

REQUEST FOR PROPOSAL (RFP)

Date of issue: 09 December 2020
Submission deadline: 04 January 2021
Ref no: ZA2020/03

TERMS OF REFERENCE

PROJECT MANAGEMENT SERVICES

FOR THE .ZA REGISTRY AND REGISTRAR LICENSING REGULATIONS DEVELOPMENT PROJECT

Background:

The invite for the submission of proposals to provide project management services to the ZA Domain Name Authority (ZADNA/the Authority) from a qualified Project Management Consultants (the PM) for the development and implementation of the .ZA Registry and Registrar Licensing Regulations Development Project (the Project).

Terms of reference

The purpose of the Project is to facilitate the successful completion of the proposed .ZA Registry and Registrar Licensing Regulations, and associated tasks to complete this task.

- a) To provide day to day management support for the Project;
- b) To closely monitor project implementation activities and provide advice to the Authority;
- c) To ensure compliance with the Authority's policies, procurement procedures, performance indicators and achievements;

- d) To ensure timely submission of monthly progress reports on overall project implementation; and
- e) To support the Authority's Management in preparing update report for the quarterly Board meeting.

The following minimum requirements will apply:

1. Proof of company registration .
2. Tax Compliant Status.
3. B-BBEE level certificate/ Affidavit.
4. Company Profile with three track references .
5. Profile/Resume of key personnel to lead the project
6. RFP will be evaluated on functionality only.

NB:Reference Minimum of five (5) recently completed projects in the development of Telecommunication/Information Technology and Communication sector legal and regulatory frameworks, experience in the domain namespace will be an added advantage.

Project Duration and Pricing

- 1.The assignment is to be completed within 15 months following the inception of the contract for advisory services.
- 2.The PM will be allocated 30 hours per month for the 15 months indicated above at a fixed rate to be determined by the Authority.
- 3.The anticipated commencement date is the 11th of January 2021.

NB: For detailed terms of reference please contact nature@zadna.org.za

Submissions should be emailed to zadnafinance@zadna.org.za and info@zadna.org.za no later than Monday the 4th of January 2020. Enquiries should be directed to Mr. German Moutlaneng (Finance Manager) at telephone number 010 020 3910 or at the aforementioned email addresses.