



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATIONS – WEBSITE MAINTENANCE

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to quotations@bccollege.co.za.

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT'.

Kindly submit the following **COMPULSORY** documents when responding to the RFQ

1. Signed quotation (quotations not signed will be eliminated)
2. Latest declaration forms (SBD 4, 8 and 9), see attached on College website
3. Certified BBBEE certificate (0 points will be awarded for BBBEE certificates that are not certified)
4. Valid Tax Clearance Certificate with a PIN
5. CSD full report
6. Company Registration
7. Bank Confirmation Letter (not older than 3 months)
8. Quotations must be detailed as per specification
9. **Quotations must be submitted in the PDF format ONLY**
10. All quotations submitted via email addresses other than the one listed above will not be considered.

Closing Date 22 JANUARY 2025 at 11h00 am. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED

043 704 9238 / 043 704 9241



To: Whom It May Concern
Date: 13.01.2025

Re-Advertisement Website Maintenance

Buffalo City TVET College invites all suitable and qualified service providers to submit their quotes to maintain and support the Buffalo City College website for a period of (3) years. The current college website is Drupal-based, however, prospective bidders can submit their proposals with quotations to substantiate their approach and experience in website development using any other latest tools and technologies to maintain and further revamp the current website within the the 3-year contract period. All service providers must quote in line with the specifications below.

Specification

1. **Bug Fixing and Issue Resolution:** Address any bugs, errors, or technical issues that arise after the implementation. This may include identifying and resolving issues to maintain the stability and functionality of the college web-site.
2. **Security Updates and Patches:** Regularly apply security updates and patches to protect the site from vulnerabilities. Stay up-to-date with the latest security releases and promptly apply to safeguard against potential threats.
3. **Performance Monitoring and Optimization:** Keep track of the site's performance to maintain speed and responsiveness.
4. **User Support and Training:** Provide user support and training to website administrators and content editors.
5. **Regular Backups and Disaster Recovery:** Implement regular backups of the site and establish a disaster recovery plan.
6. **Continuous Improvement and Enhancements:** As the college needs evolve, we may seek enhancements or new features for the site. This may involve evaluating user feedback, analysing site analytics, and prioritizing new requirements to continuously improve the site's functionality and user experience.
7. **Vendor Support and Collaboration:** Engage with your service vendor for ongoing support and maintenance. This may involve establishing a service level agreement (SLA) with the vendor, ensuring clear communication channels, and addressing any contractual or billing-related matters.

Hosting and Infrastructure

Hosting will be provided internally by the College.

Timeline

The college wishes to contract with the suitable service provider for a 3-year period.

Proposal

Please refer to the url: www.bccollege.co.za and submit a proposal specifying the following:

- Demonstrate a clear understanding of websites, including overall web design, theming, structure, layout, and module utilization.
- Demonstrate potential Performance optimization.
- Demonstrate how the website will be safeguarded against data-loss and how quick recovery will be implemented in the event of unforeseen issue or system failure.
- Demonstrate how you will effectively manage the site through continuous support and staff training.

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- Demonstrate potential continuous improvements and enhancements.
- Demonstrate how you would utilize standard iterative Agile methodology, including a software feature/issue tracker for managing the work and tracking progress.
- Demonstrate your ability to create a responsive design that will work well on mobile devices.

Pricing

- Please provide a monthly maintenance fee for the duration of the contract in the form of a detailed and signed quotation.

Team structure:

The service provider selected for this role shall be required to meet the following minimum requirements in terms of their team structure:

- Assign a consistent team to the engagement, including one person in a project manager capacity, single point of contact, role, and web developer.
- The team must have a proven record of successful completion of website construction and deployment. Bidder must demonstrate this through submission of 3 references from previous projects.
- Must have a relevant Degree/Diploma / Certifications in Computer Science or related field.
- Must have 5 years' development experience with PHP, HTML, CSS, and JavaScript.
- Must demonstrate proficiency with source control tools like Git or SVN.
- Good problem solving skills.
- Attach Qualifications, CV and experience of the Team and 3 reference letters of the bidder on previous website development and maintenance projects.

Mandatory documents

- **Bidders to note the compulsory submission of compliance documents as per the list. Non-submission will invalidate your bid.**

Compliance with Law

Intellectual Property Rights: Intellectual Property rights remain vested in Buffalo City TVET College

Confidentiality and Non-Disclosure: The selected service provider must protect sensitive information by including provisions for confidentiality and non-disclosure specified within the Service Level Agreement with the selected provider.

Contractual Agreements: Service level agreement(SLA) to clearly define the rights, obligations, deliverables, payment terms, project timeline, and other relevant terms and conditions.

Termination and Exit Strategy: The Termination and exit strategy will also be clearly specified in the SLA.

A **Non-compulsory** Briefing meeting will be held on the 15th January 2025 at 11:00 AM) and (Virtual on Teams, please indicate the relevant email in your proposal)

For any technical enquiries you may contact Mr Joseph on email: sjoseph@bccollege.co.za


Mr. S. Joseph
ICT Manager


Mr. Z. Chola
DP, Corporate Services


SCM (Supply Chain Management)