



**SEKHUKHUNE**  
District Municipality

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**PUBLIC NOTICE: SK-8/2/1-09/2019/2020**

IN TERMS OF SEKHUKHUNE DISTRICT MUNICIPALITY SUPPLY CHAIN MANAGEMENT POLICY, QUOTATIONS ARE HEREBY INVITED FROM ELIGIBLE AND INTERESTED COMPANIES, CONSORTIUM OR JOINT VENTURES WITHIN SEKHUKHUNE DISTRICT TO DEVELOP AND MAINTAIN THE SEKHUKHUNE DEVELOPMENT AGENCY WEBSITE AND DIGITAL STRATEGY FOR A PERIOD OF 12 MONTHS

Item	Description
1.	<p><b>SERVICE PROVIDER TO DEVELOP AND MAINTAIN THE SEKHUKHUNE DEVELOPMENT AGENCY WEBSITE AND DIGITAL STRATEGY FOR A PERIOD OF 12 MONTHS</b></p> <p>(See attachment for terms of reference)</p>

Completed quotations must be placed in a sealed envelope and marked (**Request for quotations- Development of Website**) deposited in a tender box at Groblersdal Fire Station before the closing date and time 03 December 2019 at 11:00. No compulsory briefing session will be held. For further information, contact **Voster Masemola** of SCM at 013 262 7656 and **Kgopelo Phasha** 013 262 7348

Please note:

The following returnable documents are compulsory except the BBBEE, and will lead to disqualification if not attached.

**Tax Compliance Status Pin is mandatory**

**Company Registration papers are compulsory**

**Certified ID copies of Directors**

**BBBEE Verification Certificate or Sworn Affidavit for BBBEE Exempted Micro Enterprises**

**MBD 4, MBD 8 and MBD 9 forms must be signed and attached with quotation**

**CSD Report not longer than 14 days from advert date**

No late, telegraphic, facsimile, e-mailed and telex bids will be accepted  
Price and BBEE  
This will be evaluated in terms of the 80/20 preferential points system.



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**Mr. M J MOFOKENG**  
**ACTING MUNICIPAL MANAGER**



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**Date**

# **SPECIFICATION FOR WEBSITE DEVELOPMENT AND MAINTENANCE OF WEBSITE AND DIGITAL STRATEGY FOR A PERIOD OF 12 MONTHS (SDA)**

## **1. INTRODUCTION**

Sekhukhune Development Agency (SDA) is a municipal agency established in accordance with the requirements of the companies Act 71 of 2008 and Municipal Systems Act 117 of 2000. In addition the agency is based on the By-law gazzated by Limpopo province.

The agency is currently without a functional website and as such unable to communicate with external stakeholders as well as comply with requirements of MFMA Act 56 of 2003 in terms of publishing certain mandatory documents like policies, finance and performance report etc.

## **2. SPECIFICATION**

- \*Development of interactive investor friendly website
- \*Securing of domain for registration [www.sda.gov.za](http://www.sda.gov.za)
- \* Web design and development
- \*Briefing on the make-up of the website
- \*Full coordination and launching with strategic linkages to other websites
- \*Emphasis on marketing Sekhukhune as tourist destination on the website platform – linkages with tourism establishments like lodges, hotels etc.
- \*After care (maintain of the website on a bi-weekly basis for a period of 12 months starting from 1<sup>st</sup> January 2020- 31<sup>st</sup> December 2020
- \*Regular updating of content as and when required
- \*Sharing of administrative right with SDA staff
- \*Skills transfer to at least 2 staff members
- Digital strategy across all digital and social media platform
- WhatsApp videos as and when required

## **3. DURATION OF CONTRACT**

The contract will be for period of 12 months starting from 01<sup>st</sup> February 2020 – 30<sup>th</sup> January 2021

## **4. EVALUATION**

In order to facilitate a transparent selection process that allows equal opportunity to all IT/Digital companies, the SDM has a policy for the appointment of service providers (SCM) that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the SDM and it should be noted that:

- \*The benchmark of minimum 60 points out of 100 points on technical capability will be the cut off to qualify for further evaluation.

**SPECIFICATION FOR WEBSITE DEVELOPMENT AND MAINTENANCE OF WEBSITE AND DIGITAL STRATEGY FOR A PERIOD OF 12 MONTHS (SDA)**

**The Criteria for weighing of the Proposals**

<b>Functionality CRITERIA</b>	<b>Sub-CRITERIA</b>	<b>WEIGHTING/ POINTS</b>
<b>Curriculum Vitae</b>	Qualifications, capacity, level of experience and knowledge of the staff	<b>20</b>
<b>Experience</b>	Previous work in similar initiatives, newsletters production in the public service	<b>40</b>
<b>Interpretation of brief</b>	Conceptual approach, as well as understanding of the terms of the reference (proposal of the bidder)	<b>30</b>
<b>Attachment of documents of digital strategy</b>		<b>10</b>
<b>TOTAL</b>		<b>100</b>

**5. SCORING CRITERIA**

**5.1 Curriculum vitae/qualifications and Knowledge of staff (20)**

This will include attachment of CV's and qualifications of the company members. Relevant qualifications include Graphic Design, ICT, Photography, Communications/Marketing, and Journalism/Multimedia studies

- No attachments=0
- Minimal of 1-2 attachments with relevant qualification= 10
- Average with relevant 3 attachments and above =20

**5.2 Experience (40)**

This will cover the number of years and the number of clients the company served in the printing of newsletters and promotional material space.

- No experience/attachments= 0
- 1-2 years of experience with at least minimal of 1 client= 10
- 2-3 years' experience with at least 2 different clients= 20
- 3 -4years experience with 3 clients=30
- 5 years of experience and above with more than 3 clients= 40

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**5.3 Interpretation of Brief (30)**

This will cover brief background of the company, their approach in website development services and how will they go about rendering the required service in line with specification and required standards. Company can mention their expertise, equipment's, portfolio of evidence and creative approach

Indicating some creative proposals = 20

-Comprehensive proposal with all necessary attachments including symbols of work done and proof of current website maintenance as well as creative solutions and interoperation of the brief= 30

**5.4 Digital strategy (10)**

This includes how the company intends assisting SDA to integrate its website with digital platforms such as social media pages (Facebook, tweeter& instagram)

No attachment- 0

Attached strategy with limited details- 5

Comprehensive strategy with all the elements = 10

**6. GENERAL INFORMATION**

NB Only bidders with a minimum score of 60% will proceed to next stage of evaluation

Only 1 service provider to be appointed on a 12 Months period

The tender will be advertised for period of 7 days

See tender document for compulsory attachments

No compulsory briefing session

**Technical Enquiries**

Adv Tshikovhi Board Secretary 013 262 7640

Ms M Shaibu- Finance Manager 013 262 7640

Mr. P Mmotla: Marketing Officer 013 262 7648