



## **REQUEST FOR QUOTATION – SAE 06/2022**

### **WEBSITE RE-DESIGN AND DEVELOPMENT**

#### **1. Background**

The Durban ICC requires the services of a skilled and innovative service provider to re-design our current website. This will be a concept-to-completion project.

The existing website was originally launched in 2014 and has been modified over the years to meet the Durban ICC's marketing and sales requirements. The service provider will work closely with the Durban ICC Marketing and Sales Department to ensure the new design requirements are met.

#### **2. Purpose**

The Durban ICC requires a service provider for the once of re-design and development of the Durban ICC's website which will serve as client attraction, informative tool to stakeholders and other interested parties about the activities of Durban ICC.

The site should aim to promote the full versatility of the Durban ICC and the attractiveness of the City of Durban as a destination.

The website will need to strike a balance of ease-of-use, attractive design and innovative functionality.

The navigation system will be planned out to achieve an end user journey that is intuitive and reflective of a multi-device enabled site. The site will be responsive and translate seamlessly into mobile devices and score high on usability, creativity and content delivery.

#### **3. Conditions of Contract**

The Website re-designs and development **MUST** deliver the following;

- Clear path to conversion/lead generation via the website.
- Logical sitemap and user flow (to facilitate accessing of information more efficiently)
- Visually attractive custom design built on the WordPress Content management system. (CMS)
- A site which is optimised with international best practice in Search Engine optimisation (SEO)
- The website design will need to strike a balance of ease-of-use, attractive design and innovative functionality.
- The navigation system will be planned out to achieve an end user journey that is intuitive and promotes engagement with the Durban ICC for hosting its events.
- The site will be responsive and translate seamlessly into mobile devices and score high on usability, creativity and content delivery.
- Responsive design: all versions of the site must be functional across major desktop, smartphone and tablet platforms
- Provide search capabilities using keywords or phrases that will identify content throughout the site.

- User action logging and auditing provided by the service provider
- Live streaming integration and video-on-demand
- E-commerce functionality and integration of an online payment gateway

**4. Mandatory Requirements**

Does the service provider comply with the mandatory requirements? Please acknowledge as illustrated	Yes	No
	✓	X
• The prospective service provider <b>must</b> submit at least two (2) samples of previous work done with similar requirements.		
• The prospective supplier must have experience with WordPress sites of equivalent or higher profile with equivalent of higher volume of traffic. ( >100 000 unique visitors per annum)		

*Please note: failure to comply with all of the mandatory requirements, as detailed above will result in the service provider being deemed non-responsive.*

**5. Compulsory Pricing Schedule (official form of offer)**

Description	Total
To provide website redesign and development services for the Durban ICC website as per the objectives and purposes detailed above.	R
Please state additional costs:	R
	R
<b>Total (Excl. VAT)</b>	R
<b>15 % VAT</b>	R
<b>Total (Incl. VAT)</b>	R

I.....being duly authorized thereto by ..... do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect; my company may be disqualified from quoting to the Durban ICC.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **7. Preconditions**

*A written proposal/quotation will not be considered unless the service provider who submits the quotation provides the following with their proposal/quotation:*

- 7.1 Full name
- 7.2 Identification or company or other registration number
- 7.3 Tax reference number and VAT number, if any
- 7.4 Valid original Tax clearance from South African Revenue Services which proves that the providers tax matters are in order
- 7.5 Valid BBBEE Certificate
- 7.6 MBD 4 Declaration of Interest form must be completed
- 7.7 The service provider must be registered on the CSD database and EThekweni Vendor Portal. Proof of registration needs to be submitted. Failure to be registered on these databases will adversely affect the awarding process and may result in the service provider being deemed non-responsive.

**CSD registration website:** <https://secure.csd.gov.za>

**EThekweni Vendor Portal registration:** <https://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

[Fatima.milazi@durban.gov.za](mailto:Fatima.milazi@durban.gov.za) / [phumla.mdabe@durban.gov.za](mailto:phumla.mdabe@durban.gov.za)




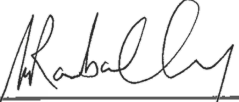
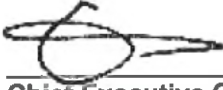
## **8. Contact Person**

Sandile Makhanya – Acting Marketing & Communications Executive  
Tel: 031 360 1192  
Email: [sandilema@icc.co.za](mailto:sandilema@icc.co.za)

## **9. Closing Date**

The print example, quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12h00 on 30 September 2022.**

10. Request approved by:

 19/09/2022	
<b>Acting Marketing &amp; Communications Executive</b> <b>Sandile Makhanya</b>	
 19/09/22	
<b>SCM Compliance Officer</b> <b>Adwoa Miiumba</b>	
	19/09/2022
<b>Finance Executive</b> <b>Thenashree Naidoo</b>	
	20/09/2022
<b>Chief Financial Officer</b> <b>Melanie Rambally</b>	
	20/09/2022
<b>Chief Executive Officer</b> <b>Lindiwe Rakharebe</b>	



11. **Past experience in similar assignments**

Assignment Description	Key Elements	Date Completed	Contact Person and Telephone Number	Assignment Value

I, ..... being duly authorized thereto by .....do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Name: *(Block Capitals)* \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**12. Declaration of Municipals Fees**

I, the undersigned, do hereby declare that the Municipal fees of

.....  
 (Full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

<u>Account</u>	<u>Account Number: to be completed by tenderer.</u>
Consolidated Account No.	<input type="text"/>
Electricity	<input type="text"/>
Water	<input type="text"/>
Rates	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Service provider by the Municipality shall be first set off against such arrears.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME : ..... (Block Capitals)

SIGNATURE : ..... DATE: .....  
 (of person authorised to sign on behalf of the Tenderer)

**13. MBD4 Declaration of Interest**

- 13.1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 13.2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 13.3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 13.3.1 Full name of bidder or his/her representative .....
  - 13.3.2 Identity number: .....
  - 13.3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
  - 13.3.4 Company Registration Number: .....
  - 13.3.5 Tax Reference Number: .....
  - 13.3.6 VAT Registration Number: .....
  - 13.3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

*References:*

<sup>1</sup> MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - any municipal council
  - any provincial legislature
  - the National Assembly or the National Council of Provinces
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity;
- (f) An employee of parliament or a provincial legislature.

<sup>2</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.



13.3.8 Are you presently in the service of the state?  
If yes, furnish particulars: 

YES	NO
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13.3.9 Have you been in the service of the state for the past twelve months?  
If yes, furnish particulars: 

YES	NO
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13.3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and/or adjudication of this bid?  
If yes, furnish particulars: 

YES	NO
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13.3.11 Are you aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this bid? If yes, furnish particulars: 

YES	NO
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13.3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?  
If yes, furnish particulars: 

YES	NO
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13.3.13 Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars: 

YES	NO
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13.3.14 Do you or any of the directors, trustees, managers, principal shareholders or stakeholders of this company have any interest in any other company or business whether or not they are bidding for this contract? If yes, furnish particulars: 

YES	NO
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**14. Full details of directors / trustees / members / shareholders**

Full Name	Identity Number	State Employee No.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Capacity**

\_\_\_\_\_  
**Name of Bidder**