Terms of Reference – PUR 806/59 – Design, Develop and Maintain Website and Email Hosting

Background

Taletso TVET College is an institution governed by the Continuing Education and Training Act 2006. The Minister of Higher Education and Training is the Executive Authority, and the Council is the Accounting Authority of the college The college is governed by the Council appointed by the Minister of Higher Education and Training.

DESCRIPTION: COMPREHENSIVE WEBSITE DESIGN AND DEVELOPMENT; INTRANET DESIGN AND DEVELOPMENT; WEBSITE AND EMAIL HOSTING FOR TALETSO TVET COLLEGE FOR A PERIOD OF TWO (2) YEARS.

Taletso TVET College seeks to appoint a service provider for Website design and development; Intranet design and development; Website, Intranet and Email Hosting

Aim of the project is to aid the college in:
- Develop website, intranet and email hosting
  - ✓ Providing a professional, managed online presence comprising of a Website
  - ✓ Making internal communication, data and documents available to relative stakeholders through a secure Website and Intranet.

Contract Duration

The duration of the contract is twenty-four (24) months. Project to kick-start within 3 months of contract award or earlier.

Web development and design
- ✓ Design and develop a world class website using Content Management Solution (CMS)
- ✓ The Website should have a clean and modern look associated with the college'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.
- ✓ The Website should include support for multimedia content.
- ✓ The solution must be able to display content from social media.
- ✓ Website must be fully animated.
- ✓ Training of end-users.
- ✓ Full access to the back office.

Hosting

- ✓ 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.
- ✓ System must have a zero-rating capabilities.
- ✓ Provide a suitable hosting facility required to host unlimited email accounts.
- ✓ Conduct regular full backups and software updates.

Intranet

- ✓ The service provider to develop and host an intranet.
- ✓ The new Intranet should have a clean and modern look associated with the college.
- ✓ The new platform should support the college in reaching our digital business objectives.
- ✓ All implemented features need to aid the advancement of corporate goals as well as employee benefits.
- ✓ Provide an efficient communication channel both to and between college internal structure and stakeholders.
- ✓ 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.

E-Mail hosting

The scope includes but not limited to the following activities:

- ✓ Assessment of the current Hosted environment
- ✓ Transfer emails from the current E-mail system to the proposed system.
- ✓ Provide a shared Outlook Space in the Hosted Environment of 150 mailboxes.
- ✓ Provision of secured and reliable Exchange Environment that prevents unauthorized access.
- ✓ Automated Spam and Virus prevention and Email filtering
- ✓ Access full email functionality from anywhere
- ✓ Access company contacts, calendars and Schedules
- ✓ E-mail Branding
- ✓ E-mail Continuity – for the provision of e-mail continuity/failover when the e-mail server is offline
- ✓ Sending of large file attachments up to 200MB per e-mail Page
- ✓ Ability to set up our Mailboxes in order to enable the sending and receiving of e-mails.
- ✓ (Email box Management)
- ✓ Management of Email signature
- ✓ Recover deleted item/ emails
- ✓ Synchronization with Active directory
- ✓ Provide training and skills transfer to ICT staff
- ✓ Apple iSync support
- ✓ Full Calendar sharing
- ✓ 25GB Quota
- ✓ POP, IMAP4, SMTP, MAPI supported protocols
- ✓ Push to mobile
- ✓ (iOS and Android)
- ✓ Outlook support
- ✓ 5-year unlimited archiving

Pricing Schedule

Item	Requirements	Duration	Total Price (incl. VAT)
1	Comprehensive website development and design	Once-off	**R**
2	Website hosting & maintenance	24 months	**R**
3	Intranet hosting & maintenance	24 months	**R**
4	Email hosting & maintenance	24 months	**R**
5	**BID PRICE (INCL. VAT)**		**R**

Mandatory Requirements

Appendix Number	Description of Appendix	Requirement
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative
Appendix A1	Proof of Payment	Attach Payfast proof of payment and include the company tendering for, if purchased by a different company
Appendix B and B1	Technical specifications and pricing	Complete and Attach your pricing schedule as per specifications
Appendix C	Proof of Bank Account	Provide Confirmation letter from Bank
Appendix D	Company registration documents	Provide certified Company registration documents
Appendix E	Tax clearance certification	Provide an original valid tax clearance certificate or Tax Pin Number
Appendix F	B-BBEE certification	Provide a valid SANAS B-BBEE Verification Certificate
Appendix G	Board resolution	Provide Valid Board Resolution if not Sole Proprietor
Appendix H	Declaration of Interest	Complete form in this tender document
Appendix I	Registration on National Treasury	Provide a copy of your unique supplier number **(MAAA….).**
Appendix J	Identity documents	Submit certified ID copies (not older than 3 months) of all directors, shareholders and personnel to be allocated to the college

FUNCTIONALITY CRITERIA	POINTS ALLOCATED
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 2 References verified = 20 Points 1 Reference verified = 10 Points	**30**
Offices/workplace in North West Province (submit proof of location, eg municipality statement, lease) Based in North West = 20 points Based outside of North West = 5 points	**20**
Provide one website address that you have designed, developed and maintaine Provided = 20 points Not provided = 0 points	**20**
Submit methodology, with timelines, how you are going to design, develop and maintain the website Provided = 20 points Not provided = 0 points	**30**
Total points	**100**