



BID NOTICE / ADVERT

Makana Local Municipality invites all experienced and competent suitable service-providers that are fully equipped for the construction of the following project.

Project Name	RFQ No	Preference Points System	Compulsory Briefing / Site Inspection Meeting	Closing Date & Time	Date Advertised
Website Upgrade	RFQ001/2017-18	80/20	No Compulsory Briefing/Site Inspection Meeting	17/11/2017	09/11/2017

Bidders are required to submit **the following mandatory documents:**

- Bidders must submit a valid SARS Tax status report **Issued with a Pin**; failure to submit will result in **disqualification**.
- Completed and signed declaration of interest MBD4, MBD 6.1, MBD 8 & MBD 9, failure to submit will result in **disqualification**.
- Completed MBD 6.2
- Billing clearance certificate/ lease agreement signed by both parties the lessor and the lessee, if expired extension of the lease must be attached or statement of municipal accounts not more than 3 months old must be attached to and be returned with the RFQ documents, **failure to submit will result in disqualification**.
- Tenderers must be registered as a supplier/service provider on Makana Local Municipality supplier/service provider database **and** Central Supplier Database (CSD) proof of registration (Makana Database Confirmation Letter; CSD Registration report) on both databases must be submitted.
- RFQ which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- Documents to be filled with black ink.
- RFQ submitted are to hold good for a period of 07 days.
- CK / Company Registration Certificate or certified copy must be submitted, if a Sole Proprietor provide affidavit confirming ownership and failure will result in disqualification.
- BBBEE Certificate or certified copy must be submitted.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2011 (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:-

Received Responsive proposals will be evaluated based on the following two stages, namely:

- Stage 1 – Functionality
- Stage 2 – Price and Preferential Points

A bidder that scores less than 70 points out of 100 in respect of "functionality" will be regarded as submitting a non-responsive quote and will be disqualified and will be not evaluated further, i.e. for price.

EVALUATION FOR FUNCTIONALITY

Functionality will be evaluated as shown in the table below:

CRITERIA	POINTS
Previous experience in web development and maintenance (in the last 12 months) <ul style="list-style-type: none">- Above 8 projects- 5 to 8 projects- 3 to 5 projects	40 20 10
Compliance with SSL requirements The service provider must have Cryptography Provider certificate issue under the Electrical Communication Act...(attach a certified copy) <ul style="list-style-type: none">- If certified certificate is attached- If No certified certificate	30 0
Innovation and creativity Demonstrated ability to offer proposed solution with innovation, creativity and quality. At least three proposed themes must be attached in colour	10
Planning and Quality Assurance Clearly defined project plan, activities, quality assurance and timeframes	10
Strength of the Project Team <ul style="list-style-type: none">- The project team leader must have BSc Computer Science- Lead developer has more than 5 years of web development experience.	5 5
TOTAL	100


Failure to supply all required and supplementary information will result in the Rfq being deemed non-responsive; and therefore the Rfq will not be considered for award.

Closing Date: Completed bid documents in sealed envelopes, clearly marked "**Website Upgrade MLM/ RFQ001/2017-18**" should be deposited in the **RFQ** box situated at **UP STARS** Makana Local Municipality: Finance Department at 86 High Street Grahamstown not later than **17 November 2017 @ 12H00** where they will be opened in public- names and price of the bidders will be called out.

Makana Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.

All Enquiries are to be directed to Project Manager-Mr A Tsewu, Tel 046 602 4405 and all SCM queries are to be directed to Ms. Z Gxowa 046 603 6022.

Issued by office of the Acting Municipal Manager: Mrs NC. Mazwayi



MRS NC MAZWAYI
ACTING MUNICIPAL MANAGER

NAME OF THE PROJECT: UPGRADING AND MAINTENANCE OF MLM WEBSITE.

1. INTRODUCTION OF THE PROJECT

The Makana Local Municipality (MLM) seek to appoint a qualified and experienced service provider to upgrade its WordPress based municipal website for a period of 24 months.

The appointed service provider will be responsible for the re-design, development, and maintenance and the hosting of MLM website. The service provider will have train the MLM staff on 1st line support and content management.

2. AIM OF THE PROJECT

The aim of the project is to ensure that MLM is provided with communications and marketing tools whose branding adequately reflect the values and ethos of the institution and further, whose functionality showcases the quality offerings that the institution provides.

3. SCOPE OF WORK

The service provider will be tasked with the design and architectural development of a high-quality, results-driven website with an easy to use content management system, modern web applications, search engine optimization and social media platform.

3.1. Architecture

The service provider will have to design a blueprint for website's structure, layout, functionality and back-end systems.

3.2. Creation

- a) Use WordPress and other information technology tools, to create and structure the new site.
- b) Enhance existing MLM logos and graphics quality.
- c) Set up user-friendly navigation lay-out changing and adding items on the navigation bar. Set up an easy uploading system for documents and images from various internal and external sources. Default system in place to resize all photos automatically to small, medium or large.
- d) Set up library portal containing space and mechanism for the uploading and storing of digital documents and images.
- e) Develop an events calendar and monthly newsletter.
- f) Development of a security management plan for the website
- g) Align and ensure compliance with treasury and other regulation
- h) Provide:
 - Technical support
 - Google CDN integration
 - Google Maps integration

- Full social Logon Support
- Multi lingual Support
- Tender Workflow (Auto expiry)
- Vacancies (Linkedin CV Support)
- Download Manager with DropBox and Google Drive support
- SSL Encryption Support with compliance
- Google Api driven Local Business Listing
- Multi-language support
- Content changes in cases where admin right holders do not have access
- User management
- Monthly and annual google analytics PDF and CSV format
- Transfer of maintenance and management from the previous service provider

4. IMPLEMENTATION:

- a) Configure the new site and link the website to the domain information on the web.
- b) Migrate the existing content from the current MLM website.
- c) Set up a media manager for easy retrieval.
- d) Provide training on the Content Management System.
- e) Use web technology to position the website in major search engines for maximum exposure to our target market (Search Engine Optimization-SEO)
- f) Monitor the website and its environment to ensure correct parameters at all times

5. KEY DELIVERABLES

- a) A project plan
- b) An upgraded MLM website containing all features specified in the scope of work
- c) Hosting and maintenance agreement
- d) Security management plan

6. CONDITIONS OF THE CONTRACT

Upgrading of the website with a 24 months maintenance and content management contract for the website.

7. PROJECT TIMEFRAME AND IMPLEMENTATION

The project will be contracted over a 24 months period.

A Service Level Agreement (SLA) will be discussed and signed with the selected service provider. Service providers must attach a draft SLAs to their proposal.

A detailed implementation plan/project plan must be attached to the proposal. The plan must provide detailed activities and approach that will show an understanding and appreciation of the work that must be done during the project.