



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Enquiries: L. Mnyukana

Tel: 039 940 2142

Ext 121

## ADVERT

BID DESCRIPTION	BID NO	CLOSING DATE	ENQUIRIES
APPOINTMENT OF A NEW SERVICE PROVIDER FOR THE CONSTRUCTION AND MAINTENANCE OF THE COLLEGE WEBSITE	INGWE/092/2024	DATE: 21/11/2024	TECHNICAL: MR. K. SIPUKA TEL: 039 940 2142 SCM: MR. L. MNYUKANA TEL: 039 940 2142

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification. The quotation must be submitted on the letterhead of your business or have your business stamp. Quotation may be hand delivered before 12H00pm at **Ingwe TVET College, Mount Frere Administration Offices at the reception area or email to [lmnyukana@ingwecollege.edu.za](mailto:lmnyukana@ingwecollege.edu.za)**

### THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE QUOTATION AND FAILURE TO SUBMIT WILL LEAD TO THE BIDS BEING DECLARED NON-RESPONSIVE:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- Firm Delivery Period must be indicated.
- A valid SARS TAX Compliance status with PIN.
- Updated CSD (Central Supplier Database) report.
- Company municipal statement of account not older than three (3) months or company lease agreement if renting premises or affidavit from SAPS stating that the company is not obliged to pay municipal rates or ward council letter confirming the proof of address for the company for non – rates paying areas or rural areas.
- Joint Ventures to attach: JV Agreement and letter of Signatory.
- **Completed SBD 4 – as per PFMA SCM Instruction No. 03 of 2021/22 effective from 1 April 2022, the revised SBD 4 must be fully completed and signed. SBD 8&9 are repealed (no longer required). Failure to submit as instructed will lead to the bids being declared non – responsive. Bidders must download the revised SBD 4 from the College website or National Treasury website.**

### BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- Ingwe TVET College Supply Chain Management Policy will apply.
- 80/20 preferential procurement point system will be applied.
- Ingwe TVET College does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- Bids which are late, incomplete and unsigned will not be accepted.
- No quotations will be considered from persons in the service of the state.
- Failure to comply with these conditions may invalidate your offer.
- **Only quotations sent to the above-mentioned e-mail address will be accepted.**

Central Office  
Badibanise Village  
Mount Frere  
Tel: 039 940 2142

Mount Frere Campus  
Cancele Road  
Mount Frere  
Tel: 039 940 2142 ext.200

Ngqungqushu Campus  
Magwa Road  
Lusikisiki  
Tel: 039 940 2142 ext.300

Siteto Campus  
Mhlanga Village  
Bizana  
Tel: 039 940 2142 ext.400

Maluti Campus  
Mli Road  
Maluti  
Tel: 039 940 2142 ext.500

Mt Fletcher Campus  
Hospital Area  
Mount Fletcher  
Tel: 039 940 2142 ext.600

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## EVALUATION CRITERIA

The 80/20 preferential procurement point system will be applied as the project is estimated to be more than R30 000.00.

Price	- 80 point
Specific goals	- 20 points

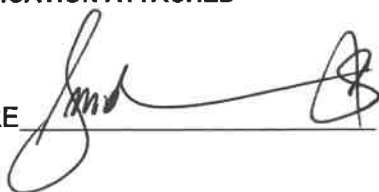
*"On the 04 November, the minister of Finance gazetted new Preferential Procurement Regulations (2022 Regulations) under the Preferential Procurement Policy Framework act, 2000 (PPPFA), this was aimed at aligning the regulations to the February 2022 Constitutional Court judgement. That judgement ruled that the Minister exceeded his powers in prescribing the 2017 Regulations. The Public Procurement Bill is being finalized, which will empower the Minister of Finance to set preferential procurement, the 2022 Regulations repeal the 2017 Regulations and take effect on the 16 January 2023"*

## SPECIFIC GOAL POINTS BREAKDOWN

SPECIFIC GOALS	PREFERENCE POINTS ALLOCATED OUT OF 20	DOCUMENTATION TO BE SUBMITTED BY BIDDERS TO VALIDATE THEIR CLAIM FOR POINTS
<b>Black ownership:</b> An EME or QSE which is at least 51% owned by black people	8	<ul style="list-style-type: none"> <li>ID Copy</li> <li>CIPC (Company registration)</li> <li>CSD report (the ownership status of the 2 documents must correspond to be awarded points)</li> </ul>
<b>Women ownership:</b> An EME or QSE which is at least 51% owned by women	4	<ul style="list-style-type: none"> <li>ID Copy</li> <li>CIPC (Company registration)</li> <li>CSD report (the ownership status of the 2 documents must correspond to be awarded points)</li> </ul>
<b>Youth ownership:</b> An EME or QSE which is at least 51% owned by youth. (Up to 35 years of age)	4	<ul style="list-style-type: none"> <li>ID Copy</li> <li>CIPC (Company registration)</li> <li>CSD report (the ownership status of the 2 documents must correspond to be awarded points)</li> </ul>
<b>Disability:</b> An EME or QSE which is at least 51% owned by people with disability	2	<ul style="list-style-type: none"> <li>ID Copy</li> <li>CIPC (Company registration)</li> <li>CSD report (the ownership status of the 2 documents must correspond to be awarded points)</li> <li>Medical certificate</li> <li>SASSA registration or confirmation of disability from a relevant authority.</li> </ul>
<b>Locality:</b> Located in the OR Tambo District municipality, Alfred Ndzo District Municipality, and the Joe Gqabi District Municipality	2	<ul style="list-style-type: none"> <li>Municipal rates account OR</li> <li>Letter from councilor confirming residence or Lease Agreement</li> </ul>
Non – submissions	0	<ul style="list-style-type: none"> <li>No points will be claimed if the bidders failed to submit the required documents</li> </ul>

**NB: SPECIFICATION ATTACHED**

SIGNATURE



Published on: 14 November 2024

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Mount Frere  
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Mount Frere Campus  
Cancelo Road  
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Specification for Website, System data backup and Domain Hosting

## 1. Scope of Work

**Overview:** This Request for Proposal (RFP) invites quotations from suitably qualified and experienced suppliers to provide comprehensive website maintenance and upgrade services for

Ingwe College. The project aims to enhance the website's functionality, security, and user experience across various devices.

### 1.1 Website Maintenance and Upgrade

- **Comprehensive Maintenance and Upgrade:** Conduct ongoing maintenance and upgrades to improve the website's performance, reliability, and security.
- **Advanced Responsive Design:** Ensure full responsiveness for optimal viewing across desktops, tablets, and smartphones.
- **Preview Functionality:** Implement a robust preview button for administrators to review changes before publishing.
- **Service Provider Migration:** Manage seamless migration of website services with minimal downtime.
- **CMS Implementation:** Deploy an intuitive Content Management System (CMS) for efficient management and preview of content changes.
- **Framework Development:** Utilize a modern web development framework for scalability, maintainability, and future-proofing.
- **Enhanced Security Measures:** Implement comprehensive security measures, including DDoS protection, firewall configurations, and regular audits.
- **Device Accessibility:** Ensure the website is accessible on various devices, including notebooks, PCs, tablets, and smartphones.
- **SEO and Analytics Compliance:** Ensure full SEO compliance and integrate tools like Google Analytics and Google AdWords.

### 1.2 Administrator Functionalities

- **Robust Content Management:** Enable easy creation, editing, and deletion of pages, with preview and unpublish options.
- **Training and Support:** Provide comprehensive video tutorials for admin panel functionalities.
- **Password Security Protocols:** Enforce strong password policies with regular updates.
- **Dynamic Content Handling:** Facilitate dynamic image uploading and management.

### 1.3 Control Panel Functionalities

- **Advanced Page Builder:** Include options for creating multi-page menu items.
- **Interactive Homepage Slider:** Implement a dynamic banner system for the homepage.

- **Photo Gallery Management:** Create mini photo galleries with thumbnail and enlarge viewing options.
- **Downloads and Links Management:** Simplify the management of downloadable content and external links.
- **Tenders Page:** Allow uploading of up to 10 documents per tender.
- **Financials & Investor Relations:** Provide functionality for uploading annual financial reports.
- **Career Opportunities Section:** Enable posting of career opportunities with external job portal links.
- **Enhanced Contact Us Page:** Develop an online contact form with Google Recaptcha integration.
- **Google Maps Integration:** Incorporate Google Maps for each division.
- **Events Calendar Management:** Implement a comprehensive events calendar.
- **Insights & Useful Links:** Provide a section for insights and useful links.

#### 1.4 Main Administrator Responsibilities

- **Restricted Access Uploads:** Designate a main administrator to upload specific items to the control panel, preventing editing by sub-administrators. Items include:
  - Press articles
  - Homepage advertisements
  - PAIA Manual
  - Code of Ethics
  - Disclaimer
  - Social Media Links
  - Company Brochure
  - College Insights and Links

#### 1.5 Security Requirements

- **Prohibited Frameworks:** Avoid third-party open-source CMS like WordPress, Drupal, Joomla, and others listed.
- **Preferred Technologies:**
  - **Backend Development:** PHP 8.2 minimum.
  - **Database Management:** MySQL 5.5.6 minimum.
  - **Frontend Technologies:** HTML5, CSS3, and JavaScript frameworks (React.js, Angular, Vue.js).
  - **CSS and JS Libraries:** Bootstrap or Tailwind CSS, and libraries like jQuery.
  - **WYSIWYG Editors:** Froala or Redactor.
  - **Security Libraries:** OWASP ZAP or Snyk.
  - **Authentication and Authorization:** OAuth 2.0 or JWT.
  - **Data Encryption:** SSL/TLS and AES.
  - **Monitoring and Logging:** ELK Stack or Grafana.
  - **Operating System:** Latest version of Ubuntu Linux.
  - **Open-Source Technologies:** Nginx or Apache, Git, Jenkins or GitHub Actions.
  - **Compliance and Best Practices:** Ensure SEO compliance, WCAG 2.1 accessibility standards, performance auditing with Lighthouse, and CDN services like Cloudflare.

#### 1.6 Cloud Partnership Provider Capabilities

##### High Availability (HA):

1. Redundancy across multiple data centers.

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2. Minimum 99.9% uptime guarantee.
3. Scalability for varying workloads.
4. Automated load balancing.
5. Continuous monitoring with real-time alerts.

#### **Security:**

1. End-to-end encryption for data.
2. Compliance with industry standards (ISO 27001, POPIA).
3. Robust identity and access management policies.
4. Defined and tested incident response plan.
5. Regular security audits.

#### **Performance:**

1. Low latency and high bandwidth.
2. Efficient resource allocation.
3. Application Performance Monitoring (APM)

#### **Support and Management:**

1. 24/7 technical support.
2. Dedicated account management.
3. Access to dashboards and management tools.

#### **2. Contract and Training**

- **Contract Duration:** 12-month contract for ongoing maintenance and support.
- **Technical Assistance:** Provide prompt technical assistance as required.
- **Staff Training:** Conduct comprehensive training for two college staff members on website and content management.

## **2 System Data Back Up**

- a. Back up Finance systems on cloud
- b. Backup all user devices on cloud
- c. Daily back up with proof
- d. Unlimited back up cloud space
- e. 24/7 support unlimited

## **Domain hosting and configuration**

Host our domain [ingwecollege.edu.za](http://ingwecollege.edu.za) on your server  
 Configure our domain and protect it  
 24/4 unlimited support  
 Unlimited space

K Sipuka

Date: 11/11/2024  
 Signature: 

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## CONSTRUCTION AND MAINTENANCE OF THE COLLEGE WEBSITE.

FUNCTIONALITY		REQUIRED EVIDENCE	POINTS ALLOCATION
1.Experience			
(a) Number of clients (contactable references) or list of similar projects that the bidder has successfully undertaken in the past five years.			
5 or more clients with reference letters	30	A minimum of at least three reference letters from satisfied previous clients that have been serviced in the past five years should be provided; the submission must be on the relevant client's letterhead and signed. Each reference letter should be accompanied by a signed appointment letter. Contact details of clients should be also provided.  <b>NB: 0 points will be claimed where submitted clients/ references cannot be contacted and reference letter is not accompanied by appointment letter.</b>	30
3 - 4 clients with reference letters	20		
1- 2 clients with reference letters	10		
0 - 1 clients with reference letters	0		
2. Expertise			
(a) Facilitator's experience and relevant qualifications			
5 or more years' experience and qualifications	40	Attach CV and certified qualifications <b>National Diploma on ICT Business Application</b> not later than six (06) months of the <b>Project Manager</b> (including a certified copy of an Identity Document), showing at least three years' experience in leading similar projects.  <b>NB: 0 points will be claimed where the above is not attached and submitted.</b>	40
2 to 3 years' experience and qualifications	20		
0 to 1 years' experience and qualifications	0		
3. Methodology / Project Implementation Plan			
Methodology and approach are fully adequate to meet the requirements of the given task.	30	Appropriateness of the tools used by the organization and how they will satisfy the requirements of the assignment. Setting out the plans to manage works which should include the process for the taking and handling back of work areas for	30

**CONSTRUCTION AND MAINTENANCE OF THE COLLEGE WEBSITE.**

FUNCTIONALITY		REQUIRED EVIDENCE	POINTS ALLOCATION
Methodology and approach cover minimum requirement.	10	each shift. The Service provider must demonstrate knowledge of activities outlined in the project and clear project plan and detailed training plan.	
Inadequate methodology and approach to meet the College needs.	0		
<b>TOTAL</b>			<b>100</b>