

CLARIFICATION N° 3

CEFTA 2026-12

Redesign and Development of the CEFTA Website

Request for clarifications received on 30 September 2026:

Question 1:

Clause 8 of the Instructions to Tenderers requires tenders to be submitted by email only, while the Tender Submission Form asks for one signed tender together with three copies and recommends submission on paper. Could the Contracting Authority confirm that submission by email alone is sufficient, and whether scanned signed documents are acceptable, or the originals must also be sent?

CEFTA Secretariat:

Please note that tenders shall be submitted in accordance with the information provided in Section 8 of the Instructions to Tenderers.

Question 2:

The Terms of Reference describe the launch by 1 December 2026 as covering "core CEFTA institutional information, news, events/calendar and other priority sections agreed with the CEFTA Secretariat", and the following phase as covering "all remaining agreed sections, functionalities and content". Could the Contracting Authority specify which sections and functionalities are expected to be live at the launch on 1 December 2026? In particular, are the legal documents section and the migration of the complete archive of legal instruments expected at that launch or in the following phase?

CEFTA Secretariat:

For the Phase 1 launch by 1 December 2026, the website is expected to include the core CEFTA institutional sections, including information on CEFTA and its activities, news and updates, events/events calendar, tenders and other calls, the CEFTA Agreement section, and the Common Regional Market 2025–2028 section, together with the relevant content required for these sections to be operational at launch.

The complete migration of the archive of CEFTA legal instruments and related legal documentation is not required by 1 December 2026 and may be completed during Phase 2.

All remaining agreed sections, functionalities and content, including the complete migration of the legal archive, shall be completed by 28 February 2027.

Question 3:

Apart from the sections listed in Activity 1 and the requirements set out in Activity 3 of the Terms of Reference, are any further functionalities or integrations expected on the new website, for example search, forms, newsletter subscription or social media integration? If so, could the Contracting Authority list them?

CEFTA Secretariat:

The functionalities and integrations are to be determined within the framework already set out in the Terms of Reference. As provided under Activity 1, the Contractor shall review the existing website and consult with the CEFTA Secretariat regarding the required functionalities and, on that basis, propose a comprehensive concept for the new website. The final structure, organisation and functionalities will be agreed with the CEFTA Secretariat.

The website is expected to provide the standard functionalities appropriate for a modern institutional website and necessary for the effective operation of the sections identified in the Terms of Reference. No complex or bespoke integrations beyond the scope described in the Terms of Reference are currently envisaged.

Question 4:

Apart from the news archive from 1 January 2022 (approximately 50 items) and the legal instruments and related documents (approximately 100), could the Contracting Authority give an indicative volume of other content to be migrated from the existing website, such as pages, events, tenders and media files?

CEFTA Secretariat:

As indicated in the Terms of Reference, the principal content migration workload is expected to comprise approximately 50 news items and approximately 100 legal instruments and related documents. In addition, a limited amount of other relevant content from the existing website, including institutional pages, events, tenders and related media files, may be migrated where required for the agreed structure of the new website.

The final selection of such content will be agreed with the CEFTA Secretariat during implementation. No substantial additional volume of content beyond the indicative scope set out in the Terms of Reference is envisaged.

Question 5:

Are the three expert profiles described in section 6.1 of the Terms of Reference to be proposed as key experts, with CVs in the format of Annex IV and signed statements of exclusivity and availability? May one expert cover more than one of these profiles?

CEFTA Secretariat:

Please note that the experts proposed under the three profiles described in Section 6.1 of the Terms of Reference shall be submitted using Annex IV, which forms part of the tender dossier.

Please note that one individual may cover more than one of the profiles (Project Management and Coordination, Website Concept and Design, and Web Development and Technical Implementation), provided that the individual meets all the minimum requirements specified for each of the profiles they are proposed to cover. Alternatively, tenderers may propose a different experts for each profile.