



FOSTER

INCLUSION OF FOREIGNERS IN THE WESTERN BALKANS
ACCESS TO SOCIAL AND ECONOMIC RIGHTS



This project is funded
by the European Union

ГРУПА 484

Број C-146/24

16.08. 20 24. год.

БЕОГРАД

CALL FOR SUBMISSION OF QUOTE
for creation of regional resource centre within the Project
Inclusion of FOreigners in WB – accesS To social and Economic Rights (FOSTER)

POZIV ZA DOSTAVLJANJE PONUDA
za kreiranje regionalnog resursnog centra u okviru projekta
Inkluzija stranaca u Zapadnom Balkanu – pristup socijalnim i ekonomskim pravima
(FOSTER)

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16.08.2024

Group484 in partnership with Macedonian Young Lawyers Association, North Macedonia, Belgrade Center for Human Rights (BCHR), Serbia, Albanian Helsinki Committee (AHC), Albania, Civil rights program Kosovo (CRP/K), Kosovo, Your rights – Vasa Prava (VP), Bosnia and Hercegovina, Legal Center (LC) Montenegro as part of the regional network Balkan Refugee and Migration Council (BRMC) and Danish Refugee Council (DRC), office in Serbia is implementing the regional project Inclusion of FOreigners in WB – accesS To social and Economic Rights (FOSTER) supported from the European Union.

Within this Project, connected to planned activities there is a need for preparation of the regional online resource centre. Therefore, design service for creation of online website of regional resource centre will be needed.

The regional online resource centre will contain relevant information and documents related to relevant institutions, CSOs who are providing services to vulnerable foreigners, statistical data for WB region, legislations, policy documents, reports created by CSOs and international organization as well as relevant EU acquis, UN and SE documents. Moreover, the online platform will serve as regional hub in which practical information and guidelines how to access certain rights or services for foreigners residing in the WB countries will be provided. Additionally, resource centre will provide opportunity for relevant actors, representatives of CSOs, independent human rights institutions, relevant governmental institutions and organizations, courts, media, academia but also vulnerable foreigners who are seen as main beneficiaries of resource centre to contact directly BRMC members and ask for additional information and or advice.

We would kindly ask you to submit your quote for requested services, as per the following specification and time schedule list.

Grupa 484 u partnerstvu sa Udruženjem mladih pravnikâ Makedonije, Severna Makedonija, Beogradskim centrom za ljudska prava (BCHR), Srbija, Albanskim helsinškim komitetom (AHC), Albanija, Programom za građanska prava Kosovo (CRP/K), Kosovo, Vašim pravima (VP), Bosna i Hercegovina, Pravnim centrom (LC) Crna Gora, kao deo regionalne mreže Balkanskog saveta za izbeglice i migracije (BRMC) i Danskim savetom za izbeglice (DRC), kancelarija u Srbiji, sprovodi regionalni projekat Inkluzija stranaca u Zapadnom Balkanu – pristup socijalnim i ekonomskim pravima (FOSTER) uz podršku Evropske unije.

U okviru ovog projekta, povezanog sa planiranim aktivnostima, postoji potreba za pripremu regionalnog onlajn resursnog centra. Stoga će biti potrebna usluga dizajna za kreiranje onlajn veb stranice regionalnog resursnog centra.

Regionalni onlajn resursni centar će sadržati relevantne informacije i dokumente vezane za relevantne institucije, organizacije civilnog društva koje pružaju usluge ranjivim strancima, statističke podatke za region Zapadnog Balkana, zakonodavstvo, političke dokumente, izveštaje koje su kreirale organizacije civilnog društva i međunarodne organizacije, kao i relevantne EU akvizi, UN i SE dokumente. Platforma će takođe služiti kao regionalni hab, u kome će biti dostupne praktične informacije i smernice o pristupu određenim pravima ili uslugama za strance koji borave u zemljama Zapadnog Balkana. Pored toga, resursni centar će pružiti mogućnost relevantnim akterima, predstavnicima organizacija civilnog društva, nezavisnim institucijama za ljudska prava, relevantnim državnim institucijama i organizacijama, sudovima, medijima, akademskoj zajednici, ali i ranjivim strancima, koji su glavni korisnici resursnog centra, da direktno kontaktiraju članove BRMC-a i zatraže dodatne informacije ili savete.

Ljubazno Vas molimo da nam dostavite svoju ponudu za tražene usluge, u skladu sa sledećom specifikacijom i vremenskim rasporedom.

REQUESTED SERVICES:

Package of services related to setting up a website:

- Web design and development service for already obtained hosting and domain (analysis and planning, site structure and navigation, creation of a responsive design, programming of necessary functionalities, speed optimization, security and responsiveness, implementation of a database for migration-related resources with the ability to search and download documents, development of a news section with the latest information, with the ability to update content in real time, creation of a forum or Q&A section, functionality and design testing, site launch)
- SEO optimization
- Purchase of up to 30 stock photos
- Technical maintenance of the site's functionality until November 2026 (Platform and functional parts maintenance, site performance optimization, security monitoring – anti-malware scanning, site backup)
- Reorganization and redesign of the site as needed after its launch, until August 2026: adding additional page (up to 3) and changing some blogs. Changes in content is available

TRAŽENE USLUGE:

Paket usluga vezanih za postavljanje veb stranice:

- Usluga veb dizajna i razvoja za već dobijen hosting i domen (analiza i planiranje, struktura i navigacija sajta, kreiranje prilagodljivog dizajna, programiranje potrebnih funkcionalnosti, optimizacija brzine, sigurnost i odzivnost, implementacija baze podataka za resurse vezane za migracije sa mogućnošću pretrage i preuzimanja dokumenata, razvoj sekcije sa vestima i najnovijim informacijama, uz mogućnost ažuriranja sadržaja u realnom vremenu, kreiranje foruma ili sekcije Q&A, testiranje funkcionalnosti i dizajna, lansiranje sajta)
- SEO optimizacija
- Kupovina do 30 stok fotografija
- Tehničko održavanje funkcionalnosti sajta do novembra 2026. godine (održavanje platforme i funkcionalnih delova, optimizacija performansi sajta, praćenje sigurnosti – anti-malware skeniranje, bekap sajta)
- Reorganizacija i redizajn sajta po potrebi nakon njegovog lansiranja, do avgusta 2026. godine: dodavanje dodatne stranice (do 3) i izmena nekih blogova. Promene u sadržaju su dostupne.

TIMEFRAME

November 2024

- Web design and development service for already obtained hosting and domain (analysis and planning, site structure and navigation, creation of a responsive design, programming of necessary functionalities, speed optimization, security and responsiveness, implementation of a database for migration-related resources with the ability to search and download documents, development of a news section with the latest information, with the ability to update content in real time, creation of a forum or Q&A section, functionality and design testing, site launch)
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November 2026



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VREMENSKI OKVIR

Novembar 2024. godine

- Usluga veb dizajna i razvoja za već dobijen hosting i domen (analiza i planiranje, struktura i navigacija sajta, kreiranje prilagodljivog dizajna, programiranje potrebnih funkcionalnosti, optimizacija brzine, sigurnost i odzivnost, implementacija baze podataka za resurse vezane za migracije sa mogućnošću pretrage i preuzimanja dokumenata, razvoj sekcije sa vestima i najnovijim informacijama, uz mogućnost ažuriranja sadržaja u realnom vremenu, kreiranje foruma ili sekcije Q&A, testiranje funkcionalnosti i dizajna, lansiranje sajta)
- SEO optimizacija
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Novembar 2026. godine

- Tehničko održavanje funkcionalnosti sajta do novembra 2026. godine (održavanje platforme i funkcionalnih delova, optimizacija performansi sajta, praćenje sigurnosti – anti-malware skeniranje, bekap sajta)
- Reorganizacija i redizajn sajta po potrebi nakon njegovog lansiranja, do avgusta 2026. godine: dodavanje dodatne stranice (do 3) i izmena nekih blogova. Promene u sadržaju su dostupne.

BUDGET

- Rates given in the proposal should be in EUR.
- Grupa 484 is not in VAT system, as this project is funded by European Union, legal basis for the VAT exemption procedure is provided in Article 24.16 of the Law on VAT of the Republic of Serbia and therefore all pro-forma invoices will be submitted for the VAT exemption.
- Payments shall be made in dinars, according to the project exchange rate.
- Payments shall be made in two phases: Phase I after launching of web site (January 2025) and Phase II in line with the scope of service: Reorganization and redesign of the site as needed after its launch (August 2026)

BUDŽET

- Cene navedene u ponudi treba da budu u evrima.
- Grupa 484 nije u sistemu PDV-a, s obzirom na to da je ovaj projekat finansiran od strane Evropske unije, pravni osnov za proceduru oslobađanja od PDV-a je naveden u članu 24.16 Zakona o PDV-u Republike Srbije i stoga će sve proforma fakture biti podnete za oslobađanje od PDV-a.
- Uplate će se vršiti u dinarima, prema projektnom kursu.
- Uplate će biti izvršene u dve faze: Faza I nakon lansiranja veb sajta (januar 2025. godine) i Faza II u skladu sa obimom usluga: Reorganizacija i redizajn sajta po potrebi nakon njegovog lansiranja (avgust 2026. godine).

ELIGIBILITY

- Applications may be submitted by a legal entity (marketing agency, consulting agency, professional services firm)
- Development of the visual layout of the web site must be in accordance with the Project visibility standards

PRAVO NA UČEŠĆE

- Prijave mogu podneti pravna lica (marketinška agencija, konsultantska agencija, firma za profesionalne usluge).
- Razvoj vizuelnog izgleda veb sajta mora biti u skladu sa standardima vidljivosti projekta.

HOW TO APPLY

Please send us the following documents:

- Your quote for the requested services in EUR
- The quote must be stamped and signed by the authorised representative.
- List of the most relevant experiences within the mentioned areas
- Copy of registration at Business Registry Agency (APR)

Please send your proposal to Grupa 484 office, by e-mail to: office@grupa484.org.rs.

Subject of the mail should be: FOSTER – Online resource centre – *(enter the name of the agency)*

KAKO SE PRIJAVITI

Molimo Vas da nam pošaljete sledeća dokumenta:

- Vašu ponudu za tražene usluge u evrima.
- Ponuda mora biti overena i potpisana od strane ovlašćenog predstavnika.
- Listu najrelevantnijih iskustava u navedenim oblastima.
- Kopiju registracije u Agenciji za privredne registre (APR).

Molimo Vas da svoju ponudu pošaljete na adresu Grupe 484, putem e-maila na: office@grupa484.org.rs.

Predmet e-maila treba da bude: FOSTER – Onlajn resursni centar – *(unesite ime agencije)*.

DEADLINE

Deadline for receiving proposal is 30th August, 2024.

ROK

Rok za prijem ponuda je 30. avgust 2024. godine

SELECTION PROCESS

- The received bids will be considered by a three-member selection committee no later than September 2, 2024.
- Selection criteria:
 - most economically favourable price
 - previous experience in specified areas



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- All bidders will be notified in writing by e-mail of the decision of the selection committee no later than September 03, 2024.

For additional information you can contact Gordana Grujić by email:
gordana.grujic@grupa484.org.rs.

PROCES SELEKCIJE

- Prispjele ponude će razmatrati tročlani selekcionni komitet najkasnije do 2. septembra 2024. godine.
- Kriterijumi za selekciju:
 - najpovoljnija ekonomska cena
 - prethodno iskustvo u navedenim oblastima
- Svi ponuđači će biti obavješteni pismenim putem, putem e-maila, o odluci selekcionog komiteta najkasnije do 03. septembra 2024. godine.

Za dodatne informacije možete kontaktirati Gordanu Grujić putem e-maila:
gordana.grujic@grupa484.org.rs.

Yours Sincerely/Srdačno

Miroslava Jelačić Kojić
Program Director/Programski Direktor
Group 484/Grupa 484



in Belgrade, 16 August 2024



BALKAN
REFUGEE AND
MIGRATION
COUNCIL

DRC DANISH
REFUGEE
COUNCIL