

**REQUEST FOR PROPOSAL**

**PROVISIONING HOSTING ZADNA DOMAIN NAME AND ITS WEBSITE**

<b>RFP Number</b>	<b>RFPZA2022/04</b>
<b>Issue date</b>	<b>Friday, 07 October 2022</b>
<b>RFP Scope</b>	<b>Provisioning of ZADNA Website Hosting Solution and DNSSEC signing of the domain names</b>
<b>Non-compulsory Briefing Session</b>	<b>Wednesday, 19 October 2022</b>
<b>Closing date for submission</b>	<b>Friday, 21 October 2022</b>
Physical Address	44 Grand Central Blvd, Sanofi House Halfway house, Midrand, 1685
The Zoom link will be shared with interested parties upon receipt of confirmation to attend the briefing session. Confirmations are to be sent to <a href="mailto:info@zadna.org.za">info@zadna.org.za</a> before 17h00 on Tuesday, 19 October 2022	
Inquiries	ZADNA Finance Email: <a href="mailto:zadnafinance@zadna.org.za">zadnafinance@zadna.org.za</a>

**1. INTRODUCTION**

ZADNA invites interested service providers to submit a proposal to provide a hosting solution of the ZADNA domain name and website hosting.

**2. BACKGROUND**

ZADNA is a not-for-profit company established in terms of section 59 of the Electronic Communications and Transactions Act, 2002 (Act 25 of 2002). ZADNA's mandate is to regulate the .za namespace and ensure its efficient use, management, and administration. ZADNA is accountable to its members and the South African Department of Communications and Digital Technologies (DCDT).

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.ZA Domain Name Authority NPC - Registration no. 2003/021150/08

Directors: Ms. P Legoze – Chairperson, Prof D Mashao, Prof K Moodaliyar, Ms. M Malapane, Mr. N Msibi, Ms. S Mzizi,  
Ms. V Motloutsi, Mr. M Wesi (CEO)

Company Secretary: First Corporate Secretaries

### 3. OBJECTIVES OF THE ASSIGNMENT

The objectives of the assignment are:

- 3.1. Provide a hosting solution of the ZADNA domain names
- 3.2. Hosting solution of the ZADNA website including DNSSEC signing of the zone

### 4. DETAILED SCOPE OF WORK

The successful Service Provider will work closely with the ZADNA technical team to transfer the domains from the existing service provider.

More closely, the services to be provided by the service provider include but are not limited to the following:

- 4.1. Transfer and hosting of zadna.org.za domain name
- 4.2. Transfer and hosting of nic.za domain name second-level domain
- 4.3. DNSSEC signing and maintenance of zadna.org.za domain name
- 4.4. DNSSEC signing and maintenance of nic.za second-level domain
- 4.5. Website hosting of the zadna.org.za website
- 4.6. Enable digital certificates to secure the zadna.org.za website
- 4.7. Transfer of the existing zadna.org.za website to the new hosting provider's platform
- 4.8. Ensure that the website functionality is retained during and after the transfer to the new hosting platform
- 4.9. Implement necessary security controls to ensure that the hosting platform is always secured
- 4.10. SSL certificates for the zadna.org.za website
- 4.11. Domain name pointing: nic.za to zadna.org.za website contents
- 4.12. Implement SPF and DKIM records configuration on the zadna.org.za and nic.za domains to secure emails.

### 5. DELIVERABLES

- 5.1. Prepare the domains and website hosting transfer project execution plan.
- 5.2. Submit the project execution plan to the Authority for approval
- 5.3. Execute the project as per the execution plan
- 5.4. Transfer the domain names as stipulated above
- 5.5. Transfer the website contents and ensure smooth transition from the existing hosting provider
- 5.6. Send a report for potential attacks targeted at the ZADNA website periodically

### 5. SKILLS REQUIRED

- 6.1. Minimum of five (5) years in DNS and website hosting;
- 6.2. Ability to host and manage a second-level domain;
- 6.3. Ability to manage DNSSEC on the third level domain.

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

### **6.1. General Information and Instructions**

#### **6.1.1. RFP Incorporated into Bid**

All of the provisions of this RFP are deemed to be accepted by each proponent and incorporated into each of their proposals.

A proponent who submits conditions or contingent statements inconsistent with the terms set out in this RFP will be disqualified.

### **6.2. Language**

All proposals are to be in English only.

#### **6.2.1. Proponents to Bear Their own Costs**

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.

#### **6.2.2. Proposals to be retained by ZADNA**

ZADNA will not return proposals, or any accompanying documentation submitted by a proponent.

## **7. CONFIDENTIAL INFORMATION OF BIDDER**

8.1. A bidder should identify any information in its proposal, 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. Proponents are advised that their proposals will, as necessary, be disclosed on a confidential basis to advisers retained by ZADNA to advise or assist with the RFP process, including the Evaluation of bids.

## **7. ANTICIPATED DURATION**

The assignment will be informed by the ZADNA internal procurement policy.

## **8. REQUESTED AND COMPULSORY DOCUMENTS**

7.1. Failure to submit any of these documents will result in disqualification:

7.1.1. CIPC registration documents.

7.1.2. Tax Compliance certificate

7.1.3. BEE Certificate

7.1.4. Detailed Company profile.

7.1.5. Five contactable references in the same scope of work.

7.1.6. Confirmation Statement that the Bidder meets the scope of work

7.1.7. Pricing Schedule (Total Cost to complete the service)

**9. EVALUATION**

Evaluation will be based on the technical knowledge and expertise in the domain name and website hosting environment, pricing availability to finalize the scope of work within the reasonable time frame.

The following is an overview of the categories and weighting for the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed further in the evaluation process.

**8. 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.

**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.