

RATLOU LOCAL MUNICIPALITY



Tel: 018 330 7000
Fax: 018 330 7047
www.ratlou.gov.za

Postal Address

Private Bag X209
Madibogo
2772

Equiries: Mr Calvin Mongale
Tel: (018) 330 7000. Email: calvin@ratlou.gov.za

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Prospective service providers are hereby requested to submit formal written price quotation as per attached specification.

DESCRIPTION : DEVELOP, DESIGN AND MAINTANANCE
MANAGEMENT OF CMS WEBSITE FOR RATLOU
LOCAL MUNICIPALITY

TENDER NO : NW381/OMM/IT06-08/2021/2022

DATE PUBLISHED : 13 JUNE 2022

BRIEFING SESSION : N/A

CLOSING DATE : 20 JUNE 2022

TIME : 11H00a.m

SUBMISSION ADDRESS : RATLOU LOCAL MUNICIPAL OFFICES
SETLAGOLE VILLAGE
TENDER BOX (GENERALLY OPENED 24 HOURS
AND 7 DAYS PER WEEK)

The following documents should be submitted with your quotation:

- ❖ Valid Original Tax Clearance Certificate/ Tax compliance status pin in line with tax reforms
- ❖ Proof of Business registration on Central Supplier Database
- ❖ Certified copy of BBBEE Certificate/ Original
- ❖ Recent statement as proof of payment of municipal services (rates, taxes, water, etc.) for both the company and all the directors of the company;
- ❖ Recognisable proof of company addresses or lease agreement whichever applies obtainable from your local municipality, tribal office or landlord.
- ❖ Proof of residence of all directors as they appear on the company registration certificate obtainable from your local municipality or tribal authority

NB No copies of certified copies will be accepted.
All certified copies should not be more than three months from the date of the advertisement.

The following conditions will apply:

- Price(s) quoted must be valid for a period of 45 days from date of your offer.
- Price(s) quoted must be inclusive of VAT (if registered).
- Quotation should be submitted with **MBD 4, 7.2, 8 and 9** obtainable from Office #12 at the Municipal Offices or from the municipal website.

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F.K.C

- The price quotation is expected to be within a threshold of **R30 000** and **R200 000** including VAT
- **80/20 Preferential Points System will apply.**
- **Bids will be evaluated on Returnable documents, Functionality and Price and Preferential points Phases.**

N.B Failure to comply with these conditions may invalidate your offer.

SCOPE OF WORK

Description	Quantity
<p>Develop, Design And Maintenance Management Of CMS Website For Ratlou Local Municipality(RLM) With the following Requirements:</p> <ul style="list-style-type: none"> ✓ Develop, Design and Maintenance of a world class website using Content Management Solution (CMS) ✓ Provide a Web Environment based on CMS (Content Management System) ✓ Administrator login panel for RLM personnel to access and effect changes before publishing to a live environment. ✓ The Website should have a clean and modern look associated with the municipality's corporate identity ✓ The Website design should be created with responsive capability to allow users too safely and securely access the Website from any supported mobile devices and deliver the same personalized experience ✓ Manage and publish content; ensure content is consistent and in line with RATLOU's brand identity and mission. ✓ Maintain the integrity of the site against spam, hackers, viruses and electronic attacks via firewalls, security software and passwords ✓ The Website should include support for multimedia content ✓ The Website must be able to display content from social media ✓ The Website to be fully searchable using the world's top search engines ✓ Update drop down menus as needed to function effortlessly to ensure visitor satisfaction. ✓ Conduct training to 3 employees ✓ Develop minimum of 40 linked pages up to a maximum of 60 linked pages ✓ Submit monthly reports on how the site is being used and effectiveness. Measurements would include traffic sources, top keywords, top pages and referrals, and other topics deemed necessary. Other measurable components could include unique visitors, number of visits, page views, impressions and click through rate ✓ Include support for 12 months once off payment ✓ Perform regular maintenance of the RATLOU website; make recommendations to RATLOU staff on how to improve and optimize the site. ✓ Proactively monitor site content and ensure information displayed is accurate and current. ✓ Design and update layouts as needed. ✓ Streamline site navigation and increase online presence. ✓ Create a SEO program that results with an increase in overall visitors. ✓ Update, edit and create various graphics when required for the website. ✓ Assist with the creation and or update of site content as needed. ✓ Maintain the calendar of events as needed. Events will be submitted and checked for accuracy RATLOU staff. ✓ Create daily back-up of the site. ✓ Integrate RATLOU's social media platforms throughout the site as appropriate. ✓ Participate in meetings to be held as needed with RATLOU staff to discuss issues, needs or special projects. ✓ Provide training and skills transfer to ICT/IT and Communications staff. 	<p>1</p>

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FUNCTIONALITY

**Confirmation Letters of similar Work Conducted –
(Confirmation letter should be in a letter head of your previous client)**

5 Confirmation letters or more	40
3 Confirmation letters	30
2 Confirmation letter	20
1 Confirmation letter	10
No Confirmation letters	0

Ability to deliver within specified time frame (Commitment letter on letterhead of bidder)

Delivery within 21 days	40
Delivery within 30 days	30
Delivery within 50 days	20
Delivery more than 50 days	0

ICT Qualifications (attached certified certificate no more than 3 months)

Honours and above	20
Degree	15
Diploma/Certificate	5
No Submission	0

NB: Bidders who obtain less than 60% on functionality will be regarded as non-responsive and will not be evaluated further.

MEMBERS OF THE SPECIFICATION COMMITTEE

NAME & SURNAME	DESIGNATION	SIGNATURE
T. Matlhoko	Chairperson	
F. Lekoto	Member	
C. Mongale	Requesting Department	

Approved / Disapproved


MR/TEBOGO CHANDA
MUNICIPAL MANAGER