



KWASANI MUNICIPALITY

REQUEST FOR FORMAL WRITTEN PRICE QUOTATION FOR DESIGN OF DRAKENSBURG WEBSITE KSM/06/Q/2014/2015

KwaSani Municipality is inviting interested and accredited Service Providers to submit proposals For Design of Drakensberg website as below specification:

Design and Creation of Drakensberg.org website

- Create content management system enabling content updates and directory additions of all generic attractions as well as all members ,amenities ,facilities and tourism related services .
- Create visually pleasing , custom designed home page to act as a doorway to website content ,this homepage will make consideration for advertising spaces as well featuring news and events .
- Republishing all content as it appears on the current site under relevant headings, categories and sub section with appropriate navigational linkages .
- Create social media linkages , identities and profiles .
- Enable the hosting of KwaSani Municipality,s tourism related news and promote KwaSani Municipality,s profile as a proactive ,dynamic proactive partner .
- Duplicate and adapt content that appears in the existing Print Media package promoting the district.
- Ongoing management and updates of database , wording ,content , graphics , photographs , event calendars and imagery relevant to the marketing and promotion of tourism products and opportunities of the district .

Acquisition of the rights to use Drakensberg.org

Project Management

- During the creation phase
 - Engage and communicate with KwaSani tourism unit to facilitate the correct and appropriate website structure and implement relevant information.
 - Quality control and approval before delivery of the website and going live .
- Ongoing control of marketing targets for 1 year .

- Reporting of statistics on monthly basis for 1 year .
- Assuring up to date content in connection with marketing of the website for 1 year .
- Implementation and create a social media presence linked to Drakensberg.org .
- Maintain news page .
- Oversee search engine optimization (SEO)
- Create and send news letter (frequency to be determined)
- Keep all content current (members of community tourism organization , establishments ,events etc) .
- Create linkage with relevant internet marketing institutions and partners .
- Hosting of website for one year .
- Hosting of drakensbeg.org and all associated email addresses .
- All features to accommodate the anticipated structure of new site .

Technical Enquiries can be directed to Tourism Officer Tel: 033 7011 471, Fax 0865832314 and Email: tourism@kwasani.co.za
 Enquiries can be directed to SCM Unit on Tel: 033 702 1060,
 Email: sco@kwasani.co.za Fax: 086 583 2315

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 2, MBD 4 & MBD 6.1 must be scrutinized, completed and submitted together with your quotation.
- Tax Clearance certificate
- Certified BBBEE Certificate.
- The successful provider will be the one scoring the highest points.
- **MBD forms are available on our website.**
- The Municipality does not bind itself from accepting lowest bid or any other bid and reserve the right to accept whole or part of the bid.
- Preference will be given to local Suppliers.

NB: No quotations will be considered from persons in the service of the state¹

Failure to comply with these conditions may invalidate your offer

Bidders will be evaluated in terms of the Supply Chain Management policy of the KwaSani Municipality and the lowest tender will not necessarily be accepted and the right to accept the whole or part of Bid or not to consider any Bidder not suitably endorsed is fully reserved by the KwaSani Municipality.

Proposals marked "Design and Creation of Drakensberg.org Website" must be placed in the tender box, Kwa Sani Municipality Building, Reception area, 32 Arbuckle street, Himeville, 3256, not later than 12H00 on 11 August 2014 at which hour and date proposals will be open in public.

Telegraphic , telephonic , telefax , facsimile , email and late tenders will not be accepted. **NB:** The Municipality reserves the right not to appoint and is not compelled to take the lowest and can withdraw the tender at any time.

i * MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

Yours faithfully



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Ms N.C. James
Municipal Manager

