

ASSAf seeks to appoint a service provider to rebuild the ASSAf website – [www.assaf.org.za](http://www.assaf.org.za)

#### SCOPE OF WORK AND DELIVERABLES

- Rebuild and optimise the ASSAf website – [www.assaf.org.za](http://www.assaf.org.za)
- ASSAf currently has a website ([www.assaf.org.za](http://www.assaf.org.za)) that was developed on Joomla. This site was built about 5 years ago and needs to be updated and moved to WordPress.

Specifications:

- Rebuilt in WordPress
- The same information/structure
- Populate new website (please check the current website to ensure that you have a full understanding of what this entails)
- Responsive designs (viewable on all devices)
- Same functionality (calendar and events)
- Fresh look-and-feel (Design according to ASSAf CI)
- "Web Content Accessibility Guidelines" (WCAG)
- Browser and device data from analytics
- Security certificate registered
- Archive
- Backups
- Spam filter
- Search Engine Optimisation (SEO),
- Firewall to block malicious traffic,
- Google Analytics integration
- Searchable directory - ASSAf members,
- Sitemap to be registered with Google Search Console
- Remove obsolete pages from the server
- Training/enable ASSAf staff member to update
- The website will continue to be hosted on the current ASSAf managed server (with xneelo), using the domain name

Service providers should have demonstrable expertise or experience in:

- WordPress
- PHP Or HyperText Preprocessor
- CSS and HTML
- JavaScript
- Basic Photoshop design
- Bootstrap and MySQL
- Use of Github and Bitbucket
- SEO Knowledge
- Command Line Tools

Service providers should be able to demonstrate that they have the capacity to meet the diverse specifications and tight deadlines.

All technical queries may be directed to Henriette Wagener [communications@assaf.org.za](mailto:communications@assaf.org.za)  
 All queries relating to the bid documentation may be directed to [scm@assaf.org.za](mailto:scm@assaf.org.za)

Deadline for submissions: **28 September 2021**

Deadline for delivery: **1 February 2022**

**SUPPORTING DOCUMENTATION**

- B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE).
- Proof of CSD registration.
- Must be tax compliant.
- Quotations must reflect a cost breakdown where applicable. Prices quoted must be inclusive of VAT. In case of a Non Vat Vendor please indicate so.
- Completed Standard Bidding Document (SBD Forms).
- ASSAf has the right to withdraw any quotation at any time within the validity of the quotation. ASSAf will not award the contract to any bidder who does not comply with the terms and conditions of the Standard bidding document and will at its own discretion appoint the next qualifying supplier.

**EVALUATION CRITERIA FOR BIDS**

The evaluation criteria for the assessment of the proposals will be based on functionality. Bidders who score points which exceed the minimum threshold provided on functionality will further be evaluated on price and on the level in the Broad Based Black Economic Empowerment (BBBEE) Status Level Certificates provided in terms of the Preferential Procurement Policy Framework, Act 5 of 2000 and Regulations of 2017.

All bidders who score less than 70 out of 100 points for functionality will not be considered for further evaluation. Bidders may be requested to provide evidence and examples of previous work and/or references.

The 80/20 Broad Based Black Economic Empowerment (B-BBEE) Status level contributor shall be applicable.

The following criteria will be used

**Rating Scale:**

<b>0</b> = non-compliance	<b>1</b> = poor	<b>2</b> = fair	<b>3</b> = good	<b>4</b> = very good	<b>5</b> = excellent
---------------------------	-----------------	-----------------	-----------------	----------------------	----------------------

<b>CRITERIA</b>	<b>GUIDELINES FOR CRITERIA APPLICATION</b>	<b>WEIGHT</b>
Expertise	Expertise and ability to provide scope of the work and deliverables	30%
5 years' experience	Experience in providing scope and deliverables	30%
Infrastructure and Human Capacity	Capacity to deliver on scope and specifications	15%
3 References-Client	Feedback from current or existing clients	10%
Examples of work	Three examples of work of excellence	15%

## **MANDATORY REQUIREMENTS**

In summary, ensure that the following are attached (mandatory requirements):

- The company profile detailing infrastructure, experience, and capacity.
- Three (3) references from current or present clients on similar assignments.
- All Standard Bidding Documents (SBD forms) must be fully completed and signed.

Note: Bidders who fail to comply with the mandatory requirements will be disqualified and not considered for any further evaluation.

Late Bids: Bids received late will not be considered.