



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERTING DATE: 09 APRIL 2018

UMZ/2017-18/WEBSITE UPGRADE

SERVICE PROVIDER TO ENHANCE AND MODIFY WEBSITE

Bidders are hereby invited to submit proposals/Quotations to enhance and modify Umzimvubu Local Municipality website.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 7813 Main Street, Mt Frere** not later than **12h00 noon on 18 April 2018**, where they will be opened in public. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof. The municipality will not make award any award to a person or persons working for the state.

Enquiries: All technical enquiries may be directed to Mr T. Funani/ Mr Mbukushe (SCM Manager) 039 255 8556

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T Nota

813 Main Street or P/Bag X9020

MT-FRERE

5090

GPT.NOTA (MUNICIPAL MANAGER)

UMZIMVUBU LOCAL MUNICIPALITY



UMZIMVUBU
— LOCAL MUNICIPALITY —

NAME OF THE PROJECT: WEBSITE DEVELOPMENT

TERMS OF REFERENCE

NAME OF THE PROJECT: WEBSITE DEVELOPMENT

1. INTRODUCTION OF THE PROJECT

To obtain services of prospective service providers to enhance and modify Umzimvubu local municipality website as per proposed changes.

2. AIM OF THE PROJECT

To enhance and modify Umzimvubu local municipality website as per proposed changes. To have the best informative municipal website in order for public to have access to information.

3. SPECIFICATION

Addition of a link in home page (wards)
Create new 27 pages for 27 Umzimvubu municipality wards
The home link will redirect to a page where 27 links will be
A page must have 27 faces of councillors representing wards
Every ward will be profiled in this manner

- Ward councillor name (image)
- Ward number
- List of villages
- Projects listing as per IDP
- Status of projects
- Ward gallery

4. SCOPE OF WORK

- New Look and Feel requirements to be provided by Umzimvubu Local Municipality
- All new Content to be provided by Umzimvubu Local Municipality

5. KEY DELIVERABLES

- 1 new home menu
- 27 new pages for wards

6. REQUIREMENTS

- a) A service provider must be registered in the municipal data base of the suppliers and National Treasury database.
- b) A service provider must quote for work to be done
- c) A service provider must submit a valid tax clearance certificate and a pin
- d) A service provider that has embark on a similar project in at least three municipalities.
- (e) A service provider must undertake to provide the required service from the date of appointment to the end date.

7. PROJECT MANAGEMENT

The Service Provider will work very closely with the Umzimvubu Local Municipality Assistant Manager: ICT is designated as the Project Manager.

8. PROJECT TIMEFRAME

The contract is for a period of two (2) weeks, but can be terminated when there is proof of underperformance or sub-standard.

9. PROJECT BUDGET

Service Providers must present a work plan and budget consistent with the amount of work as specified in the "scope of work". The work shall vary from time to time depending on the need from the Municipality as shall be confirmed via the means of an official order.

10. PROPOSAL SUBMISSION REQUIREMENTS

All proposals must cover the following aspects of importance:

- 10.5.1 The consortium submitting the proposal must declare any conflict of interests that it may have.
- 10.5.2 The ULM reserve the rights, not to accept any proposals in part or in whole
- 10.5.3 The ULM reserves the rights to suggest partnerships or joint venture to be formed between bidders, or that the assignment must be awarded to an exclusive BEE firm.
- 10.5.4 The awarding of proposals will be valid for 80 days after the closing date.
- 10.5.5 The ULM reserve the rights to amend any conditions, validity period, etc. in the event of material changes to the procedures, all parties will be duly notified and be dealt with transparently and equitable.
- 10.5.6 Successful bidders will need to be prepared to commence work within 7 working days of being informed of the awarding of the tender.
- 10.5.7 Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.
- 10.5.8 Successful bidder will be required to submit weekly progress reports.
- 10.5.9 The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

10.6 Adjudication.

- 10.6.1 The 80/20 Preference Point System will be used as per the PPPFA and ULM SCM policy where 40% of the 80 points will be for functionality, expertise and experience other 40% will be for price.

10.7 Submission Format

All proposals must be in the form of an A4 bound documents, which is sealed in an envelope, clearly marked with the project name.

10.8 Where to Submit:

- 10.8.1 All submissions must be clearly marked: **"WEBSITE DEVELOPMENT"**

And be addressed for the attention of Mr. G.P.T. Nota

10.8.2 Submissions must be hand delivered to the Municipal Offices at KwaBhaca and deposited in the quotation box situated at SCM offices at 813 Main Street, KwaBhaca.

10.8.3 Due date for the submission of proposal _____ at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED.


11 INFORMATION AND ENQUIRIES

11.1 TECHNICAL ENQUIRIES

To the attention of Mr. T Funani
Phone : +2739 255 8568
Fax : +2739 255 0167
Email: Tozamile.Funani@umzimbvubu.gov.za

11.2 OTHER ENQUIRIES

Any other queries related to the bid must be addressed to the attention of Mr. G.P.T. Nota - Municipal Manager
813 Main Street
Private Bag X 9020
KwaBhaca
5090
Phone : +2739 255 0166
Fax : +2739 255 0167



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Mrs. N. Kubone
Manager: Corporate Services