



HARRY GWALA DISTRICT MUNICIPALITY

“Together We Deliver and Grow”

OFFICE OF THE MUNICIPAL MANAGER

40 Main Street, Private Bag X501, IXOPO 3276

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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS PROVISION OF HOSTING SERVICES AND TECHNICAL SUPPORT FOR THE HGDM WEBSITE

Harry Gwala District Municipality hereby requests proposals from suitably experienced services providers for the provision of hosting services and technical support for the HGDM website for a period of 24months. Service providers are required to comply with normal business ethics.

SPECIFICATION/SCOPE

Detailed Scope of work is available on municipal website www.harrygwaladm.gov.za and on request in Supply Chain Management office.

The aim of the project is to ensure that HGDM is able to host its website in an off-site secure location and also receive technical support with regards to:

- Editing content on the website
- Amending/upgrading the look and feel of the website
- Identification and resolution of faults
- Ongoing maintenance of the website
- Checking the integrity of all backups of the website

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Valid tax clearance certificate or SARS pin
- Certified Copies of company or CC documents together with certified copies of members' IDs
- Company Profile
- Central Supplier database registration

The following conditions will apply:

- Prices quoted must be firm and must be inclusive of VAT (if applicable).
- All quotations submitted shall be valid for 30 days after the tender closing date.

- A signed MBD4 form must be submitted with all Bids (available on our website and reception).
- A certified or original valid B-BBEE status level verification certificate must be submitted to claim preference points.
- 80/20 Preference points system will be used in Evaluation.
- Your company must be registered on municipal database.

CLOSING DATE

The closing date for the bidders is **on 25 July 2017 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the **"Website Hosting"** on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, Ixopo, before the closing date and time. Telegraphic, telexed or faxed bids will not be considered and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

BID ENQUIRIES

All tender enquiries and all other matters shall be directed to **Mr.T.Ndaba** on 039 834 8700 during working hours.

Mrs A.N. Dlamini

Municipal Manager