



Barcelona, November 14, 2025

ANSWERS TO QUESTIONS

Procedure: UfM Digital Web Tender - 01 - PRO613CPA-2025

With reference to the above-mentioned procedure, please find below the answers to the questions posed by the interested companies:

REQUEST FOR CLARIFICATIONS Nr. 1 (dated Wednesday 05/11/2025 at 17:58)

Question 1: *We understand that the maximum budget for the contract (EUR 206,532.00 - VAT not included) includes also the price for hosting services and subscriptions, for the entire duration of the contract (4 years from the signature of the contract). Do you confirm?*

Answer: Yes, this understanding is correct. We confirm that the maximum budget is EUR 206,532.00 (VAT not included), please refer to section 2d of the contract notice, which therefore covers all hosting services and subscriptions required during the four-year duration. According to section 2.1 of the Terms of Reference the contractor must “provide hosting services, technical maintenance and support for UfM websites”.

Question 2: *In case the maximum budget of 206,532.00 included also hosting and subscriptions, could you share with us the reference hourly rates for each professional profile (i.e. Project manager, Web designer, Web programmer, Digital expert/SEO, Wikipedia expert) that you took into consideration for the budget elaboration? The question is motivated by the fact that, if one takes into account the average European rates for professional profiles with the level of seniority required by the terms of reference and applies them to the number of hours requested, the estimated total costs considerably exceed the maximum budget ceiling*

Answer: As this is an open tender procedure based on a unit price contract, tenderers are expected to determine and propose their own unit rates for each category of service and professional profile, as outlined in Annex IV – Financial Offer. Tenderers should structure their financial proposal in line with their cost model and professional experience, ensuring full coverage of all required services within the total available budget.

The contracting authority has established only the maximum overall budget ceiling of EUR 206,532.00 (VAT excluded) for the entire four-year duration of the framework contract. This ceiling amount covers all services specified in the Terms of Reference, including hosting, subscriptions, technical support (approximately 2,900 hours), and general management (approximately 624 hours), in accordance with section ACTIVITY A2 (4.1 of the Terms of reference). The actual input required for the tasks specified in the terms of reference and organisation and methodology will only be known once the contract starts.



Question 3: *The ToRs mention that coordination meetings that will be held in Barcelona, at UfM headquarters. Since we have to consider in our financial offer also the travel costs, could you tell us how many meetings in Barcelona do you foresee?*

Answer: No fixed number of meetings is predefined. Tenderers should therefore estimate a reasonable number of coordination visits based on their proposed methodology and expected level of interaction with the UfM.

Question 4: *With regard to the above mentioned topic (travel costs), could you tell us where shall we insert the estimate in the financial offer? the Excel apparently does not allow to insert other topics, shall we include the costs in the unit prices for the professional positions?*

Answer: Yes, travel costs should be incorporated within the unit prices for professional positions or other relevant cost items in your financial offer. The contract is defined as a unit price contract (Service Contract Notice, section 2.f), and the ToR (section 6.1.2) states that all support facilities and backstopping costs are to be included in the tenderer's financial offer.

Question 5: *The Tors (ACTIVITY A1. HOSTING SERVICE) indicate that the Mediterranean Day website is hosted in a hosting that has the following structure:*

1 Virtual Cores CPU

Min. 750 MB Memory

A provisioned storage disk image of 40GB with 2.5 GB of storage usage

2 provisioned storage disk images of 40GB each with 2.5 GB of storage usage used in staging servers.

OS: Ubuntu LT 24.04

PHP: 8.3

Could you tell us if the same structure is requested for the other websites object of the contract? If not, could you share the indications for the other websites?

Answer: No, the same hosting structure is not necessarily required for all websites. The ToR specifies that "the hosting solution foreseen for the website <https://ufmsecretariat.org> should maintain technical structure or be improved at similar cost", while for the Mediterranean Day website it lists the specific configuration.

REQUEST FOR CLARIFICATIONS Nr. 2 (dated Wednesday 12/11/2025 at 15:22)

Question 6: *Although we recognize that this tender is for the purpose of maintaining and improving the existing WordPress infrastructure, would UfM consider a proposal that includes a migration to the Drupal CMS with post-launch support & maintenance included?*

Answer: At this stage, the UfM Secretariat's intention is to focus on the maintenance and enhancement of the existing WordPress infrastructure, as described in the terms of reference. A full migration to another CMS, such as Drupal, would therefore not fall within the current scope of this



procedure in the short term. However, tenderers may, under “Additional services / tasks offered considered an added value” within the structure of Annex III, propose optional recommendations or long-term considerations.

Yours sincerely,

Procurement Service