

# Website Development Tender

YOUR BUSINESS NAME

DATE

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## 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.

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## 2. Current website

Our current website address.

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## 3. Our mission

Our mission statement is outlined below.

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

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**4. Our customers**

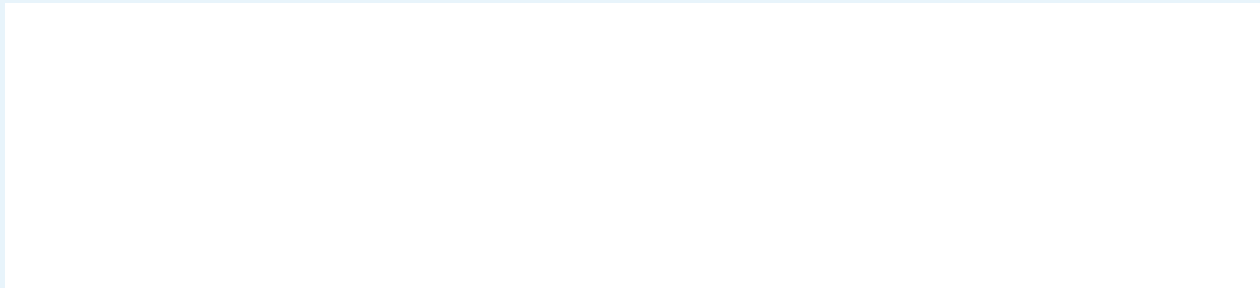
Below we provide information on our current customers. Target customers for the new website are also identified.



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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**

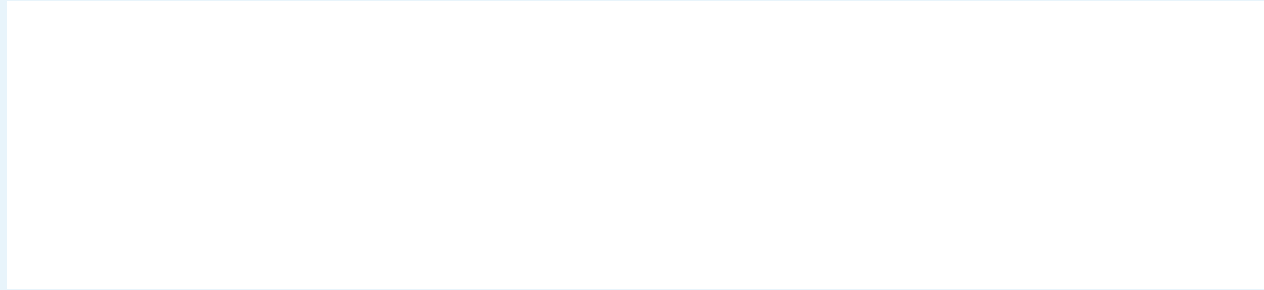
In the box below, we outline what works well on our current website and also what doesn't work.



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**7. Maintenance, training, support, hosting**

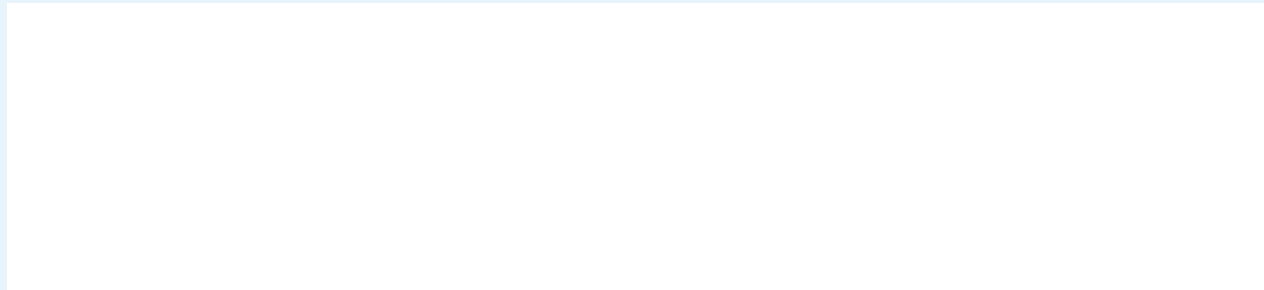
Here are our training requirements. Please quote the daily/half day rates for each of the training elements.



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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.



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## 10. Timetable

Outline timetable for website development.

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## 11. If you have queries

Our contact details.

NAME	TEL
EMAIL	

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

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