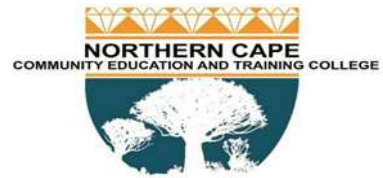




higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**NORTHERN CAPE COMMUNITY EDUCATION AND TRAINING COLLEGE (NCCETC) IN
COLLABOURATION WITH THE PURCHASING CONSORTIUM SOUTHERN AFRICA
(PURCO SA)**

**COMPREHENSIVE WEBSITE DESIGN AND DEVELOPMENT; INTRANET DESIGN AND
DEVELOPMENT; WEBSITE AND EMAIL HOSTING FOR NORTHERN CAPE COMMUNITY
EDUCATION AND TRAINING COLLEGE FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

1. SPECIFICATIONS

a) Web development and design

- a.1. Design and develop a world class website using Content Management Solution (CMS)
- a.2. The Website should have a clean and modern look associated with the college's corporate identity.
- a.3. 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.
- a.4. The Website should include support for multimedia content.
- a.5. The solution must be able to display content from social media.
- a.6. Website must be fully animated.
- a.7. Training of end-users.
- a.8. Full access to the back office.

b) Hosting

- b.1. The solution must be able to receive and publish content from college's Intranet, website, intranet and emails in a safe and secure environment with a 99.9% availability for a maximum of 24 months.
- b.2. System must have a zero-rating capabilities.
- b.3. Provide a suitable hosting facility required to host unlimited email accounts.
- b.4. Conduct regular full backups and software updates.

c) Intranet

- c.1. The service provider to develop and host an intranet.
- c.2. The new Intranet should have a clean and modern look associated with the college.
- c.3. The new platform should support the college in reaching our digital business objectives.
- c.4. All implemented features need to aid the advancement of corporate goals as well as employee benefits.
- c.5. Provide an efficient communication channel both to and between college internal structure and stakeholders.
- c.6. The system must be sufficiently reliable, accessible all times, flexible and cost effective - The intranet must be compatible to existing systems and adaptable to future improvement.

d) E-Mail hosting

The scope includes but not limited to the following activities:

- d.1. Assessment of the current Hosted environment
- d.2. Transfer emails from the current E-mail system to the proposed system.
- d.3. Provide a shared Outlook Space in the Hosted Environment of 150 mailboxes.
- d.4. Provision of secured and reliable Exchange Environment that prevents unauthorized access.



- d.5. Automated Spam and Virus prevention and Email filtering
- d.6. Access full email functionality from anywhere
- d.7. Access company contacts, calendars and Schedules
- d.8. E-mail Branding
- d.9. E-mail Continuity – for the provision of e-mail continuity/failover when the e-mail server is offline
- d.10. Sending of large file attachments up to 200MB per e-mail Page
- d.11. Ability to set up our Mailboxes in order to enable the sending and receiving of e-mails.
- d.12. (Email box Management)
- d.13. Management of Email signature
- d.14. Recover deleted item/ emails
- d.15. Synchronization with Active directory
- d.16. Provide training and skills transfer to ICT staff
- d.17. Apple iSync support
- d.18. Full Calendar sharing
- d.19. 25GB Quota
- d.20. POP, IMAP4, SMTP, MAPI supported protocols
- d.21. Push to mobile
- d.22. (iOS and Android)
- d.23. Outlook support
- d.24. 5-year unlimited archiving

e) PRICING SCHEDULE

Item	Requirements	Duration	Total Price (incl. VAT)
1	Comprehensive website development and design	Once-off	R
2	Website hosting & maintenance	36 months	R
3	Intranet hosting & maintenance	36 months	R
4	Email hosting & maintenance	36 months	R
5	BID PRICE (INCL. VAT)		R

2. MANDATORY BID DOCUMENTS

The College has set minimum standards that bidders need to meet as a precursor to evaluation and selection as the successful bidder.

Pre-qualification Criteria (Phase 0)	Technical Criteria (Phase 1)	Evaluation Price and B-BBEE Evaluation (Phase 2)
Bidders must submit all documents as outlined in paragraph 9.1 below. Only bidders that comply with ALL these criteria will proceed to Phase 1.	Bidders are required to achieve a minimum of 70 points out of 100 points to proceed to Phase 2 (Price and B-BBEE considerations).	Bidders will be evaluated out of 100 points and Phase 2 will only apply to bidders who have met and/or exceeded the threshold of 70 points.

9.1 PHASE 0: PRE-QUALIFICATION CRITERIA

Without any limitation in respect of the College's other critical requirements relevant to this Bid, prospective bidders must submit all the documents listed in the table below.

Table: Documents to be submitted for pre-qualification:

Document that must be submitted	YES/NO	Non-submission may result in disqualification
Invitation to Bid - SBD 1		Complete and sign the attached <i>pro-forma</i> document
Tax Status Tax Clearance Certificate - SBD 2		Written confirmation that SARS may on an ongoing basis during the period of the contract disclose the bidders tax compliance status. Proof of Registration on the Central Supplier Database Vendor number/CSD number In the event where the bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.

Declaration of Interest – SBD 4		Complete and sign the attached <i>pro-forma</i> document. Bidders must submit share certificate of the bidding company/firm, CIPC/CK document, certified copies of IDs of directors and shareholders.
Declaration of Bidder's Past Supply Chain Management Practices -		Complete and sign the attached <i>pro-forma</i> document (SBD 8).
Certificate of Independent Bid Determination		Complete and sign the attached <i>pro-forma</i> document (SBD 9).
Registration on the Central Supplier Database (CSD)		The bidder must be registered as a service provider on the Central Supplier Database (CSD). If not registered proceed with completing the company registration prior to submission of the proposal. Visit https://secure.csd.gov.za/ to obtain a vendor number. Submit proof of registration.
Pricing Schedule		<i>Submit full details of the pricing proposal in a separate envelope</i>
Board Resolution		<i>Attach copy of board resolution. Unless sole proprietor</i>

- Each document must be completed and signed by the duly authorised representative on behalf of the prospective bidding company.
- During this phase bid responses will be evaluated with emphasis placed on documentary compliance with the listed administrative and mandatory bid requirements.
- Bidders' proposal will be disqualified as a result of non-submission and completion of the listed documents.*

9.2 PHASE 1: TECHNICAL EVALUATION CRITERIA = 100 POINTS

- All bidding companies are required to fully adhere to the technical evaluation criteria.

- b. *Only Bidding companies that have fully met the Pre-Qualification Criteria in Phase 0 will accordingly be evaluated in Phase 1 for determination of functionality.*
- c. Bidding companies will be evaluated on an overall score of 100 points.
- d. Bidders are required to score a minimum of **70 points** to proceed to **Phase 2: Evaluation for Pricing and B-BBEE status.**
- e. **Phase 1: Technical Evaluation Criteria:** The bidders' information will be scored according to the point's determination system.

Provide three (3) contactable references of contracts of similar size and nature (Web development and email hosting) done within the past three (3) years:		
3 References verified	= 30 Points	30
2 References verified	= 20 Points	
1 Reference verified	= 10 Points	
Offices/workplace in Northern Cape Province (submit proof of location, eg municipality statement, lease)		
Based in Northern Province	= 20 points	20
Based outside Northern Cape Province	= 5 points	
Provide one website address that you have designed, developed and maintained		
Provided	= 20 points	20
Not provided	= 0 points	
Submit methodology, with timelines, how you are going to design, develop and maintain the website		
Provided	= 30 points	30
Not provided	= 0 points	
Total points		100