

## REQUEST FOR QUOTATION

### PROVISIONING OF ZADNA WEBSITE REVAMP

RFP Number	RFQZA2022/07
Issue date	Friday, 19 August 2022
Closing date for submission	Wednesday, 24 August 2022
Non-compulsory Briefing Session	Tuesday, 23 August 2022
Physical Address	44 Grand Central Blvd, Sanofi House Halfway house, Midrand, 1685
RFP Contact	For the purposes of this procurement process, the "RFP Contact" shall be: ZADNA Finance Email: zadnafinance@zadna.org.za
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 17h00 on Monday, 22 August 2022.	
All inquiries should be in writing.	

#### 1. BACKGROUND

This document invites the submission of quotations for revamping the ZADNA website from suitably qualified Service Providers.

#### 2. OBJECTIVES OF THE ASSIGNMENT

The objectives of the assignment are:

- 1.1. Revamping the ZADNA website.

## 2. TERMS OF REFERENCE

APPOINTMENT OF A WEB DEVELOPMENT COMPANY TO PERFORM THE WEBSITE REVAMP OF .ZA DOMAIN NAME AUTHORITY NPC

### TASKS AND DELIVERABLES

- 2.1. The service provider will specify cost and duration of the project on its proposal;
- 2.2. Enhance, develop and deploy a <https://www.zadna.org.org.za> website using the existing contents and new contents;
- 2.3. Download and install the necessary Plugins;
- 2.4. Improve online exposure and traffic;
- 2.5. URL structure integrity must be retained;
- 2.6. The website must be POPI compliant;
- 2.7. The API or similar technology to pull the data from the <https://registry.net.za/accredited/> page to be populated to the page: <https://www.zadna.org.za/registrars/>;
- 2.8. A CAPTCHA to be added to all on the Online Forms;
- 2.9. Add the ID number and the Physical address fields on the Membership registration page and also add a CAPTCHA: <https://www.zadna.org.za/register/>;
- 2.10. Update the ADR page with the existing data on the old page from the old website that is backed up;
- 2.11. Allow more ZADNA staff members to be added on the page departmental staff page [https://www.zadna.org.za/about-us/who-we-are/#org\\_structure](https://www.zadna.org.za/about-us/who-we-are/#org_structure);
- 2.12. Fix the error on the membership join page where members are unable to access their membership profiles on the page <https://www.zadna.org.za/login/> and <https://www.zadna.org.za/login/>;
- 2.13. Update the stakeholder page to include "Members" instead of duplicating the Industry bodies on <https://www.zadna.org.za/about-us/our-stakeholders-partners/>;
- 2.14. Remove the text "Designed and developed by ThinkTank Creative" on the footer of each page;
- 2.15. Fix all broken links on the website;
- 2.16. Add more frames on the departmental staff to allow for more staff members to be visible;

- 2.17. Fix the membership login page to be responsive  
(<https://www.zadna.org.za/login/>);
- 2.18. Ensure that Whois function is working properly for .co.za; org.za; net.za; and web.za; (<https://www.zadna.org.za>);
- 2.19. Allow the Author's names to be edited to reflect the actual author of the articles or press statement. The Author on the press statement should not reflect the person who loaded the statement  
(<https://www.zadna.org.za/rfi/the-za-domain-name-authority-releases-the-draft-licensing-regulations-for-public-comment/>);
- 2.20. Domain registration stats. The stats should update automatically. it includes co.za; org.za; net.za and web.za;
- 2.21. The website must have DDOS protection and mitigation;
- 2.22. All videos must be compressed HTML 5 video (excludes 3rd party streaming);
- 2.23. Allow live video streaming;
- 2.24. Contact Form and Google Maps with Directions on Contact Page;
- 2.25. Website analysis report sent monthly (e.g traffic to determine which page has the most visits and for how long the users are stay in a page);
- 2.26. Search engine optimization (SEO) friendly which follows SEO best practice and accessible by Google and other leading search engines;
- 2.27. The service provider will provide training to ZADNA staff on how to update and edit the website after it has been published;
- 2.28. The service provider will provide ZADNA with the final website content;
- 2.29. Provide a CMS backend so that the ZADNA can update and manage content in the relevant sections, to enable easily administration of the website by the client;
- 2.30. Publish the approved website live.

### **3. RESOURCE EXPERIENCE**

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

### **4. TERMS AND CONDITIONS OF THE RFP PROCESS**

- 4.1. General Information and Instructions
- 4.2. RFQ Incorporated into Bid

- 4.3. Language: All quotations are to be in English only.
  - 4.4. The bidder shall bear all costs associated with or incurred in the preparation and presentation of its bid, including, if applicable, costs incurred for interviews or presentations.
  - 4.5. Quotations to be retained by ZADNA  
ZADNA will not return quotations, or any accompanying documentation submitted by a proponent.
- 6. CONFIDENTIAL INFORMATION OF BIDDER**
- 8.1. A bidder should identify any information in its quotation, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by ZADNA.
  - 8.2. The confidentiality of such information will be maintained by ZADNA except as otherwise required by law or by order of a court or tribunal.
  - 8.3. Bidders are advised that their quotations will, as necessary, be disclosed on a confidential basis to advisers retained by ZADNA to advise or assist with the RFQ process, including the Evaluation of bids.
- 7. CONFLICTS OF INTEREST**
- The stakeholder management service provider must state any potential conflicts of interest arising from other assignments or a conflicting involvement in other projects.
- 8. SPECIAL CONDITIONS**
- 8.1. No pre-payments are allowed; awarded bidder will be paid within 30 days after delivery of the order.
  - 8.2. After the launch of the website, the service provider will hand over the source codes and the backend access to ZADNA
- 9. ZADNA PROVISION**
- 9.1. ZADNA will provide the developer with a copy of the existing web pages and contents and the FTP login details to access the backend of the site.
  - 9.2. ZADNA reserves the right not to appoint any service provider.
- 10. THE FOLLOWING MINIMUM REQUIREMENTS WILL APPLY**
1. Portfolio of the work produced by the service provider in line with the abovementioned requirements
  2. Proof of BBBEE level
- 11. REQUESTED DOCUMENTS**
- 11.1. CIPC registration documents.
  - 11.2. Tax Compliance certificate.
  - 11.3. BEE Certificate / Affidavit.

- 11.4. Detailed Company profile.
- 11.5. Five contactable references in the same scope of work.
- 11.6. Pricing Schedule (Total Cost to complete the service)

**12. APPOINTMENT OF A SERVICE PROVIDER**

- 12.1. A service level agreement with a clear deliverables schedule will be entered into with the successful service provider appointed in line the terms of reference and deliverables agreed to between parties.
- 12.2. The appointed service provider will be expected to deliver within the given time frame.
- 12.3. The appointed service provider will work closely and under supervision of ZADNA's Technical department.

**13. EVALUATION**

- 13.1. The RFQ will be evaluated with the preference point evaluation per the ZADNA procurement policy
- 13.2. The evaluation will be based on the technical knowledge of the service provider, pricing, and availability to finalise the scope of work within the given time frame.

**ALL SUBMISSIONS MUST BE SENT VIA EMAIL TO THE FOLLOWING EMAIL ADDRESSES:**

[zadnafinance@zadna.org.za](mailto:zadnafinance@zadna.org.za)

.zadna is not propelled to commission these services and reserves the right not to appoint.