# Invitation to Tender

# Summary

WFD is looking for a service provider to support media in Taiwan to meet international standard for media transparency and good practices.

# Overview

Westminster Foundation for Democracy (“**WFD**”) is the UK public body dedicated to supporting democracy around the world. Operating internationally, WFD works with parliaments, political parties, and civil society groups as well as on elections to help make political systems fairer, more inclusive and more accountable.

We are a problem-solving, practitioner-led organisation that offers:

* Specialist analysis, research, and advice to inform policy makers on a range of democratic governance issues;
* High quality and impactful programmes that directly support the full spectrum of institutions in political systems to develop inclusive political processes, more accountable political systems, protection of rights and freedoms, and more pluralistic societies; and
* International elections observation on behalf of the UK.

# Aim of this Invitation to Tender

WFD is issuing this Invitation to Tender (“**ITT**”) to a range of potential suppliers of goods and/or services and would welcome a **bid** from your organisation.

In order to strengthen the democratic resilience of Taiwan, there is a need to address the trust issue in the media. By sharing international standard and supporting media outlets to apply for Journalism Trust Initiative, this project seeks to encourage Taiwanese media to adopt international good practices and to be certified as trustworthy.

# Bid submission

All bids should be submitted by January 20th ,2025 in writing, must comply with the requirements of this ITT, and must include the information requested in the Bid Requirements below.

The bid should be sent electronically and addressed to Nai-chia Chen at [naichia.chen@wfd.org](mailto:naichia.chen@wfd.org)

The same email address should be used for any questions related to this ITT.

WFD’s standard terms and conditions for tendering and key policies are found at <https://www.wfd.org/policy/procurement-policy> and you can find a copy of WFD’s Code of Conduct at <https://www.wfd.org/policy/code-conduct>

# Detailed Specification

## Objective

The objective of this service aims to strengthen the democratic resilience of Taiwan by supporting Taiwanese media to adopt international standard and good practices to enhance public trust. Through raising the awareness of international standard on media transparency and good practices, and supporting media outlets to join Journalism Trust Initiative (JTI), WFD is hoping to see several media outlets in Taiwan meet the international standard and being certified as trustworthy.

## Scope of work

*The service provider should implement following scope of work:*

* To develop materials in local language for Taiwanese media professionals to understand international media standards (e.g. Journalism Trust Initiative) and good practices.
* To raise awareness of international media standards and good practices among Taiwanese media through communications and/ or activities.
* To support Taiwan media to apply for certification (e.g. Journalism Trust Initiative) or international awards on transparency or accountability.

## Deliverables

* At least 5 media outlets inquire details about how to meet international standards, good practices.
* At least 2 media outlets completed the certification process (e.g. Journalism Trust Initiative) or been recognised by international awards for transparency or accountability with the support of the service provider.
* The service provider needs to gather the comments and feedback from the Taiwanese media they worked with during the project.

## Timeline

The timeframe below lists the key tentative dates for the preparation process. These will be agreed with the service provider once secured.

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Deadline for applications | January 20, 2025 |
| Interviews with shortlisted applicants | January 21 - 22, 2025 |
| Submission of workplan, including methodology | January 23, 2025 |
| WFD feedback on the workplan | January 24, 2025 |
| Project Execution | February 1 to March 24, 2025 |
| Submission of report | March 24, 2025 |

## Reporting

* 1 midterm report including the communication materials, a list of media contacted, and any challenges or learning observed.
* 1 completion report detailing the deliverables and outcomes of the project, including feedback from the medias, and recommendations and next steps for WFD Taiwan.
* The reports need to be in English.

## Working arrangements

This project is only working with media outlets that operates in Taiwan for Taiwanese audiences.

## Minimum experience and expertise

The service provider will:

* Demonstrate a deep understanding of media and journalism and up-to-date international practices on transparency and accountability in the industry.
* Experienced in design and develop communication and capacity building materials for journalists and media professionals.
* Possess prior experiences in Taiwan or have worked with Taiwan partners, including familiarity and understanding the context of Taiwan’s media industry.
* Have excellent research, analytical, and writing skills
* Have working professional fluency in English and Traditional Chinese.

# Bid process

## Timescale

Below is the proposed timescale for the tendering process. Please note the dates are indicative and subject to change.

|  |  |
| --- | --- |
| Description | Date |
| Issue ITT | January 6, 2025 |
| Closing date for receipt of completed tender proposals | January 20, 2025 |
| Shortlisting of bids | January 20, 2025 |
| Supplier interviews/presentations to tender committee (if applicable) | January 21 - 22, 2025 |
| WFD announces preferred supplier | January 23, 2025 |
| Contract finalised and signed | January 25, 2025 |

## Bid requirements

In general, the bid should include the following:

1. Organisational profile
2. Proposed solution and how it meets the specification
3. Financial proposal
4. References
5. Confirmation of compliance with General Terms and Conditions of Tendering

### Organisational profile:

* Company profile, including brief history and financial overview
* Case studies/credentials demonstrating relevant experience and skills profile
* Names and brief biographies of key staff

WFD is particularly keen to receive bids from organisations which are – or are working towards becoming – living wage employers and that have a broadly representative and balanced Board from gender and ethnicity perspectives.

### Proposed solution:

* Clear explanation as to the proposed approach to meeting the specification set out in this ITT.
* Detailed project plan, including timelines, assumptions and dependencies, resourcing and risks.

### Financial proposal:

* Full breakdown costings for the proposed solution in GBP.
* Separate accounting of VAT and/or any other applicable tax, duty, or charge.
* Detailing of any discount applied in view of WFD’s not-for-profit status.

### References:

* The bid should include details of two references relating to similar goods/services provided in the last three years. Please note – referees will only be contacted once Preferred Bidder status is assigned.

### Confirmation of acceptance of General Terms and Conditions of Tendering:

* All bids should include a signed copy of the Confirmation of Compliance form as annexed to this ITT.

All bidders should also note the following:

* all bids should be submitted in English;
* all bids should be submitted in electronic form only;
* this ITT and the response may be incorporated in whole or in part into the final contract;
* only information provided in response to questions set out in this documentation will be taken into consideration for the purposes of evaluating the ITT;
* bids which are poorly organised or poorly written, such that evaluation and comparison with other submissions is notably difficult, may exclude the bidder from further consideration; and
* any bids which do not fully comply with the requirements of this ITT may be disregarded at the absolute discretion of WFD.

## Evaluation criteria

* Quality of bid document
* Service offer and solution fit to specification
* Quality, capacity, and track-record of bidders based on references
* Value for money and pricing factors
* Professional profile, track record, and references
* Relevant experience, including case studies

WFD will score each criterion using the following table:

|  |  |
| --- | --- |
| 0 | The proposal submitted omits and fundamentally fails to meet WFD’s scope and specifications. Insufficient evidence to support the proposal to allow WFD to evaluate. **Not Answered** |
| 1 | The information submitted has a severe lack of evidence to demonstrate that WFD’s scope and specifications can be met. Significant omissions, serious and/or many concerns. **Poor** |
| 2 | The information submitted has some minor omissions in respect of WFD's scope and specifications. The tender satisfies the basic requirements in some respects but is unsatisfactory in other respects and raises some concerns. **Satisfactory**. |
| 3 | The information submitted provides some good evidence to meet the WFD’s scope and specifications and is satisfactory in most respects and there are few concerns. **Good.** |
| 4 | The information submitted provides good evidence that all of WFD's scope and specification can be met. Full and robust response, any concerns are addressed so that the proposal gives confidence. **Very Good.** |
| 5 | The information submitted provides strong evidence that all of WFD's scope and specification can be met and the proposal exceeds expectation i.e. exemplary in the industry. Provides full confidence and no concerns. **Outstanding** |

## Tender Queries

Any questions related to this tender should be addressed to Nai-chia Chen at [naichia.chen@wfd.org](mailto:naichia.chen@wfd.org)

## Equal Information

Should any supplier raise a question that is of general interest, WFD reserves the right to circulate both question and answer to other respondents, either via WFD’s website or by email. In this event, anonymity will be maintained.

## Annual reports

Please provide a link or copy of your company’s latest audited annual accounts with the bid.

## Other information

If the potential supplier believes that there is additional information that has not been requested in the ITT but is relevant to your bid, please include that information as a separate attachment and explain its relevance to this ITT.