

# 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.

[Blank area for introduction text]

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

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## 2. Current website

Our current website address.

[Blank area for current website address]

To view and fill in form, please open with Adobe Acrobat Reader, downloadable from: <https://get.adobe.com/reader/>

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## 3. Our mission

Our mission statement is outlined below.

[Blank area for mission statement]

**4. Our customers**

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

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**5. Outcomes - what we want from the website**

Our expectations of the new/redeveloped website are:

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**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.

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**8. References**

Please include examples of similar websites you have worked on.

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**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.

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### 11. If you have queries

Our contact details.

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### 12. Administration

# 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			
<b>Total</b>			
<b>Total including VAT</b>			

\*If this is your first website, you will not have content to transfer.