



APPENDIX A – PROCUREMENT PARTICULARS

- **Project Name:** Website Hosting & Maintenance
- **Project Open Date:** 09/19/2025
- **Submissions Deadline:** 24 September 2025 (11:59 PM)
- **Reference:** RFP-NGCI-2025-008

Business Objective:

The scope of the work associated with this project is on an 'as needed' basis, billed at an hourly rate. Service must include: website hosting capability, marketing consultancy, website maintenance, ongoing content management, website development, and search engine optimisation.

Scope of Work:

The requester requires a proposal for the following:

- Weekly monitoring of the website for technical issues and prompt execution of fixes.
- Development of new website features as requested.
- Content updates to existing website pages, including layouts, features, photos, videos, and text (within 1-2 days).
- Ensure website hosting capability within the current design format to prevent conversion issues during transfer.
- Management of any required website conversions.
- Oversight of all related subscriptions, renewal requirements, and fee payment obligations.
- Prompt response times for requests and communications.
- Website content updates as requested.
- Refinements to website design as requested.
- Ability to collaborate with contract IT service providers to address any issues that may arise.

Requested Information:

Submission Form (Appendix B)	Each submission must include a Submission Form completed and signed by an authorised representative of the bidder.
Reference Form (Appendix E)	Submissions must include a Reference Form completed according to the instructions in the form.
Proposal	Outlined proposal/quotation Details must include: <ol style="list-style-type: none">1. Proposed approach to the scope of work;2. must include all parts, materials, and labour costs required.3. Commitment to the following scheduling requirements
Certifications	Provide supporting documentation to act as a certified service provider.
Pricing Form (Appendix C)	See Appendix C <ol style="list-style-type: none">(a) Rates must be provided in Caymanian Dollars (KYD). Please note that when converting from US Dollars to Cayman Islands Dollars, bidders shall use a conversion rate of \$1 USD = \$0.82 KYD.(b) Rates quoted by the bidder must be all-inclusive and must include all bonding costs, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.(c) Pricing should be exclusive of duties levied by Customs & Border Control. A duty waiver will be provided.
Proposed Team	Each submission must include the experience of the core team members assigned to the project, similar to the Deliverables.

- **Website Information:** NGCI’s website currently operates using WordPress.
- **Submissions and Questions** can be sent to administration@nationalgallery.org.ky