

REQUEST FOR PROPOSAL
REVAMPING THE MOSES KOTANE INSTITUTE WEBSITE

REF No	MKIQ57/2022
Description	Revamping the MKI website
Physical address	7 Umsinsi Junction, La Mercy, Durban
Closing date and time to submit proposals.	9 February 2022, 16h30
Proposals and queries must be emailed to:	Sinenhlanhla.ngqulunga@moseskotane.com

1. Disclaimer

- MKI reserves its right not to appoint.
- MKI reserves its right to negotiate the price with the winning bidder.

2. Terms and Conditions

- Proposals must be emailed by no later than 9 February 2022, 16:30. Proposals received after the closing time and date will not be considered.
- All prices must be all inclusive. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations will not be considered)
- Bid validity period: 60 days.
- Proposals will be evaluated on the 80/20 preference points system.

3. Background

The Moses Kotane Institute (MKI) is an entity of the KwaZulu-Natal Provincial Government through the Department of Economic Development, Tourism and Environmental Affairs (EDTEA) with a mandate to conduct world class research that responds to the needs of the provincial economy. MKI is looking for the service

provider to revamp the website and modify it to the functional website that can hit reports. Moses Kotane Institute is hosting the website.

4. Scope of work

Moses Kotane Institute is looking for a suitable to update their current website running on word press version 5.5. The service provider is required to communicate with internal stakeholders for the necessary changes. You can visit our current website on www.moseskotaneinstitute.com.

5. Proposal Requirements

Service providers are expected to submit an all-inclusive financial proposal inclusive of VAT where applicable.

6. Mandatory compliance requirements (The following documents to be submitted with the proposal)

- a) Proof of company registration, where applicable
- b) Valid tax clearance certificate/pin
- c) Valid BBBEE certificate by a SANAS accredited agency/company or an affidavit
- d) Bank account confirmation letter
- e) Proof of registration on the Treasury Central Supplier Database (CSD)
- f) Supplier declaration form (attached hereinto)

NB: Failure to submit the above documents will lead to disqualification.

7. Skills requirements for the resource

- a) A minimum of 3 years' experience in developing and revamping websites.
- b) CV with three recent contactable references where the resource has conducted similar services

NB: Failure to comply with the above mandatory requirements will lead to disqualification

6. Required competences and requirements of a company

- a) Three reference letters where the bidder conducted similar services.
- b) A minimum of 5 years in developing and revamping websites.

TECHNICAL EVALUATION GRID

Bidders are expected to score a minimum of 35 points from the technical grid below to be evaluated for further stage.

	Maximum score	Evaluator's score	Comments
Understanding the Assignment Good understanding and context of assignment expressed in own words = 10 Average understanding and context of assignment expressed in own words = 5 Poor understanding of context and assignment = 0	10		
Key Expert / Resource	20		
Experience in similar projects More than 5 years = 10 3 to 5 years = 5 Less than 3 years = 0	10		
Recent contactable references 3 and above references = 10 Less than three references = 0	10		
Company Profile	20		
Experience in similar projects 5 years and above = 10 Less than 5 years = 0	10		
Reference letters 3 reference letters = 10 Less than 3 reference letters = 0	10		
Total	50		

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
.....
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
.....
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) 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);

- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed :

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....
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.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

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.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder