to this document)
 9. List of references - minimum 3, maximum 10 of similar development projects (exceeding project value of EUR 100.000 (Net)), started and completed in the last 5 years. Tenderer should give overview of the reference projects (including the value of the project).

- c) Tenderers are also requested to give more detailed information regarding their:
 1. company and technical suitability: written description, technical background
 2. other platform features
 3. number of employees/contractors deployed in the last 2 years in at least 1 finished web portal development project in the following fields;
 - a. Research and UX/UI design planning
 - b. Project planning – breakdown into: IT, HR, finance coordination and measuring
 - c. Software architect



- d. Planning and system management – logical and physical data modelling
 - e. Software development
 - f. Testing – functional, user side, load, operation check
 - g. other key role members, employees (total average annual number of employees in the last 3 years, qualification of key employees, etc.).
4. any other detail that the applicant may want to share with IOTA

IOTA does not prefer free website builder platforms as Joomla and WordPress, therefore companies planning to offer such solutions are kindly asked not to apply.

Not exclusively, but by way of example the preferred solutions would be;

1. PHP Drupal
2. JAVA
3. .NET

Tenderers are allowed to offer other, above not listed solutions and also allowed to offer mixed solutions with regards to the core service framework (e.g.: role management, content management) and other service modules as part of a multi-module system.

2.2.2. Qualification Round

(Approximately 2 weeks from the end of the Application Round)

IOTA will evaluate the tenderers' references and examine of conformity of the qualification criteria - specification above. Failure to respect the requirements in the chapter 2.2.1. may result the rejection of the applicant.

During the Qualification Round IOTA may but will not be obligated to contact applicants for clarification of submitted data and information.

There is no evaluation method for the Qualification Round. Applicants who do not meet all qualification criteria but show serious dedication and have the necessary resources for the project may be considered by IOTA to allow entry to the next phase. IOTA reserves all rights to reject applicants at any phase of the tendering process even if they meet all qualification criteria.

2.2.3. Pre-negotiation phase

(Approximately 6 weeks from the end of the Qualification Round)

Tenderers who meet the qualification criteria – specified in the chapter 2.2.1. – will be invited to the pre-negotiation phase in order to make inquiries and questions regarding technical parts of the project.



During this phase, applicants will be given the opportunity to have a better understanding of the IOTA's goals regarding the Web Portal Project and may also make their proposals to clarify parts of the functional specification, technical specification, architecture, etc. of the project and to suggest a solution that, in their opinion, would be the best approach for the implementation IOTA's project.

Save for financial or sensitive information, this phase will be transparent and technical proposals, possible modification of the functional or the technical specification, questions of applicants and answers of IOTA will be shared with all applicants participating in this phase.

2.2.4. Call for bid

(Approximately 8 weeks from the end of the Pre-negotiation phase)

After the closure of the pre-negotiation phase, the final and detailed tendering and contracting terms will be sent to the pre-selected applicants along with an invitation to submit their offer for the project.

When the tender is submitted, the tenderer must:

/Failure to respect the requirements in this chapter may result in the rejection of the tender/

- Provide a detailed Technical Proposal
- Provide a detailed Financial Proposal for the development and also for annual maintenance for 5 years;
- Provide all information requested in the specified format;
- Complete the tender in English, with timing, costs, rates and prices in Euro (exclusive of VAT);
- Sign and date the tender where indicated.

(IOTA reserves the right to modify these obligations until the end of the pre-negotiation phase)

Technical Proposal

The Technical Proposal must include the following documents:

- Technical requirements
- Functional requirements
- Licenses
- Methodology (description project flow)
- Maintenance requirements
- Project schedule



/IOTA will give the *pre-selected applicants* – who meet the qualification criteria - more detailed information about the requirements for the abovementioned documentation until the end of the pre-negotiation phase./

Financial Proposal

The Financial proposal must be presented in Euro (Net price, exclusive of VAT) and must include the budget breakdown.

The Financial Proposal consist of the following:

- Planning
- Development costs including UX/UI research and design
- Monthly running and maintenance costs for 5 years
- Legal Proposal consisting of the followings:
 - Modification requests to announced contracting terms (if any).
 - Offered warranty time and terms (if different from IOTA contracting terms)
 - Offered securities for the implementation of the project (if different from IOTA contracting terms)

/IOTA will give the pre-selected tenderers more detailed information about the abovementioned documentation until the end of the pre-negotiation phase./

2.2.5. Negotiation phase (optional)

(Approximately 4 weeks from the end of Receiving applications)

IOTA will have the possibility but no obligation to request further clarification of the content of the offers of tenderers and further negotiate price, timing, technical, financial and legal questions.

This phase will be semi-transparent. Any changes or clarifications regarding technical requirements or significant legal terms will be shared with other tenderers who submitted an offer.

2.2.6. Evaluation

2.2.6.1. Multi-level evaluation

- a) Evaluation of fulfilling the qualification criteria
- b) Evaluation of technical offers
- c) Evaluation of financial offers and legal terms
- d) Result of the evaluation procedure



2.2.6.2. *Evaluation process*

In the course of evaluating the tenders, IOTA examines the tenders if they are in compliance with the conditions set in the tender documentation, during the pre-negotiation phase. The submitted tenders will be checked if the tender meets the terms for exclusion, economic and financial ability, and technical ability. After this comes the evaluation of technical and financial offers as follows:

- IOTA will set up an *Evaluation Committee* to carry out the evaluation of offers from technical and financial point of view.
- The evaluation process is planned to finish within approximately 8 weeks after the end of the submission deadline of the offers or the closure of the negotiation phase (whichever is later).
- During the evaluation process the *Evaluation Committee* shall review and evaluate the *Technical offer* and the *Financial offer* of each tenderer. The result of the evaluation process will be presented to the *Executive Council* (statutory body of IOTA) together with the finalized draft contract.
- During the relevant negotiation phases, IOTA ensures the possibility of supplying missing information under the same conditions for all tenderers and may request additional information from the tenderers for the purpose of clarifying the content of their submitted materials, including ambiguous statements, declarations, certificates included in the tenders.
- The *Evaluation Committee* also reserves the right to ask for further information or clarification directly from the tenderers during the relevant negotiation phases. Tenderers are required to give the requested information in written form within approximately 72 hours after having received the request.
- The results of the evaluation will be announced by e-mail, following the last day of the evaluation process. IOTA may extend the evaluation phase or may choose to re-enter the negotiation phase.
- At any time during the process, IOTA reserves the right to consider the entire tender procedure unsuccessful if expectations of IOTA – based on the technical and financial offers of the tenderers – are not met. IOTA will specially be entitled to judge the entire tender procedure unsuccessful if no financial offer submitted by tenderers can be budgeted. IOTA is not required to give any detailed reasoning to the tenderers about the background of its decision. No costs incurred shall be reimbursable if the tender is judged unsuccessful.



2.2.6.3. *Evaluation Criteria*

Evaluation criteria will include emphasis on quality, price and development time. Each tender will be subject to a Technical and Financial Analysis. The aim of the evaluation is to select the tender which represents the best long-term value for money.

The relative importance of each criteria is defined as a percentage. All the criteria for technical and financial evaluation together constitute 100%.

The percentage of each criteria will be sent for the pre-selected applicants until the end of the pre-negotiation phase.

Presumably IOTA will evaluate the following criteria:

- Planning and design (UX/UI) time
- Technical support and services offered in accordance with requirements of IOTA
- Functional modules are in accordance with the needs of the IOTA
- Clearly defined approach to fulfilling the functional requirements and suited to the needs of the IOTA
- Preliminary Project Plan and proposed methodology meets the expectations of the IOTA
- The CVs of key experts appear to support a successful execution of the project
- The development- and running (maintenance, license, etc.) costs
- Legal terms and financial security offered by the tenderer

At the end of the evaluation process the results of the financial evaluation and the technical evaluation will be summarized and the project will be awarded to the tender with the highest overall total percentage.

2.2.7. *Contracting*

(Approximately 4 weeks from the end of the Negotiation phase)

Following the negotiation phase, when all aspects of the offers are evaluated and negotiations of the contractual conditions become concluded, final contract will be subject to review of the statutory body of IOTA.

If IOTA, in its sole discretion and based on the pre-announced final evaluation criteria, finds at least one offer suitable and acceptable, it will enter into contract with the chosen tenderer.



In case the winner of the tendering procedure is not available to sign the contract within 2 weeks, IOTA will have the right to invite another successful tenderer for contracting or re-open a former phase with any tenders.

The contract's final terms will be subject to the approval of the *Executive Council* of IOTA.

2.2.8. Planned timeline

IOTA reserves the right to amend the deadlines set forth in this document, without any consequences.

Phases of the Tendering Procedure	PLANNED TIMELINE		
	Starting date	Finishing date	nr. of days
Invitation published	15-Feb-2021	-	
Application Round	15-Feb-2021	16-Apr-2021	60
Qualification Round	17-Apr-2021	2-May-2021	15
Pre-negotiation Phase	3-May-2021	17-Jun-2021	45
Call for bid - Submission of Applications upon invite	1-Jul-2021	30-Aug-2021	60
Negotiation Phase (optional)	15-Sep-2021	15-Oct-2021	30
Evaluation of applications	16-Oct-2021	15-Nov-2021	30
Contract approval and signature	16-Nov-2021	16-Dec-2021	30
Planned commencement date	17-Dec-2021	-	

3. PROJECT TEAM ORGANIZATION

Project team organisation will be clarified during the negotiation phase with the pre-selected applicants.

4. COSTS

IOTA will not cover or reimburse any extra costs relating to attending the project meetings, preparation or delivery of reports, and interpretation/translation.

The pre-selected tenderers shall present the overall project costs – including development and running costs, license fees, etc., in EUR, excluding VAT.



5. APPLICATION SUBMISSION

5.1. Submission of the application (for the Qualification round)

Application must be submitted - by the deadline specified in the *letter of invitation* to the application and the “Planned Timetable” above via e-mail, for the following e-mail address: WPD-tender-2021@iota-tax.org.

Please, attach all the annexes listed in point 2.2.1. to the application e-mail.

5.2. Submission of the tender (only for the pre-selected, invited applicants)

Application must be submitted - by the deadline specified in the “Timetable” above - either by recorded delivery (official postal service) or hand delivered (including courier services) to:

Intra-European Organization of Tax Administrations

Wesselényi u. 16.

H – 1077, Budapest, Hungary

Application submitted by any other means will not be considered. Application must be submitted using the single envelope system. All parts of the application must be submitted together. Any infringement of these rules or failure to attach or sign documents may result in non-consideration of the offer. Provided that the application documentation is delivered by official postal service or by hand, IOTA excludes its liability for late delivery or any other failure in delivery. Personal or courier delivery is therefore strongly recommended.

The outer envelope or parcel should carry the following information:

- a) name of the addressee and address for submission of tenders indicated above;
- b) the title of the tender;
- c) the name of the tenderer.

The pages of the application documentation including Annexes submitted by the tenderer must be numbered and signed. No proposal submitted after the closing date and time will be considered.



6. REQUEST FOR INFORMATION FROM IOTA

Tenderers may submit questions in writing to the following e-mail address until up to 15 days prior to the end of the application deadline (IOTA may refuse to give further information or clarifications after this date):

Contact name: Lajos Gelencsér, Manager of Finance and Business Administration
E-mail: WPD-tender-2021@iota-tax.org

All answers and/or information given by IOTA as a response to information request of any tenderer shall be sent out to jointly to all known tenderers five days prior to the application submission deadline. IOTA reserves the right to send out necessary information or clarifications also after this date.

7. EXCLUSION CRITERIA

Tenderers will be disqualified if they or their representatives or quota holders or shareholders indicated in the tender documentation:

- are bankrupt or being wound up, are having their affairs administered by courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure;
- have been guilty of grave professional misconduct proven by any means which IOTA can justify;
- have not fulfilled their obligations to pay social security contributions or taxes in accordance with the applicable legal provisions of their country;
- have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to IOTA financial interests;
- do not meet the conditions listed in Section 2.2.1. of the present document (unless exception is approved by IOTA);
- try to influence the neutral and transparent manner of the evaluation procedure



APPLICATION SUBMISSION FORM

Ref: _____ <as per letter of invitation to tender>
Contract title: Development of a new Web Portal for the Intra-European Organisation
of Tax Administrations (IOTA)

One signed original of this tender submission form must be supplied, together with
two copies.

1. SUBMITTED by _____ <the identity of the Tenderer>

Registered company name:	
Registered address:	
Company registry number and registrant authority:	
Telephone:	
E-mail:	

2. CONTACT PERSON (for this tender)

Name:	
Position:	
Address:	
Telephone:	
E-mail:	

Date: _____

Name: _____

Signature: _____



APPLICANT`S STATEMENT

I, the undersigned, being the authorised signatory of the applicant, hereby declare that we have examined and accept, without reservation, the entire content of the tender dossier for the tender procedure “WPD Tender 2021”, announced on 15th February, 2021.

According to our best knowledge and understanding, we declare that

- our organization meets the qualification criteria of the terms announced by IOTA;
- all information provided by us is true and accurate;
- no relevant information regarding the tendering procedure has been withheld by us.

It is understood and accepted that IOTA may, at any time, upon its sole discretion, consider this tendering cancelled or unsuccessful without announcing a winner or notifying the tenderers.

We, as tenderers may not seek compensation or reimbursement from IOTA for our costs, expenses or damages arising from submitting our application, our offer or participating in the tendering process and we waive all rights to seek compensation from IOTA for any reason in relation to the tendering procedure, including but not limited to IOTA’s failure to announce a winner or to sign an agreement with the announced winner.

It is understood and accepted that the consent of the IOTA Executive Council, the statutory body of the Organisation, shall be required for IOTA to enter into contract with the winner.

It is understood and accepted that all information documents, records and books provided by IOTA to any tenderer in connection with the tender or otherwise are strictly private and confidential. The tenderer may not disclose the tender or any part thereof, except with the express consent of IOTA, which must be granted in writing prior to such disclosure.

We declare that all information given to IOTA under this tender application is true and correct and IOTA shall be informed of any change in such information without delay should any changes occur.

Signed on behalf of the tenderer,

Date: _____

Name: _____

Signature: _____