

Quotation for Digital Media Institute Website

Prepared For: Digital Media Institute

Prepared By: Lembris L, Lembris

Date: November 26, 2023

Quote Valid Until: January 26, 2024

Project Overview:

This proposal outlines the custom design and development of a modern, responsive, and content-rich website for the Digital Media Institute. The site will be built using a **custom-developed framework** to ensure optimal performance, security, and a unique fit for your needs. The primary goal is to create a dynamic online hub that serves prospective students, current students, faculty, and industry partners, effectively showcasing the college's programs, faculty expertise, and student work.

1. Scope of Work & Functionalities

The website will be **custom-built from the ground up** (using technologies like HTML, CSS, JavaScript, and a backend language like Python/PHP) to provide a robust, tailor-made solution. The functionalities are divided into two phases:

Phase 1: Core Website & Essential Features

Module	Description
1. Custom Admin Panel	A secure, easy-to-use administrative interface for college staff to manage all dynamic content without touching code.
2. Responsive Design	A modern, mobile-first custom design that works seamlessly on desktops, tablets, and smartphones.
3. Core Pages	Development of essential static pages: Home, About Us, Mission & Values, Contact.
4. Academic Programs	Dedicated sections for each course offered (e.g., Diploma of Journalism etc.) with details on curriculum, faculty, and career paths.
5. Faculty & Staff Directory	A searchable and filterable directory showcasing faculty profiles, bios, expertise, and contact information.
6. News & Blog System	A dynamic section for publishing college announcements, press releases, and articles.
7. Events Calendar	A simple, custom calendar system to display workshops, guest lectures, and deadlines. Events are added via the Admin Panel.
8. Contact Forms & Information	Functional contact forms and a page with map, phone number, and email.
9. Basic SEO Setup	On-page SEO optimization (meta tags, descriptions, clean URLs) to improve search engine visibility.
10. Web Hosting & SSL Setup	Initial setup of hosting and an SSL certificate.

Phase 2: Advanced Features (Optional / Future Enhancement)

- **Online Application Portal Integration:** A secure portal for prospective students to submit applications.
- **Advanced Multimedia Gallery:** For photo and video archives.
- **User Login Area:** A dedicated area for students and faculty with additional resources.

2. Cost Estimate

This quotation is based on the functionalities listed in **Phase 1**.

Item	Description	Cost
1. Website Design & Development	Development based on design concepts, and implementation of all Phase 1 functionalities.	TSH 1,500,000/=
3. One-Time Setup Fees	Domain registration (if needed) and hosting setup.	TSH 490,000/=
Total Estimated Cost (Phase 1)		TSH 1,990,000/=

3. Project Timeline

The estimated timeline for the completion of **Phase 1** is **3-5 weeks**, subject to timely feedback and content delivery from the college.

- **Weeks 1:** Discovery, Planning, and Design Mockups
- **Weeks 2-3:** Website Development & Core Functionality
- **Weeks 4:** Content Population, Client Review, and Revisions
- **Weeks 5:** Testing, Training, and Final Launch

4. Assumptions & Exclusions

Assumptions:

- The college will provide all necessary text content, images, and logos in a digital format.
- A single point of contact from the college will be assigned for feedback and approvals.

Exclusions:

- Copywriting services for website content.
- Professional photography or video production.
- Cost of ongoing web hosting and domain renewal (typically \$200-\$300/year).
- Website maintenance and support plans post-launch (optional, quoted separately).
- Functionalities listed in Phase 2.

5. Next Steps

To proceed with this project, please:

1. Provide an initial deposit of **70%** of the total project cost.
2. Provide all necessary brand assets and content for the initial pages.

Please make payments using the following method

Bank Name: NMB

Account Name: LEMBRIS LESSION LEMBRIS

Account Number: 20910041672

We are excited about the possibility of partnering with Digital Media Institute to build a website that truly reflects the excellence and dynamism of your institution.

Please do not hesitate to contact us with any questions.

Sincerely,

L. Lembris

Freelance Web Developer

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