

# REQUEST FOR PRICES

## Website Development Services

*Request for Prices — One-Year Long Term Agreement*

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### Background

Lapis Group is seeking eligible service providers to submit price offers for the services listed in this Request for Prices (RFP). The purpose of this exercise is to establish one-year Long Term Agreements (LTAs) with qualified vendors across key service categories. LTAs allow Lapis Group to engage pre-vetted providers at pre-agreed rates, reducing procurement lead times and ensuring consistent quality across digital communications and web development services.

### Objective

To obtain competitive and transparent price offers from qualified web development service providers in order to establish one-year Long Term Agreements. Vendors awarded an LTA will be engaged on a per-assignment basis at the rates submitted. When Lapis Group requires a service, it will contact the relevant LTA vendor to confirm availability and agree on the specific scope prior to proceeding. This RFP covers website design, development, hosting, and maintenance services ranging from basic informational sites to advanced platforms with interactive features, user registration systems, and e-learning or e-commerce functionality.

### Scope of Work

- Design and develop websites as specified, including all required pages and functionality.
- Provide bilingual (Arabic/English) support where specified, including right-to-left layout compatibility.
- Include website maintenance and hosting for a period of two (2) years as part of the quoted price.
- Ensure all websites are mobile-responsive, accessible, and optimised for performance and search engines.
- Deliver source files and provide handover documentation and basic training to the client team upon launch.
- Implement additional features including resource libraries, media centres, interactive dashboards, user login systems, e-learning modules, and e-commerce or donation functionality as specified per item.
- All prices quoted must be all-inclusive of design, development, testing, and deployment costs, excluding sales tax.

### Price Schedule

Service providers are requested to provide unit prices (in JOD, excluding sales tax) for the items below using the Excel price schedule template provided alongside this Request for Prices.

**Important: Companies that cannot fulfil all items in this Request for Prices are still encouraged to submit an offer. Leave the unit price blank for any item that is outside your scope or capacity. Partial offers will be considered.**

No.	Item	Services Included	Notes	Unit Price (JOD)
1	Basic Website – Up to 5 pages – Single language	Including maintenance and hosting for 2 years		
2	Basic Website – Up to 10 pages – Single language	Including maintenance and hosting for 2 years		
3	Basic Website – Up to 15 pages – Single language	Including maintenance and hosting for 2 years		
4	Basic Website – Up to 20 pages – Single language	Including maintenance and hosting for 2 years		
5	Basic Website – Up to 10 pages – Bilingual (Arabic/English)	Including maintenance and hosting for 2 years		
6	Basic Website – Up to 20 pages – Bilingual (Arabic/English)	Including maintenance and hosting for 2 years		
7	Institutional Website – Up to 20 pages – Bilingual (Arabic/English)	Including maintenance and hosting for 2 years		
8	Institutional Website – 20+ pages – Bilingual (Arabic/English)	Including maintenance and hosting for 2 years		
9	Institutional Website – With resource library / publications section	Including maintenance and hosting for 2 years		
10	Institutional Website – With media center section	Including maintenance and hosting for 2 years		
11	Website with interactive features (maps, dashboards, tools)	Including maintenance and hosting for 2 years		
12	Website with user registration / login system	Including maintenance and hosting for 2 years		
13	E-learning platform website	Including maintenance and hosting for 2 years		
14	E-commerce / donation-based website	Including maintenance and hosting for 2 years		
15	Event registration platform website	Including maintenance and hosting for 2 years		

*Note: Prices must reflect all-inclusive rates (design, development, testing, deployment, and 2 years of hosting and maintenance), excluding sales tax. Please indicate separately if any item is subject to additional surcharges.*

## Submission Requirements

- Completed price schedule (Excel template provided alongside this Request for Prices) with unit prices in JOD, excluding sales tax. Leave blank any items you are unable to fulfil.

- Company profile (maximum 3 pages) including an overview of the organisation, areas of specialisation, and key team members.
- A list of relevant previous work, including links to previously developed websites and a brief description of each project.
- A short technical note (maximum 1 page) describing the proposed technology stack and development methodology.

## Submission Instructions

Interested service providers are requested to:

- Submit all required documents electronically to [procurement@lapis-group.com](mailto:procurement@lapis-group.com) with the subject line: [RFP Reference] — [Company Name].
- Submission deadline: 20 April 2026.
- Please download and fill out the Excel price schedule template and attach it to your email.  
LINK to the excel sheet: [Price Schedule Website Development.xlsx](#)
- All prices must be quoted in Jordanian Dinar (JOD) and must exclude sales tax.
- All submitted prices must remain valid for a period of one (1) year from the date of LTA signature.
- Companies that cannot fulfil all items are encouraged to submit a partial offer — leave blank any items that cannot be fulfilled.
- Lapis Group will not cover any costs associated with the preparation or submission of offers.

## Evaluation Criteria

- Technical competence and relevant experience in the service category.
- Quality of portfolio and demonstrated past performance.
- Competitiveness of the financial offer relative to market rates.
- Availability and capacity to deliver within required timeframes.

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*Lapis Group reserves the right to accept or reject any or all offers received, and to negotiate terms with shortlisted vendors prior to finalizing any one-year Long Term Agreement.*