

Payment Milestones

CMS for APEC Microsites and APEC Microsite Templates

The Microsite CMS shall be soft launched by 1 November 2022. The two templates for APEC microsites shall be available within the proposed CMS by 1 November 2022. The APEC Secretariat will test the new CMS and templates until December 2022. Payment will only be made in January 2023 upon successful testing and commissioning of the new system for production and go-live (100% after test is completed). The microsite CMS and the two microsite templates must be fully launched and go-live by 15 Dec 2022.

#	Milestone	Format	Quantity	Means of Verification	Due Date	Payment Due (in SGD, inclusive of taxes)
1	Initial meetings	Online or face-to-face meeting	One meeting plus one follow-up	Approval of task plan	End of July 2022 or early August 2022	33%
2	Microsite Template 1 within CMS	Template	1	Successful User Acceptance Testing	1 October 2022	
3	Microsite CMS setup (Includes database, server, and all required services)	CMS	1	Successful User Acceptance Testing	1 October 2022	
4	Microsite Template 2 within CMS	Template	1	Successful User Acceptance Testing	1 November 2022	
5	User Guide Manual	PDF	1	Finalized and in compliance with APEC Publications Guidelines	1 December 2022	

6	Microsite CMS and the two templates go-live			Successful testing in Production	15 Dec 2022	67% January 2023
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Support and Maintenance Services for APEC Microsites and CMS

This payment will be made in January 2023 after the CMS setup and microsite templates are completed. The payment will be made on yearly basis upon the review of the service quality. Given subject matter expertise and intellectual property rights, the contract will auto renew until 31 December 2025. If the Vendor is not able to achieve the level of performance as specified in the Service Level Agreement, the APEC Secretariat has the right to terminate the contract.

After the contract period, the payment of Website Support and Maintenance Services will be made annually to the selected Vendor subject to the satisfactory completion of the service period.

Format for Proposal Submission

The Vendor is required to submit:

- Detailed task plan
 - Expected Outputs and Timeline
 - Payment Schedule, including milestones and due dates
- Cloud server proposal
- Risk management plan
- Sample of portfolio works for web design and CMS implementation
- Profile of team members, including CVs
- CMS Certifications (If applicable)
- Detailed costing
- Other associated costs from contract inception to completion.

The quotes submitted in response to this RTT must provide a detailed breakdown of the costs including personnel, labour, and other associated costs.

Understanding of Tasks

In a narrative format, please include your response to the requirements and how you propose to accomplish the scope of work.