HARRY GWALA DISTRICT MUNICIPALITY

BID NOTICE

BID INVITATION: PROVISION OF HOSTING SERVICES AND TECHNICAL SUPPORT FOR THE HGDM WEBSITE

1. BID INVITATION

Harry Gwala District Municipality hereby requests proposals from suitably experienced services providers for the provision of hosting services and technical support for the HGDM website. Service providers are required to comply with normal business ethics.

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Valid tax clearance certificate or SARS pin
- Certified copies of company or CC documents together with certified copies of members' IDs
- Company profile
- Central Supplier database registration

The following conditions will apply:

- Prices quoted must be firm and must be inclusive of VAT
- All tenders submitted shall be valid for …. days after the tender closing date
- A signed MBD4 form must be submitted with all Bids (included in the bid documents – Section D)
- A valid B-BBEE status level verification certificate must be submitted to claim preference points.
- 80/20 Preference points system will be used in Evaluation.

2. DOCUMENTS

Documents may be obtained from the Harry Gwala District Municipality website (www.harrygwaladm.gov.za).

3. CLOSING DATE

The closing date for the bidders is **on 25 July 2017 at 12h00.** Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the contract number and project name on the outside of the envelopes addressed to **The Municipal Manager.**

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40   Main Street, Ixopo, before the closing date. Telegraphic, telexed or faxed bids will not be considered and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.
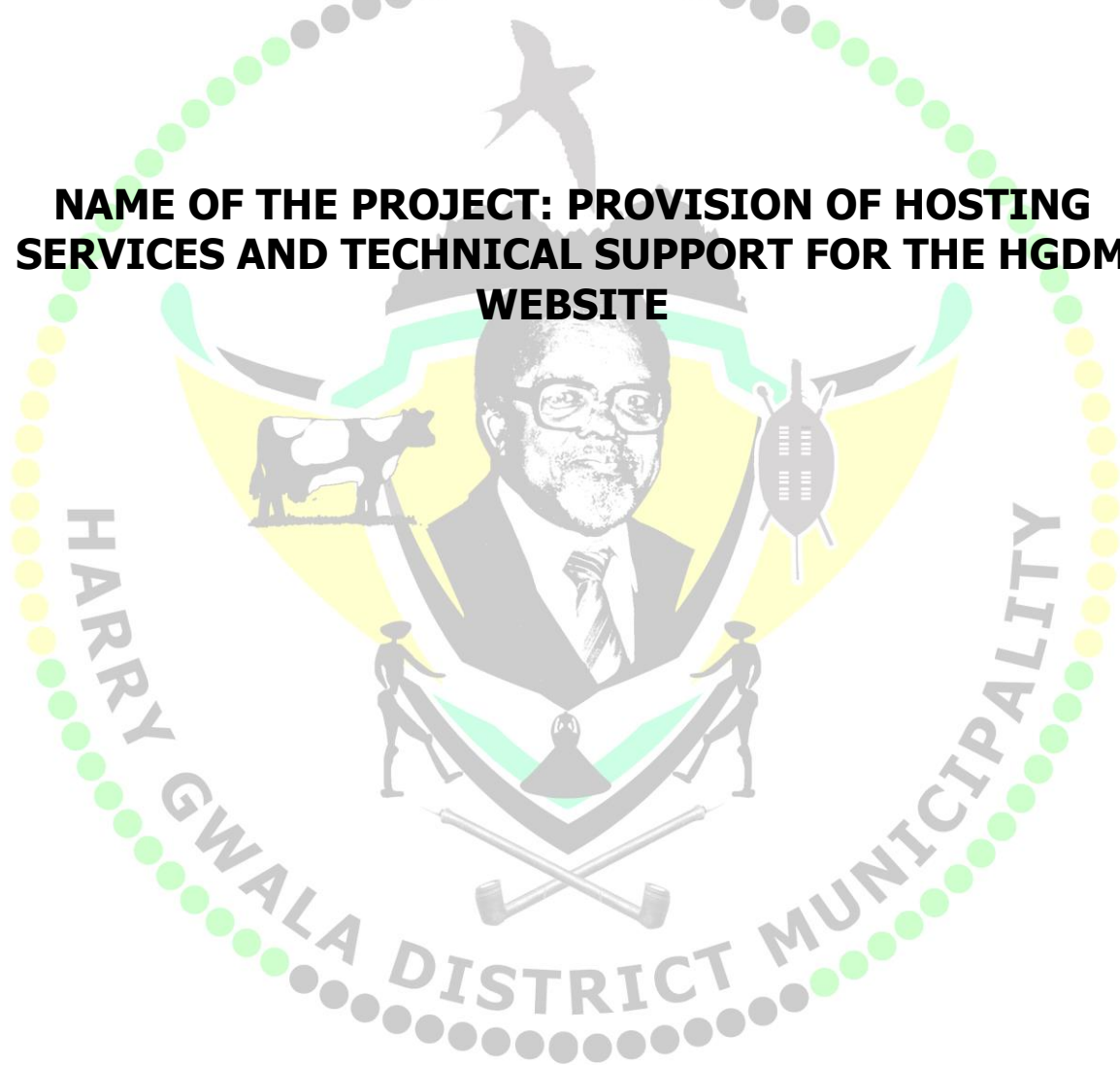
4. BID ENQUIRIES

All tender enquiries and all other matters shall be directed in writing to: Mr T. Ndaba during working hours on Tel: 039 834 8700.

Mrs. AN Dlamini
Municipal Manager

TERMS OF REFERENCE

NAME OF THE PROJECT: PROVISION OF HOSTING SERVICES AND TECHNICAL SUPPORT FOR THE HGDM WEBSITE

1. INTRODUCTION OF THE PROJECT

The Harry Gwala District Municipality utilizes its website to display the municipal strategic documents, policies, agreements and contracts. In addition, vacancies and tenders are advertised on the municipal website.

The appointed service provider will be responsible for the hosting of the municipal website and the provision of technical support on the municipal website. This project will be for a two (2) year period.

2. AIM OF THE PROJECT

The aim of the project is to ensure that HGDM is able to host its website in an off-site secure location and also receive technical support with regards to:

- Editing content on the website
- Amending/upgrading the look and feel of the website
- Identification and resolution of faults
- Ongoing maintenance of the website
- Checking the integrity of all backups of the website

This will allow the municipality to be provided with a communications and marketing tools who's 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 hosting the municipal website and provide technical support to both the Communications Unit and the ICT Unit which both fall under the Corporate Services Department.

4. IMPLEMENTATION

The implementation of the hosting of the website shall commence once the following documents are signed:

- Appointment Letter
- Service Level Agreement

These documents must be signed by the municipal representative(s) and the representative(s) of the service provider.

5. KEY DELIVERABLES

a) Service Level Agreement
b) Monthly Report on the Website Statistics
c) Training Plan

6. CONDITIONS OF THE CONTRACT

A two-year contract with a service level agreement shall be signed with the appointed service provider covering hosting, technical support and maintenance work for the website.

7. PROJECT TIMEFRAME

The website must be hosted and maintained over a period of two (2) years.

8. PROJECT BUDGET

- Service Providers must present a work plan and budget consistent with the amount of work as specified in the "scope of work".
- Service providers must present a proposal driven by cost saving methods and prices which are commensurate to the specified scope of work.
- The successful service provider shall be paid for services rendered.

9. EVALUATION CRITERIA

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011   POINTS WILL BE AWARDED AS FOLLOWS:-

Received Responsive Proposals will be evaluated based on the following criteria
The bid will be evaluated in two stages namely:
- Stage 1 - Functionality
- Stage 2 - Price and Preferential Points

Only Bidders who score 60% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Points allocation	Weight 5 - 1	Value 100%
STAGE 1 OF EVALUATION FUNCTIONALITY			
Company previous experience in projects of similar nature	Provide at least 5 previous projects of this nature with 3 traceable references, including contact details	5	40 %
	Provide at least 3 previous projects of this nature with 2 traceable references, including contact details	3	
	Provide at least 2 previous projects of this nature with 1 traceable references, including contact details	1	
Project Manager's Qualifications and Experience	Certificate in project management and an IT related degree with at least 5 years' experience in website or software development project	5	30 %
	Certificate in project management and an IT related diploma with at least 3 years' experience in website/software development project	3	
	Certificate in project management and an IT related certificate with at least 1 years' experience in Website/software development project	1	
Website Developer's Qualifications and Experience	Degree in IT specializing in Internet Programming with at least 5 years' experience in content management and/or 5 years' experience in website development	5	30 %
	Diploma in IT specializing in Internet Programming with at least 3 years' experience in content management and/or 3 years' experience in website development	3	
	Certificate in IT specializing in Internet Programming with at least 2 years' experience in content management and/or 2 years' experience in website development	1	

CV's, letters of recommendation and copies of certified certificates must be attached to claim the points			
STAGE 2 OF EVALUATION PRICE & BBBEE POINTS			
Price		**80**	
BBBEE POINTS		**20**	

Implementation Plan

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.