

Tender Notice

Website and Learning Management System, Installation, Hosting and Maintenance

South Asian Centre for Teacher development (SACTD), Meepe, Sri Lanka is a government owned company under the Ministry of Education and managed by board of Directors as an autonomous body.

SACTD invites sealed bids from reputed and registered perspective Sri Lankan professional web hosting and maintenance companies to provide following services as per the attached specification.

Item	Description
Hosting and Maintenance of SACTD website	using a CMS (preferably WordPress) with the latest version of HTML/PHP.
Install and configure of Moodle LMS	the latest stable release on the same or integrated server environment
Training of two administrators	website and Moodle maintenance and content updating procedures.

The selected bidder shall not be blacklisted and should have proof of their financial and technical soundness with minimum experience with 5 years in providing web-based support services to the international and local institutions. The interested bidders must have a registered business place in Sri Lanka and currently occupy in the business of web serving and installation and LMS installation business and should possess a valid business registration for not less than last 2 years.

The completed bids as per the instructions given in the tender document can be email to the email address given in the tender document or deposit in the tender box kept in the SACTD office on or before closing date and time of the tender. The closing date of the submission of bid is 10.00AM on 26th May 2025. The bids will be opened immediately after closed the tender. The interested bidders who submitted bidding documents or their legal proxies can participate to the bids opening.

SACTD reserves the right to cancel the entire tender or to modify the conditions of the tender or accept or reject any tender without giving reasons at any time of the tender period. Further details can be obtained by contacting Dhammika Karangoda by phone No: 0777304073or email: Director Digital Transformation director.dt@sactd.edu.lk within the tender period.

DIRECTOR GENERAL/SACTD

Tender Document for Website and Learning Management System, Installation, Hosting and Maintenance

1. Introduction

South Asian Center for Teacher Development (SACTD) invites qualified vendors to submit proposals for the hosting and maintenance of a website and installation of a Learning Management System (LMS), aligned with UNESCO C2 standards. The project will also require vendor-led training for administrators to maintain the website and LMS.

2. Scope of Work

The selected vendor will be responsible for the following:

2.1 Tasks

- Hosting and Maintenance of a website using a CMS (preferably WordPress) with the latest version of HTML/PHP.
- Ensure compliance with UNESCO C2 standards in terms of accessibility, usability, multilingual support, and digital inclusivity.
- Implement responsive design suitable for desktops, tablets, and mobile devices.
- Provide content layout, menu structures, and up to 10 standard content pages.
- Implement security best practices and install an Domain Validation (DV) SSL certificate.

2.2 Training

- Provide comprehensive training for at least two (2) administrators on website maintenance and content updating procedures.
- Submit training documentation/manuals in English.

2.3 Moodle LMS Installation

- Install and configure the latest stable release of Moodle LMS on the same or integrated server environment.
- Perform basic customization (branding, theme setup, course category creation).
- Ensure system is accessible through the main website or via a subdomain.

2.4 LMS Administrator Training

- Train at least two (2) administrators on the use of Moodle, including course creation, user management, content upload, and assessment tools.
- Provide training manuals or video guides.

3. Technical Requirements

3.1 Server Specifications (Tier: Up to 100 concurrent users)

- **CPU:** Minimum 4 cores
- **RAM:** Minimum 16 GB
- **Storage:** Minimum 10 GB NVMe or SATA SSD
- **Bandwidth:** 300GB or above
- **Operating System:** Ubuntu 22.04 LTS
- **Software Stack:** Apache, PHP 8.x, MySQL
- **Backup Policy:** Daily incremental backups and weekly full backups
- **SSL Certificate:** Domain Validation (DV) – to be procured and installed by the vendor

4. Deliverables

- Fully functional website in accordance with UNESCO C2 standards
- Installed and operational Moodle LMS
- DV SSL certificate installed
- Training sessions completed for website and LMS administrators
- All documentation and admin credentials handed over

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Compliance with technical specifications
- Experience in similar projects
- Quality of the proposed implementation plan
- Cost effectiveness
- Timeline for completion

6. Submission Requirements

Interested vendors must submit the following:

- Company profile and experience with similar projects
- Technical and financial proposal
- Implementation timeline
- Total price including maintenance
- At least two references from prior work

General information

Please submit your quotation clearly signed by vendor to the following online address before 26th May 2025 at 10.00 AM

The name of Tender should be clearly marked on the left side of quotation.

The late bids and conditional bids will be rejected and not taken for evaluation.

Tender will be opened immediately after closing the tender

Responded bidders can participate for the opening of tenders

The tenders are not entitled for claim any expenditure incurring for the preparation and submission of documents and no travelling cost reimbursed.

Dedicated Online Address. ddg.af@sactd.edu.lk

Closing time 10.00 AM on 26.05.2025 at SACTED Secretariat.

Tender board reserve the full right to accept or reject the quotation.

Address: South Asian Centre for Teacher Development, Meepe, Padukka

Saliya Dharmawardane

Deputy Director General (Admin a& Finance)

ddg.af@sactd.edu.lk

Submit for your proposal on or before 26th May 2025 at 10.00 AM