

Website Development Tender

YOUR BUSINESS NAME

DATE

1. Introduction – who we are

Here is a description of our business and the products and services we provide to give you, the developer, an understanding of what problems we solve for our customers.

2. Current website

Our current website address.

3. Our mission

Our mission statement is outlined below.

Here is a blank Website Development Tender Template for you to use.

4. Our customers

Below we provide information on our current customers. Target customers for the new website are also identified.




5. Outcomes – what we want from the website

Our expectations of the new/redeveloped website are:



6. Specifically – what we want on the website

In the box below, we outline what works well on our current website and also what doesn't work.



7. Maintenance, training, support, hosting

Here are our training requirements. Please quote the daily/half day rates for each of the training elements.

8. References

Please include examples of similar websites you have worked on.

9. Budget

Our budget for the website development is set out below. We have a separate budget for marketing, promotion and SEO.

10. Timetable

Outline timetable for website development.

11. If you have queries

Our contact details.

| | |
|-------|-----|
| NAME | TEL |
| EMAIL | |

12. Administration

| | |
|--------------------|-------|
| TENDER RETURN DATE | |
| RETURN TENDER TO | EMAIL |
| NOTES | |

Tender response and cost outline

Please provide a detailed tender response using the table below – give a brief description of work to be completed under each heading.

| DESCRIPTION | NOTES | TIME ALLOCATED (DAYS) | COST € |
|--|-------|-----------------------|--------|
| Project kick-off | | | |
| Information architecture design | | | |
| Initial wireframe design | | | |
| Draft 1 of page/content layout templates | | | |
| Build content management system | | | |
| Transfer all content from current site* | | | |
| SEO | | | |
| Test new site and make it live | | | |
| Team training/handover | | | |
| Annual maintenance | | | |
| Annual hosting | | | |
| Total | | | |
| Total including VAT | | | |

*If you are on your first website, you will not have content to transfer.