



Open: 01 April 2015

MAKHUDUTHAMAGA LOCAL MUNICIPALITY

REQUEST FOR QUOTATIONS

Quotations are hereby invited from Service provider for Website Editing for Makhuduthamaga Municipality.

PROJECT NO.LIM473/ UPS /14/15/066

SPECIFICATIONS FOR WEBSITE EDITING

Specification for Website Editing

1. Website Administration

✓ **Search engine optimization (SEO)**

To increase qualified search engine traffic to Municipal website with SEO services, including:

- Keyword research and analysis
- Site architecture (information architecture + technical architecture)
- Site audits
- Link development analysis and recommendations
- Search-engine friendly design and development
- Duplicate content management
- Blog optimization
- Video optimization
- Graphic image optimization
- SEO training

2. Design Email Subscription application

To develop an email subscription application to market emails of website users (public members) in return to sent news, and any other important information to members of the public using their email addresses, services includes:

- User Data Collection Form
- Back-end Programming Code

3. Web site usability services

- Usability testing
- Usability evaluations
- Cognitive walk-through
- Content inventory
- Issues analysis

The employer is Makhuduthamaga Local Municipality represented by the Municipal Manager.

Completed and signed Quotations must be sealed in an envelope marked "**Project-LIM473/UPS/14/15/066**". The closing date is **09 of April 2015 at 12:00** and should be deposited in the tender box at Makhuduthamaga Local Municipality Offices in Jane Furse.

Preference will be given to those who are registered with the Municipality's database as in terms of Section 13(i) of SCM Policy. The following documents must be submitted with the quotations: A valid tax clearance issued by SARS, Company registration, Company profile (attach appointment letters for the work done), Proof of payment of Municipal services (for both the company and the directors), Joint Venture Agreement (If any), the certified ID copies of Directors and declaration of interest form.

Bidders are requested to attach their B-BBEE status level certificate. The certificate must be issued by SANAS accredited agencies or registered auditors approved by the Independent Regulatory Board of Auditors (IRBA). The Municipality has the right to check the validity of the certificate.

Note: All copies must be certified. The certification must not be older than three months of the closing date

No fax or email will be accepted

The municipality shall adjudicate and award tenders in accordance with the Preferential Procurement Policy Framework Act, 5/2000 and the revised Preferential Procurement Regulation as amended June 2011 on 80/20 points system where 80 points are for the price and 20 points for B-BBEE according to the said legislation.

For enquiries contact: 013 265 8607 or 013 265 8655

Supply Chain Management unit: Mr. M.A Malekana

Mrs. T.M Mphele




