

CALL FOR TENDER APPLICATIONS

5 PAGE WEB DESIGN AND 12 MONTH WEB HOSTING.

Reference: EYWA Project – Co-funded by the European Union

Issued by: The Spanish Chamber of Commerce in South Africa

Issue Date: August 11, 2025

Closing Date: August 26, 2025, at 17:00-h.

1. Object of the Tender

This Call for Tender is aimed at designing a 5-page website as well as 12 months hosting (hereafter “tenderers”) capable of providing the following services for the Spanish Chamber of Commerce in South Africa:

Required Services

- Provide assistance to the EYWA SUBGRANT beneficiaries (women entrepreneurs) in designing a professional 5-page (minimum) website for their business.
- Supplying 12 months hosting for the designed website.

Service Period

- From 1st September 2025 to -28th February 2026
- Website to be designed in maximum period of 1 month within the overall project timeframe.

Provider's Responsibilities

- Support the EYWA SUBGRANT beneficiaries in designing their 5-page website within a month from their demand
- Supply 12 months web hosting once the page is designed.
- Maintain communication with the Spanish Chamber on the progress of the design of the websites on a weekly basis.
- Inform us immediately when a beneficiary stops using the website services before the 6 months are over (via Google analytics or another similar monitoring system).
- Show the finalized website for each beneficiary

2. The Spanish Chamber of Commerce's Responsibilities

- Provide profiles of all EYWA Subgrant beneficiaries using these services.
- Communicate any additional information received from the European Union regarding the use of this service.

3. Contract Duration and Execution

- The contract will commence on 1 September 2025, or the day after formal signing, and run until 28th February 2026
- Any extension due to exceptional circumstances will be communicated in advance, subject to mutual agreement and with no increase in budget.

4. Budget and Eligible Costs

- Maximum Total budget available: €6,435 (ZAR 128,700) - exchange rate 1€ 20ZAR) for a maximum number of 26 beneficiaries.
- Maximum Budget per EYWA Subgrant beneficiary and website services (unit cost): €247,5 (ZAR 4,950) – exchange rate 1€ 20ZAR
- This includes all taxes.
- The Spanish Chamber of Commerce in SA will only pay for completed services in case of delays or cancellations due to circumstances beyond the provider's control.

5. Tender Selection Criteria

- The contract shall be awarded to the tender offering the best economic value- (the cheapest one).

5.1 Tender Admission Criteria

- Copy of South African CIPC registration certificate.

6. Billing and Expense Justification

- Monthly Invoices may be submitted once the website design is finalized, and the EYWA Subgrant beneficiary confirms that it meets the requested contents/format.
- Each invoice must include:
- Total cost per EYWA subgrant beneficiary
 - Total cost for the website services provided in the month
 - Reference that the services are developed with regard to the EYWA Project, that is co-funded by the European Union

7. Submission Requirements

Tenderers must submit:

1. Technical Offer:

- CIPC registration document
- Formal declaration of legal operation
- Legal contract with all that's included in Clause 1

2. Quotation:

- Pricing breakdown (including unit cost of services depicted in point 1)

8. Submission Details

- Email applications to: generalmanager@spaincc.org
- **Deadline: 26th August 2025 at 17:00 h, SAST**
- Inquiries: Joaquin Valverde, Generalmanager@spaincc.org

Note: Late submissions will not be considered. The Spanish Chamber of Commerce reserves the right to reject any tender that does not meet the stated requirements or budget limitations.