



Specifications

WTO (24193) 104

Website Quality Assurance Tool

This procedure is conducted in accordance with the Public Procurement Act (PPA). This means that no communication is permitted between the tenderer and the requesting offices during the procedure. If you have any questions, please contact only the FOBL's Public Tender Service.

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1 Terms and abbreviations

To make for easier reading, the masculine form is used throughout the document. Naturally, the female form is also included.

Term	Definition/explanation
GTCs	General terms and conditions
FOBL	Federal Office for Buildings and Logistics
Requesting office	Federal organisational unit for which the goods/services are ultimately provided
Procurement office	Centrally responsible procurement office according to OPPO (here FOBL)
FCh	Federal Chancellery, www.bk.admin.ch
PPA	Federal Act on Public Procurement (SR 172.056.1)
Fed. Adm.	Federal Administration
CMS	Content management system
PPS	Public Procurement Service
DTI	Digital Transformation and ICT Steering, Sector in the Federal Chancellery FCh: https://www.bk.admin.ch/bk/en/home/digitale-transformation-ikt-lenkung.html
FDFA	Federal Department of Foreign Affairs
FDHA	Federal Department of Home Affairs
FDF	Federal Department of Finance
EC	Eligibility criterion
FDJP	Federal Department of Justice and Police
GATT	General Agreement on Tariffs and Trade
HCMS	Headless content management system
ICT	Information and communication technology
SPv	Internal service provider in the Federal Administration, e.g. Federal Office of Information Technology, Systems and Telecommunication (FOITT)
SPc	Internal service procurer in the Federal Administration. See also requesting unit
MV	Microsoft
VAT	Value added tax
SaaS	Software as a Service
simap	Information system for public procurement in Switzerland (simap.ch)
SS	Standard services are information technology services that administrative units of the Federal Administration require at the same or similar levels of functionality and quality.
SEO	Search engine optimisation (SEO) is the process of improving the quality and quantity of website traffic to a website or a web page from search engines. Source: https://en.wikipedia.org
TS	Technical specification
DETEC	Federal Department of the Environment, Transport, Energy and Communications
DDPS	Federal Department of Defence, Civil Protection and Sport
PPO	Ordinance on Public Procurement (SR 172.056.11)
EAER	Federal Department of Economic Affairs, Education and Research
W3C	World Wide Web Consortium. Consortium for the standardisation of technologies on the World Wide Web, e.g. accessibility.
WGL	Web Guidelines of the Federal Administration
WTO	World Trade Organization
AC	Award criterion

List of abbreviations

2 Introduction, purpose of the document

This document describes the objectives that are to be pursued and achieved with this procurement item. They govern the procedure and form of tender submission and, together with the Confederation's general terms and conditions ([GTCs](#)), the Federal Act of 21 June 2019 on Public Procurement ([PPA; SR 172.056.1](#)) and the Ordinance of 12 February 2020 on Public Procurement ([PPO; SR 172.056.11](#)), form the basis for this procedure.

The procedure is governed by the provisions of the act for procedures within the scope of international treaties.

2.1 Important information on submitting tenders

The suppliers assume responsibility and the corresponding liability for the services included in the individual agreements. Tenders for staff leasing are therefore excluded from this call for tenders. If such tenders are nevertheless received, they will be excluded.

3 Background and description of the procurement item

3.1 Background (current status)

The Federal Administration currently operates several content management systems (CMS) for the federal government's websites. The market model for an ICT standard service for websites came into force with the Federal Council decree of 16 March 2018. The market model envisages offering the offices a single CMS as a standard service. The Federal Chancellery's Digital Transformation and ICT Steering Sector (DTI) manages this standard service, the FOITT acts as the internal service provider and Swisscom is the service supplier.

The ICT standard service for websites (hereinafter SS Websites) was launched on 1 July 2023. This standard service is responsible for the simple and economical creation, organisation and management of the public websites of the Federal Council and Federal Administration on the basis of a headless content management system (HCMS). The software used as the CMS is Livingdocs.¹

In addition to the HCMS, the present aim is to ensure and provide quality assurance of websites for the entire Federal Administration. With the introduction of the SS Websites within the Federal Administration (Fed. Adm.) and the adaptation to the new web guidelines (nWGL), ensuring the quality of the websites is an important factor in effectively, systematically and efficiently guaranteeing the quality, accessibility and search engine optimisation (SEO) of the websites in the Fed. Adm. A suitable tool is being sought for this purpose.

The DTI is conducting a public call for tenders under the project title 'Website Quality Assurance Tool' to find a software-as-a-service (SaaS) provider. This allows synergies to be exploited and costs to be optimised. Today, the FCh, FDHA, FDF, DETEC and DDPS already use licences for various quality inspection modules from Siteimprove GmbH.

The plan is to enable the administrative units of the Federal Administration to obtain these licences under the defined conditions so that they can examine their websites and ensure quality.

The purpose of this Website Quality Assurance Tool call for tenders is to procure an SaaS tenderer for a Framework Agreement for the entire Federal Administration that best fulfils the requirements in accordance with the present specifications and requirements catalogue.

3.1.1 Current quantity structure

Such quality assurance services are already being used in the Federal Administration, as described in the following section 3.1.2 Equal treatment of tenderers. The tenderer can draw on this current quantity structure as an assumption for a minimum amount accepted:

¹ <https://www.admin.ch/gov/de/start/dokumentation/medienmitteilungen.msg-id-90032.html>

Module	Number of websites
Quality Assurance	
Accessibility	
SEO	
Policy	
Privacy	
PDF documents	

Table 1: Current quantity structure

3.1.2 Equal treatment of tenderers

At the time of the current project, the FCh, FDHA, FDF, DETEC and DDPS are already using the services of Siteimprove GmbH, Landoltstrasse, CH-8006 Zurich. The services accepted include the modules: Quality Assurance, Accessibility, SEO, Policy and Analytics. Departments that have an existing contract with Siteimprove GmbH will potentially purchase these services from the new successful tenderer after the contract expires.

In particular, the documents and the individual requirements of the call for tenders and the associated documents are designed in such a way that they ensure an equal, transparent and fair examination and assessment of all potential tenderers. The new solution must be offered in accordance with the specified information (Appendix 01 Requirements catalogue).

The abovementioned current service provider Siteimprove GmbH was not involved in any way in the initialisation phase of the present project or in the preparation or design of these tender documents.

The current service provider Siteimprove GmbH is authorised to submit a tender.

3.1.3 Market survey

In the run-up to this procurement 'WTO (24193) 104 Website Quality Assurance Tool', the Requesting Office carried out a market survey. In this context, various questions were formulated in the form of a request for information (RFI). RFI 2894-01 was published on the simap.ch platform on 2 September 2024. The deadline for submitting the RFI was 26 September 2024. The feedback from the participating companies essentially resulted in the following summarised findings, which were taken into account by the Requesting Office in the design and implementation of this call for tenders.

The RFI helped the Requesting Office to gain a better understanding of the current market conditions with regard to the procurement item in question.

- Based on the information provided to the Requesting Office as part of the RFI, it can be assumed that it is possible to order individual or combined modules or a complete package of the tool for the quality assurance of its websites
- Feedback from the RFI has shown that there are providers who charge for the tool according to the number of websites.

3.2 Procurement item

The Federal Administration wants to professionalise the appearance of its websites and support administrative units in their communication strategy. For this purpose, it is seeking a central software-as-a-service (SaaS) tenderer that can check the public websites of the offices within the Federal Administration. The aim is to ensure the quality of the websites of the individual offices.

The solution must include the following modules or functions:

Module/function	Description
Quality Assurance	Examination and suggestions for improving content, links, spelling, grammar, layout and design.
Accessibility	Examination and suggestions for improving accessibility and user-friendliness for all visitors, especially for people with disabilities.
Search engine optimisation (SEO)	Examination and suggestions for improving the visibility and ranking of websites in search engines.
Privacy	Examination of whether personal data appears on the websites.
Policy	Examination of the websites according to self-defined guidelines.
Web-based, easy-to-use user interface (GUI):	Enable management, monitoring and analysis of websites via an intuitive and customisable web interface.
Maintenance and operation	Ensuring solution availability, security, currentness and performance
Training for the modules/functions	Carrying out user training and creating training documents

Table 2: Functions

A Framework Agreement for the optional services and acceptance in relation to a Website Quality Assurance Tool SaaS with the various modules mentioned is concluded for five (5) years and eight (8) months. The individual agreements to be concluded on the basis of the Framework Agreement are primarily services (mandates). No basic mandate is created and all services are requested as options. The following quantities are an estimated maximum volume and reference quantity for the price calculation. The quality assurance of the websites is to be made possible for up to approx. 1,000,000 websites and approx. 700,000 PDFs of the administrative units. The tool must be designed in such a way that over 1,000,000 websites and documents can be checked. However, there is no obligation to make use of this number; actual utilisation may vary. For this reason, the tendering of services is purely optional. One successful tenderer is planned for this procurement.

3.3 Overview of the goods/services to be provided

The aim is to give the various administrative units of the Federal Administration the opportunity to use individual or combined modules of the tool for the quality assurance of their websites. According to the present requirements, there is no obligation to accept the modules, which means that the administrative unit can accept each module independently of other modules.

It is important to emphasise that the prices for the individual modules or the complete package, as listed in 'Appendix 06 Price sheet', cover all associated costs. There must be **no** additional fees for operation, maintenance or implementation.

Each module of the SaaS tool for quality assurance is independent and can be accepted either separately or in combination with other modules or as a complete package. All financial conditions, whether for individual modules or for the complete package, must be set out clearly and transparently. The tenderer is requested to tender individual modules in order to maximise flexibility for the administrative units. They will then be able to purchase only the modules they actually need.

In addition, the tenderer is asked to offer a complete package. The complete package must include all modules and functions listed in the requirements catalogue (Appendix 01 Requirements catalogue).

The Requesting Office hopes that this will provide an incentive for the administrative units to accept this package. It is important that, in addition to a complete package, it is still possible to accept individual modules independently of each other. This ensures that the administrative units pay only for the modules that they actually use.

The tender includes the following services:

	Designation	Expected duration	Details
	Quality Assurance module with optional acceptance by the administrative units		No 3.5 Table 4: Quality Assurance module
	Accessibility module with optional acceptance by the administrative units		No 3.5 Table 5: Accessibility module module
	SEO module with optional acceptance by the administrative units		No 3.5 Table 6: SEO module
	Policy module with optional acceptance by the administrative units		No 3.5 Table 7: Policy module module
	Privacy module with optional acceptance by the administrative units		No 3.5 Table 8: Privacy module module
	Training for the respective modules		No 3.5 Table 9: Training module

Table 3: Optional services

The price model must be designed to offer transparency and cost efficiency while keeping the cost structure simple and understandable. Details of the price model are defined separately in Appendix 06 Price sheet and are part of the contractual agreements.

If required, the Requesting Office requests the optional services at its own discretion based on availability, content and scope. In the event of any waiver of the acceptance of optional services, the Requesting Office shall not owe the tenderer any compensation or performance of any kind. If and to the extent that the Requesting Office or the administrative units of the federal government trigger an optionally agreed service, the tenderer shall perform accordingly.

3.4 Reference quantities

This call for tenders does not include a minimum order quantity (basic mandate), but contains only optional quantities and modules. It is expressly pointed out that an award does not give rise to an entitlement for licensing of the modules and the associated costs. The Requesting Office reserves the right to accept the services defined as options in full, in part or not at all. In particular, the successful tenderer shall not be entitled to provide the volumes specified in the price sheet (Appendix 06) in full.

It is currently difficult for the Requesting Office to estimate how large the accepted volume will be over the term of the contract. Assuming that the tool is currently accepted for around 140,000 websites per year, the Requesting Office assumes that the forecast for the tool will be between 200,000 and 300,000 websites. A staggered volume-based price model has been set out so that a volume discount can be offered and reflected. The quantities stated in the price sheet for calculating the total price are possible potential acceptance quantities (reference quantities) that reflect the current forecast of the Requesting Offices during the entire tender period (5 years). These quantities are not binding at any time and the Requesting Office is therefore free to define the actual quantities. In section 3.1.1 'Current quantity structure', current quantity structures are listed, which enable the tenderer to compare the current state and the potential acceptance quantities.

3.5 Detailed description of services

The table below contains references to the detailed descriptions of services and requirements for the optional services.

OP01: Quality Assurance module

Description	By checking the websites, the Quality Assurance module is intended to improve content and ensure correct links, spelling, grammar, layout and design.
Service content	The module must fulfil the technical specifications and will be evaluated on the basis of the award criteria in accordance with Appendix 01 Requirements catalogue. The spellcheck must be carried out in German (Switzerland), French (Switzerland), Italian and English. It is important to emphasise that the spellchecker must be able to check German (Switzerland) and French (Switzerland). The tenderer must ensure that all updates and upgrades for the modules, including security updates and new features, are automatically installed during the operating period. The operational requirements must be fulfilled in accordance with section 3.5.1. The platform requirements for the solution must be fulfilled in accordance with the following section 3.5.2.
Reference quantity for price calculation	1,000,000 websites
Remuneration type	Price per number of websites and year
Performance period	01.05.2025 to 31.12.2030

Table 4: Quality Assurance module

OP02: Accessibility module

Description	By checking the websites, the Accessibility module is intended to improve the accessibility and user-friendliness of websites for all visitors, especially for people with disabilities, in accordance with the W3C ² requirements.
Service content	The module must fulfil the technical specifications and will be evaluated on the basis of the award criteria in accordance with Appendix 01 Requirements catalogue. The tenderer must ensure that all updates and upgrades for the modules, including security updates and new features, are automatically installed during the operating period. The operational requirements must be fulfilled in accordance with the following section 3.5.1. The platform requirements for the solution must be fulfilled in accordance with the following section 3.5.2.

² [Web Content Accessibility Guidelines \(WCAG\) 2.2 \(w3.org\)](https://www.w3.org/WAI/standards-guidelines/wcag/)

Reference quantity for price calculation	1,000,000 websites
Remuneration type	Price per number of websites and year
Performance period	01.05.2025 to 31.12.2030

Table 5: Accessibility module

OP03: Search Engine Optimisation (SEO) module:

Description	By checking the websites, the SEO module is intended to improve the search engine visibility and ranking of websites.
Service content	The module must fulfil the technical specifications and will be evaluated on the basis of the award criteria in accordance with Appendix 01 Requirements catalogue. The tenderer must ensure that all updates and upgrades for the modules, including security updates and new features, are automatically installed during the operating period. The operational requirements must be fulfilled in accordance with the following section 3.5.1. The platform requirements for the solution must be fulfilled in accordance with the following section 3.5.2.
Reference quantity for price calculation	1,000,000 websites
Remuneration type	Price per number of websites and year
Performance period	01.05.2025 to 31.12.2030

Table 6: SEO module

OP04: Policy module

Description	In the Policy module, users can define their own customised policies and rules, which the system checks during the website scan and displays in the cockpit. This ensures that all content submitted by website content creators follows the same guidelines.
Service content	The module must fulfil the technical specifications and will be evaluated on the basis of the award criteria in accordance with Appendix 01 Requirements catalogue. The tenderer must ensure that all updates and upgrades for the modules, including security updates and new features, are automatically installed during the operating period. The operational requirements must be fulfilled in accordance with the following section 3.5.1. The platform requirements for the solution must be fulfilled in accordance with the following section 3.5.2.
Reference quantity for price calculation	1,000,000 websites
Remuneration type	Price per number of websites and year
Performance period	01.05.2025 to 31.12.2030

Table 7: Policy module

OP05: Privacy module

Description	The Privacy module checks the websites for compliance with data protection laws. It must be a comprehensive solution for managing data protection and compliance on websites and support data protection standards such as the General Data Protection Regulation (GDPR). ³
Service content	The module must fulfil the technical specifications and will be evaluated on the basis of the award criteria in accordance with Appendix 01 Requirements catalogue. The tenderer must ensure that all updates and upgrades for the modules, including security updates and new features, are automatically installed during the operating period. The operational requirements must be fulfilled in accordance with the following section 3.5.1. The platform requirements for the solution must be fulfilled in accordance with the following section 3.5.2.
Reference quantity for price calculation	1,000,000 websites
Remuneration type	Price per number of websites and year
Performance period	01.05.2025 to 31.12.2030

Table 8: Privacy module

OP06: Training

Description	Carrying out training and creating training documents
Service content	The tenderer must tender at least two (2) comprehensive online training sessions per year for all modules of the Website Quality Assurance Tool SaaS. These training sessions should cover both theoretical and practical aspects and enable participants to use the tool effectively. Potential participants are users of the tools in the offices. The tenderer must provide detailed user manuals and technical documentation for each module of the tool. This documentation should be updated regularly and made available to users. The training sessions must be offered online. The tenderer should continue to offer support and assistance after the training session in order to clarify any questions or problems that users may have. This can be done via the dedicated helpdesk. The operational requirements must be fulfilled in accordance with the following section 3.5.1. The training sessions and training documents must be conducted/delivered in English and, if possible, in German and French.
Potential reference quantity	A total of 10 training sessions during the contract term of 5 years.

³ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32016R0679>

Remuneration type	Price per training session
Performance period	01.05.2025 to 31.12.2030

Table 9: Training module

3.5.1 Operational requirements

The operational requirements apply to the entire platform and therefore also to each individual module.

Requirement	Description	ID (TS or AC)
System availability	The solution offers a system availability of at least 98%. The tenderer must show the system availability of the platform and what the contract penalties are.	[TS07-e]
Support times	The service provider is available for support enquiries at least from Monday to Friday, 8am to 5pm CET except on public holidays (official public holidays in Switzerland according to Art. 66 of the FPersO, SR 172.220.111.3).	[TS07-e]
Intervention time	The tenderer must respond to service requests within a maximum of 1 working day. Service requests are understood as relating to support services or application assistance.	[AC05-a]
Maintenance window notification	The service provider must notify the maintenance windows at least 24 hours in advance.	[AC05-b]
Support languages	Support in the event of a fault report is provided in English or German and French	[AC05-c]
Support channels	The following entry channels are supported for reporting faults: telephone, email, chat, in-app support, ticketing tool.	[AC05-e]
Ticket transparency	The customer can check the status/progress of the ticket or make enquiries at any time.	[AC05-e]
Escalation	The tenderer has a defined escalation process and is able to demonstrate it.	[AC05-f]
Training	The tenderer offers training for the accepted modules twice a year. The training can take place online.	[TS07-g]

Table 10: Operational requirements

3.5.2 Solution or platform requirements

The requirements listed in the table and in the requirements catalogue (Appendix 01) must apply to the entire solution. This means that they must also apply to each module.

Requirement	Description	ID (TS or AC)
SaaS solution	The tool is a software as a service (SaaS) or a service. The tenderer must ensure that all updates and upgrades for the modules, including security updates and new features, are automatically installed during the operating period. Maintenance must be ensured in full by the provider.	[TS07-a]
Browser-based application	The solution can be operated via a web browser without the need to install a browser plug-in or additional client software.	[TS07-b]
Supported web browsers	The solution must support the MS Edge browser.	[TS07-c]
Other supported web browsers	Other web browsers: The solution is intended to support other web browsers such as Firefox and Chrome.	[AC05-g]

Requirement	Description	ID (TS or AC)
Centralised reporting	The tenderer provides a monthly report on the SLAs, the number of websites accepted for the individual modules per administrative unit and the consolidated web pages accepted per module across the entire Federal Administration. The report is required, firstly, to check the SLAs, acceptance quantities and invoices per module/total per administrative unit and the Federal Administration. Secondly, the report on the entire Federal Administration at the end of each October can be used to define the prices in accordance with the acceptance quantity for the following year. It is also expected that a service/portfolio meeting will take place annually with the Business Owner SS Websites, focusing on the following topics: • Service quality • Volume of orders via the Federal Administration • Prices for the following year • Outlook on the latest SaaS developments	[TS07-f]
Impact on website performance	Impact on website performance: The website crawler must not have too great an impact on the performance of the website. The website performance must not be more than 20% worse during crawling. Website performance measurement point: Response time from the HCMS system operator.	[AC05-h]

Table 11: Platform requirements

4 Mandatory requirements: Participation conditions, eligibility criteria and technical specifications

4.1 Mandatory requirements

All economically and technically capable companies that fulfil the participation conditions, eligibility criteria and technical specifications are invited to submit a tender in CHF.

4.2 Fulfilment of the mandatory requirements

The mandatory requirements (participation conditions, eligibility criteria and technical specifications) set out in Appendix 01 Requirements catalogue must be met in full and without any restriction or modification, and evidence must be provided at the time of tender submission; otherwise, the tender will not be considered.

5 Award criteria (AC)

5.1 Overview

The award criteria (AC) are used for detailed scoring of the tenders. These points determine the final rankings in the final tally.

No	Designation	Points	Weighting in %
AC 1	Quality Assurance module		
AC 2	Accessibility module		
AC 3	SEO module		
AC 4	Overarching functionality		

No	Designation	Points	Weighting in %
AC 5	Platform and operations		
AC 6	Price		

Table 12: Overview of award criteria

5.2 Fulfilment of the requirements catalogue

The requirements listed in Appendix 01 Requirements catalogue must be formulated and answered completely, clearly and in detail. The corresponding documents and evidence must be enclosed where specified. Although references to other documents are permitted, such references must precisely cite the relevant document section(s). If a requirement is divided into individual points, all of these points must be addressed in detail. The information requested in Appendix 01 Requirements catalogue must be filled in completely and comprehensibly.

A document comprising a maximum of 20 A4 pages must be compiled for all evidence of the technical specifications and award criteria. It must be possible to clearly reference any evidence provided to the corresponding technical specifications and award criteria. This makes it easier to check the evidence. The document must be clearly structured and formatted for easy navigation and review. The quality of the evidence must be meaningful and verifiable. You must make it clear that you fulfil the technical specifications in full and meet or exceed the award criteria.

Important: The procurement office reserves the right to verify the content of the documentation and/or information referred to by the tenderer in the tender and to request additional information from the tenderer if necessary. If the answers are unclear or incomprehensible, or if the required information or documents are unavailable or inadequate, the tenderer's answer may receive a lower rating as a result.

6 Evaluation

6.1 Evaluation phases

The following steps are taken before the award decision:

Item	Description of activity
	Tender publication on the simap platform
	Q&A session
	Submission of tenders
	Evaluation of the tenders submitted (see section 9.4.3)
	Any adjustment of tenders (see section 9.4.3)
	Evaluation and evaluation decision
	Award publication on the simap platform

Table 13: Overview of the evaluation phases

6.2 Classification

6.2.1 Classification types

The following evaluation types are used to assess whether the qualitative award criteria are met:

Classification type A	Classification type B
A = 100% fulfilment	A = 100% fulfilment
B = 75% fulfilment	B = 67% fulfilment
C = 50% fulfilment	C = 33% fulfilment
D = 25% fulfilment	D = 0% fulfilment

E = 0% fulfilment	
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The allocation to the individual award criteria can be seen in Appendix 01.

Full points are awarded if: all criteria are fully met

No points are awarded if: none of the criteria can be met

6.3 Evaluation of prices and costs

Structure of the price sheet:

For the price sheet "Price model for the entire Website Quality Assurance Tool package with all modules", the complete package must be offered, which includes all modules OP01-OP05. These modules and their requirements are described in section 3.5 Detailed description of services of the specifications and in the requirements catalogue (Appendix 01).

Given that the Framework Agreement provides for the acceptance of optional services, there is no fixed quantity structure for the complete package. The Requesting Office expects a better tender price if greater quantities of services are accepted. For this reason, a gradation with a quantity category is set out in the price sheet under the items WQAT-1 - WQAT-6. This enables the tenderer to tender a price per website and year for each volume category.

Formula for calculating the total price per quantity category:

Total price per reference quantity = price per website per quantity category x weighting in % x reference quantity x term in years

- **Price per website and quantity category:** Basic price to be filled in by the tenderer for the module/complete package per website for a one-year term per quantity category.
- **Weighting in %:** This percentage is used to adjust the price based on the assumption of which quantity category is potentially accepted.
- **Reference quantity:** This is the number of websites that serve as the basis for the calculation.
- **Term in years:** This indicates how many years the price is calculated for.

In order to be able to calculate a comparable total price, a reference quantity is defined for each quantity category that is independent of future acceptance. This quantity category is weighted with an assumption for the potential acceptance. This gives the tenderer an indication of which quantity category the Requesting Office expects the most and which category is most heavily weighted for the total price.

The price sheet 'Price model for the acceptance of individual modules for Website Quality Assurance Tool' follows the same logic as the price model for the complete package. The difference is that the modules are listed individually for individual acceptance.

In addition, the training package 'Training for the modules – Option 6' must be tendered in accordance with the requirements in the catalogue.

The price for the evaluation is the total price in the 'Cost overview' tab in accordance with Appendix 06 Price sheet. The total price for the complete package and the total price for the combined modules is weighted to show the probability of acceptance.

Important: The total price relevant for the evaluation corresponds only to the complete package in the 'Cost overview' tab in Appendix 06 Price sheet.

Award criterion of price

The relevant total price for awarding points is evaluated for each tender. The total price is calculated as follow:

Decisive total price for evaluation =

costs of the tendered procurement volume

All values that lie within the **range of 75%** are awarded points (linear interpolation between 100% and 175%)

All values that exceed the lowest value by more than 75% are awarded 0 points. All tenders that result in a score below 0 according to the formula below will be awarded 0 points (no negative points).

Formula for calculating the price:

$$\text{Points} = M \times \frac{(P_{\max} - P)}{(P_{\max} - P_{\min})}$$

M = maximum number of points

P = price of the tender evaluated

P_{min} = price of the lowest admissible tender

P_{max} = price at which the price curve intersects the zero point (P_{min} * 175%)

Calculation example: Maximum 5000 Points for the price

P_{min} = CHF 500,000.00

P_{max} = CHF 875,000.00 (1.75 x 500,000.00)

Supplier A	CHF 500,000.00	5000 points
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Supplier B	CHF 510,000.00	4867 points
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Supplier C	CHF 755,000.00	1600 points
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Supplier D	CHF 880,000.00	0 points
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7 Structural specifications and content of the tender

7.1 General

The tenderer must adhere to the following structure in the interests of fairness and in order to expedite the evaluation process. The offer must be submitted as one (1) PDF file.

7.2 Structure of the tender

Chapter Offer	Contents	Reference in Tender documents
No 1	Company overview (max. 2 A4 pages) Contents: - Headquarters and any branch offices - Legal form - Key products and services	
No 2	Completed Appendix 02 Tenderer's details	Appendix 02
No 3	Completed and legally valid, digitally signed (qualified electronic signature QES) requirements catalogue	Appendix 01
No 4	Supplements and enclosures to the requirements catalogue (evidence for the individual criteria, e.g. FPC self-declaration, Ukraine Ordinance self-declaration, evidence for TS and AC in accordance with section 5.2)	Appendix 01 Appendix 03 Appendix 07
No 5	Price list	Appendix 06

Overview of structure of the tender

8 Special provisions

8.1 Maximum volume

As it is not foreseeable at the time of the award of the contract how many requests will be concluded via individual agreements, a maximum volume of 1,000,000 websites corresponding to the tender volume will be agreed with the successful tenderer in the Framework Agreement as a total cost ceiling. The maximum volume per module or for the complete package is based on the calculations in the price sheet, and the total price excluding VAT applies. However, this sum is purely optional. How large the total number of websites actually requested will be at the end of the Framework Agreement term depends on how many requests are concluded via individual agreements. The minimum contract period per individual agreement is 12 months.

As soon as the sum of the individual agreements concluded reaches the maximum volume, the successful tenderer in question will be informed that this volume has been fully utilised. No further acceptances under the Framework Agreement are possible thereafter.

8.2 Arrangement for accepting optional services

The detailed process for the request procedure is described in Appendix 05 Framework Agreement under section 4.2.

Pricing requirements:

The prices for the following year are determined on the basis of the total acceptance quantity reported on 31 October of the current year and apply for the entire year for all acceptances by the administrative units. The price is calculated as follows:

Module-based price calculation:

- The prices per quantity per module specified in the price sheet are calculated on the basis of the total reported acceptance quantity (across all administrative units) for the following year and charged individually to the administrative units.

Complete package price calculation:

- The prices per quantity for the complete package specified in the price sheet are calculated on the basis of the total reported acceptance quantity (across all administrative units) for the following year and charged individually to the administrative units.

Tenderers must specify a clear and comprehensible price structure in their tender that makes it possible to calculate the price adjustments according to the actual acceptance quantity at the end of the year.

9 Administrative details

9.1 Contracting authority

9.1.1 Official name and address of the contracting authority

Requesting Office

Federal Chancellery FCh
Digital Transformation and ICT Steering Sector DTI
Monbijoustrasse 91
CH-3003 Bern

Procurement office/organiser

Federal Office for Buildings and Logistics FOBL
Fellerstrasse 21
CH-3003 Bern

9.1.2 Tenders are to be sent to the following address

Federal Office for Buildings and Logistics FOBL
Public Tender Service
Project (24193) 104 Website Quality Assurance Tool
Fellerstrasse 21
CH-3003 Bern
Email: beschaffung.wto@bbl.admin.ch

9.1.3 Preferred deadline for written questions

8 January 2025

Comments:

If any questions arise when compiling the tender, you can submit these in anonymised form to the questions forum at www.simap.ch.

Any questions submitted after the deadline cannot be answered.

Tenderers will be notified by email as soon as the answers have been posted on www.simap.ch.

9.1.4 Deadline for submitting tenders

10 February 2025

Formal requirements:

The complete tender (see requirements under section 7.2) must be sent to the FOBL in electronic form (on a flash drive, unencrypted, not password-protected) with an accompanying letter, which also contains information about the corresponding call for tenders, to the address listed under section 9.1.2 by 10 February 2025 at the latest.

* Flash drive: (Please note that the entire tender must be included on the flash drive)

Purely electronic tender submission: The following forms of signature are accepted:

- Signing with an electronic signature that guarantees authenticity (clear assignment of the signature to the person signing) and integrity (protection against unnoticed alteration of the document after signing).

If a purely electronic tender is submitted, it must be submitted physically using a flash drive. Other purely electronic means of transmission (namely email or electronic delivery platforms) are not permitted.

The following also applies to tender submissions:

- a) When submitting to the FOBL acceptance unit (by tenderer or courier):
The tender must be submitted no later than the abovementioned submission date during the opening hours of the acceptance unit (8am to 12 noon and 1pm to 4pm) in return for the issuance of a confirmation of receipt by the FOBL.
- b) When submitting by post:
The date used to determine the timeliness of submission is the postmark date or trackable barcode issued by a Swiss post office or a state-recognised postal operator in another country (corporate postmarks are not accepted as official postmarks). In the case of dispatch using WebStamp franking, the burden of proof for timely submission lies with the tenderer.
- c) When submitting the tender to a Swiss diplomatic or consular mission abroad:
Tenderers based in another country may submit their tender, before the above submission deadline and during opening hours, to a Swiss diplomatic or consular mission in their own country in return for the issuance of a confirmation of receipt. In this case, they are obliged to email the confirmation of receipt from the respective mission to the address listed in section 9.1.2 by the submission deadline at the latest.

In all cases, the tenderer must ensure that it receives evidence that the tender was submitted on time. Any tenders submitted after the deadline will not be considered. and will be returned to the tenderer.

9.1.5 Type of principal

Confederation

9.1.6 Type of procedure

Open procedure

9.1.7 Order type

Service contract

9.1.8 Procedure according to GATT/WTO agreement or treaty

Yes

9.2 Procurement item

9.2.1 Type of service contract

Data processing and related activities

9.2.2 Place of service provision

Switzerland

9.2.3 Contract duration

67 months after contract signing for the framework contract

01.05.2025 - 31.12.2030 for the Framework Agreement

This mandate may be extended.

The term of the individual agreements may be concluded for a maximum of 2 years beyond the end of this Framework Agreement (until 31.12.2032 at the latest).

9.2.4 Division into lots

No

9.2.5 Are variants permitted?

No

9.2.6 Are partial tenders permitted?

No

9.2.7 Execution timeframe

01.05.2025 - 31.12.2032

9.3 Conditions

9.3.1 Deposits/securities

None

9.3.2 Terms of payment

Within 30 days of receipt of the invoice, net in CHF, plus VAT, provided that the invoice is correctly submitted via e-billing.

Federal Administration information on e-billing can be found on the following website:

<https://www.efv.admin.ch/efv/en/home/efv/erechnung/aktuell.html#f>.

9.3.3 Costs to be included

All prices are to be stated in Swiss francs (CHF) and excl. VAT. The price net of VAT includes, in particular, insurance, expenses, social security contributions, etc.

9.3.4 Bidding consortia

Not permitted.

9.3.5 Multiple tenders by bidding consortia

Multiple tenders by tenderers in the context of bidding consortia are not permitted.

9.3.6 Subcontractors

Not permitted.

9.3.7 Multiple tenders by subcontractors

Multiple tenders by subcontractors are not permitted.

9.3.8 Remuneration for preparing tenders

No remuneration will be paid.

9.3.9 Language of tenders

English, French, German or Italian

9.3.10 Tender validity

180 days after the final deadline for tender submission.

9.3.11 Language of the tender documentation

The tender documentation is available in German, French and English. In the event of contradictions between the versions, the German version will prevail.

9.3.12 Language of the procedure

This procurement procedure will be conducted in German. This means that all statements by the awarding office will be made at least in this language.

9.4 Further information

9.4.1 Prerequisites for countries not party to the WTO Agreement

None

9.4.2 Terms and conditions

Processing in accordance with the Confederation's general terms and conditions (GTC) for
- IT services (edition of October 2010; status: January 2024)

Available at [GTC \(admin.ch\)](#)

9.4.3 Verification and adjustment of tenders

Tenders are verified in accordance with Article 38 of the PPA. Tenders may be adjusted solely at the contracting authority's specific request. Adjustments must be made in accordance with Article 39 of the PPA and subject to the conditions set out therein.

9.4.4 Confidentiality

The parties shall treat as confidential all facts and information that are neither in the public domain nor generally accessible. In the case of any doubt, facts and information shall be treated as confidential. The parties undertake to take all precautions that are commercially reasonable and technically and organisationally possible to ensure that confidential facts and information are effectively protected from access and knowledge by unauthorised parties.

The confidentiality obligation shall not be considered breached if confidential information is transmitted by the contracting authority within its own group (or within the Federal Administration) or to any third parties engaged. This applies to the tenderer insofar as transmission is necessary for contract performance or provisions of the contract are transmitted within the group.

Without the written consent of the contracting authority, the tenderer may not advertise the fact that cooperation exists or existed with the contracting authority, nor may the tenderer cite the contracting authority as a reference.

The parties shall impose the duty of confidentiality on their employees, subcontractors, sub-suppliers and other third parties involved.

9.4.5 Integrity clause

The tenderer and the contracting authority undertake to take all necessary measures to prevent corruption, so that, in particular, no gifts or other advantages are offered or accepted.

Should this integrity clause be disregarded, the tenderer must pay the contracting authority a contract penalty, amounting to 10% of the total contract value, but at least CHF 3,000 per violation.

The tenderer acknowledges that violation of the integrity clause will generally lead to withdrawal of the award as well as early termination of the contract by the contracting authority for good cause.

9.4.6 Other information

Credit proviso: The annual credit requests and decisions of the Confederation's competent governing bodies concerning the budget and financial plan remain reserved.

Successful tenderers agree to adapt their prices accordingly if there is a fall in market prices in the course of the procurement period.

The contracting authority reserves the right to have the awarded goods/services provided also to other requesting offices in the Federal Administration, as well as to procure the goods/services defined as optional in full, in part or not at all.

10 Appendices

10.1 Referenced appendices and supplements

Description	To be completed and enclosed by the tenderer	For information
Appendix 01 Requirements catalogue		
Appendix 02 Tenderer's details		
Appendix 03 FPC general self-declaration		
Appendix 04 GTCs for IT services		
Appendix 05 Draft Framework Agreement		
Appendix 06 Price list		
Appendix 07 Ukraine Ordinance self-declaration		

Table 14: Overview of referenced appendices