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## REQUEST FOR PROPOSAL (RFP)

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<b>REF No</b>	<b>RFPZA2021/06</b>
<b>RFP Scope</b>	<b>Website development</b>
<b>Issue Date</b>	<b>Monday, 26 July 2021</b>
<b>Non-compulsory briefing session</b>	<b>Friday, 30 July 2021 (13h00-14h00)</b>
<b>Closing date for Submission</b>	<b>Wednesday, 04 August 2021</b>
The Zoom link will be shared with interested parties upon receipt of a confirmation to attend the briefing session. Confirmation to be sent to <b>info@zadna.org.za</b> before <b>13h00 on Thursday, 29 July 2021</b> .	
<b>Inquiries</b>	<b>zadnafinance@zadna.org.za</b> <b>info@zadna.org.za</b>
All inquiries should be in writing.	

### 1. RFQ BACKGROUND

.ZA Domain Name Authority (ZADNA) is inviting service providers to submit a proposal for the re-design, development and content management of ZAIGF website:  
<https://www.internetgovernance.org.za>

#### 1.1. The following minimum requirements will apply:

- 1.1.1. Proof of company registration.
- 1.1.2. Tax compliant status.
- 1.1.3. B-BBEE level certificate/affidavit.
- 1.1.4. Company Profile with track references.
- 1.1.5. Supplier database registration reference number (not compulsory)

## **1.2. Other requirements:**

- Price(s) quoted must be valid for at least thirty (30) days from the date of your submission and be according to the specifications.
- Price(s) quoted must be firm and inclusive of VAT (if VAT registered)

## **2. TERMS OF REFERENCE**

### **APPOINTMENT OF AN AGENCY TO RE-DESIGN, DEVELOP AND MANAGE CONTENT OF ZADNA'S ZAIGF WEBSITE: [HTTPS://WWW.INTERNETGOVERNANCE.ORG.ZA](https://www.internetgovernance.org.za)**

The ZA Domain Name Authority (ZADNA) is a not-for-profit Company established in terms of the Companies Act, 2008 (Act 71 of 2008). ZADNA is mandated to regulate and manage the .ZA Top Level Domain (TLD) which is a country code top level domain (ccTLD) allocated to South Africa.

## **2.1 TASKS AND DELIVERABLES**

### **2.1.1. The consultant/service provider is to undertake the following tasks:**

#### **Design and Development**

- Design, develop, test and deploy a new <https://www.internetgovernance.org.za> website using the existing contents of the current website and new contents;
- Review the written language on all of the existing website contents with internal ZADNA staff;
- Improve online exposure and traffic;
- URL structure integrity must be retained;
- Ensure that together with ZADNA staff, relevant legal information required for display on the website is incorporated including compliance with the POPI Act;
- All videos must be compressed HTML 5 video (excludes 3rd party streaming);
- SSL
- The website must have DDOS protection and mitigation;
- Allow live video streaming;
- Contact Form and Google Maps with Directions on Contact Page;
- Website analysis report sent monthly (e.g traffic);

### **2.1.2 Content Management and Maintenance**

- Provide a Content Management System for the website to be owned by ZADNA;
- Train ZADNA on how to use the Content Management System;
- CMS updates and security improvements;
- Quarterly maintenance and upgrades as and when needed.

### 2.1.3 Project Commencement

- From 09 August 2021

## 3. ZADNA PROVISION

ZADNA will provide the service provider with the existing website content.

## 4. SPECIAL CONDITIONS:

- ZADNA reserves the right not to appoint any service provider.
- The service provider will source imagery for the development of the website.
- Imagery that is sourced and used on the website will be issued to ZADNA for future marketing use.
- The service provider will propose a new look and feel; and new content flow.
- The service provider will propose new copy and provide proofreading services for the development of the website.
- The service provider will specify cost and duration of the project on its proposal.
- On its proposal, the service provider will specify revert process and the number of changes that ZADNA will be entitled to.
- The service provider will provide ZADNA with the final website content.
- The service provider must provide no less than two references of work done for a similar scale or larger.
- After the launch of the website, the service provider will hand over the source codes and the backend access to ZADNA.

## 5. RESOURCE EXPERIENCE

The agency should provide ZADNA with a Company Profile and three (3) examples of previous website development projects. A bidder is expected to submit more than 2 references and number of years each team member will be allocated to this project.

## 6. Submission of the RFP information:

- 6.1 All Submissions should be emailed to **zadnafinance@zadna.org.za** and **info@zadna.org.za** no later than **Wednesday, 04 August 2021 at 17h00**.
- 6.2 It is the responsibility of each provider to ensure that its proposal reaches ZADNA no later than the aforementioned deadline. Proposals received after the deadline will not be accepted.