

## **TERMS OF REFERENCE**

### **CALL FOR QUOTATIONS: WEBSITE HOSTING**

#### **1. THE PROJECT DESCRIPTION**

Appointment of a service provider for the hosting of both the North Coast Tourism and Enterprise iLembe websites.

#### **2. BACKGROUND**

Enterprise iLembe is the Economic Development Agency of the iLembe District Municipality with its key mandates being the following;

- To drive Economic Development
- To promote trade and investment Promotion

#### **The Vision and Mission Statement are as follows:**

- **Vision:** To enable iLembe District to be the Destination of Choice for Business, Investment & **Tourism**
- **Mission:** To facilitate economic development in the iLembe District by using best practice and principles

#### **Key Sectors**

The key sectors in the region include

- Agriculture
- **Tourism**
- Manufacturing
- Services/Retail
- Renewable Energy

### 3. CURRENT SITUATION

Enterprise iLembe has the following websites for which hosting is required:

- [www.enterpriseilembe.co.za](http://www.enterpriseilembe.co.za) and;
- [www.northcoast.org.za](http://www.northcoast.org.za)

### 4. TASK DESCRIPTION AND EXPECTED OUTPUTS

Enterprise iLembe invites all suitably qualified & experienced service providers to submit quotations for the migration and hosting of both websites.

Interested service providers are required to submit an **hourly rate** for content update, management (SEO) training in their proposals.

The required timeframe for the hosting is **12 months**.

The service provider must be able to deliver on the following:

- Domain Registration/Renewal
- Hosting & Maintenance
- Training (website must be user friendly to both the administrator and end user)
- Accessibility (website must be mobile friendly)
- Search Engine Optimisation (SEO)

### PROJECT TIMEFRAME

Hosting for both websites is required for twelve (12) months.

### 5. CRITERIA FOR EVALUATION

*Service providers must be registered on the Central Suppliers Database for government (compulsory) and must provide a Tax Clearance Certificate (compulsory). Failure to submit either/both of these documents will result in your proposal being disqualified. A valid B-BBEE Certificate will have to be submitted with the proposal in order to claim preference points in terms of the 80/20 points scoring system.*

### Procurement Policy

Quotations will be evaluated in terms of the Procurement Policy of Enterprise iLembe and shall be applied as follows:-

- All proposals received shall firstly be evaluated on functionality and thereafter only those who qualify for the next stage of evaluation will be evaluated in terms of the PPPFA (No.5 of 2000), guided by the 2017 PPPFA Regulations and the 2011 B-BBEE Regulations.

**Any proposal that fails to achieve a minimum of 60 points on the functionality evaluation shall not be evaluated further and will be deemed to be non-responsive.**

### Functionality Evaluation

The functionality evaluation points will be applied as per the table below;-

Competency	Point Allocation	Maximum Points
Competency, specialist input and experience of the consultant/s. <b>Proposals should include a summary of proposed team members educational qualifications and work experience (including contactable references)</b>	0 years      0	50
	1 – 5 years    20	
	5 – 10 years   30	
	Above 10 years 50	
Capacity to deliver the required quality within the specified time frame		50

***Please attach your proposed design layout.***

***Only service providers who achieve a total of 60 points for functionality in terms of the above will then be evaluated in terms of the 80/20 points scoring system. Service providers wishing to claim preferential points must attach a B-BBEE certificate.***

The 80/20 preference point scoring system will be applied with points allocated as follows:-

- 80 points for the price;

- 20 points for B-BBEE status level

The 20 preference points will be allocated based on B - BBEE status level of contribution and shall be allocated as per table below:-

Status Level of Contributor	Preference Points on scorecard
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-contributor	0

#### 4. CLOSING DATE FOR PROPOSALS

Proposals must be e-mailed to [krisantha@enterpriseilembe.co.za](mailto:krisantha@enterpriseilembe.co.za) .

For all enquiries, please e-mail Mr Victor Malusi [victor@enterpriseilembe.co.za](mailto:victor@enterpriseilembe.co.za) .

Closing Date for submission of proposals: **26 July 2017 at 12h00.**