

SECTION 2.3: MBD 3.1 PRICING SCHEDULE – FIRM PRICES

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

Phase 2: Pricing schedule

Component	Description	QTY	Price (Excl. VAT)		
Website and Webmail Hosting					
Annual Web Hosting	Annual hosting of websites: www.explorersgardenroute.co.za and www.hessequa.gov.za from 01 August 2024 to 31 July 2027	2 websites for the 36 months	Year 1 (Excl. VAT)	Year 2 (Excl. VAT)	Year 3 (Excl. VAT)
Webmail	The email hosting and back-up, with unlimited traffic of info@explorersgardenroute.co.za from 01 August 2024 to 31 July 2027	1 webmail address for the 36 months			
Website Maintenance, Content Loading, Programme Installation, Website Optimization, Reporting and General Website Support					
Website Maintenance and Upgrades / Free Programme Installation	<ul style="list-style-type: none"> • 3x hour's monthly maintenance support on www.explorersgardenroute.co.za and www.hessequa.gov.za as requested by Directorate: Development Planning and Directorate: Corporate Services. • Ad-hoc content loading. • Emergency and outside office hour assistance. • Linking of various third-party backlinks should fall within the three-hour timeframe. This is for a period of 36 months (01 August 2024 to 31 July 2027). • Unused hours should be rolled-over on a month-to-month basis. • The websites should be Search Engine Optimisation (SEO) compliant and has google analytics for quarterly performance reports. • Weekly systems diagnostics, health check and upgrades to ensure the Content Management 	2 websites within the 3-hours per month for the 36 months			

	<p>System (CMS) remains up to date, stable and secure.</p> <ul style="list-style-type: none"> • The Municipal financial system and technology is Microsoft SQL driven and the Service Provider must ensure their solutions are compliant with Microsoft SQL to ensure that future system upgrades and free account viewing programmes, including installation and coding is provisioned for within the maintenance hours. • Plugin support, compatibility, renewal and installation for existing programmes for SP DM Pro, Elementor Pro, MEC Pro & Addons, Geo Directory & Addons, Newsletter Pro and WP Mail SMTP Pro and Google Analytics starting on date of appointment. • The Service Provider must provide the capability for Hessequa Municipality to have access to the website, to be able to perform functions such as assigning user rights on the web solution. (Doer, Authoriser, Publisher, etc.) 				
Website Compliance, Website Security, Diagnostics, Health Check and Updates					
Health Check	Weekly website health check, updates and daily back-up of information per website for a period of 36 months (01 August 2024 to 31 July 2027).	2 websites for the 36 months			
SSL Certificate	The procurement of a valid SSL certificate per website for a period of 36 months (01 August 2024 to 31 July 2027).	2 websites for the 36 months			
POPIA Act Compliance	Ensuring the Municipal and Tourism websites are compliant with the latest POPIA act for the duration of the contract, 01 August 2024 to 31 July 2027.	2 websites for the 36 months			
Website End-user Training and Performance Reporting					
Website Training	Once-off virtual website training on the respective websites to all end-users	3 training sessions			

Initials of Service Provider's Authority:

	per financial year. The training needs will be communicated in advance.	over 36-months			
Quarterly Service Review and Performance Meetings	Quarterly service and performance review meetings via virtual sittings, with one session per annum being in person at a Municipal venue in Riversdale, where the service provider, provide an outline of methodology and work plan identifying key steps/activities to achieve project outputs and provide an outline of reporting schedule on deliverables, timeframe and budget.	4 quarters per year over 36 months			
Sub-Total (Excl. VAT)			R	R	R
VAT 15% (If Registered)			R	R	R
Total (Incl. VAT)			R	R	R

SKILLS AND COMPETENCIES

The successful supplier must have an appropriate tertiary qualification and be able to demonstrate a deep knowledge of website development, WordPress programming, website maintenance and website hosting.

The service provider needs to provide proof of a track record, of at least 5-year experience within the web development and web maintenance field.

It is recommended that the service provider have related working experience within the Garden Route.

The service provider must have some knowledge of the latest information and technology trends and regulations including the Protection of Personal Information Act.

The successful supplier needs to illustrate/provide proof of above as part of the quotation submitted and indicate the above in the submission of quote i.e. **proposal / company profile** which is referenced under the **Scope – Statement of Requirements, section F**.

INFORMATION TO BE PROVIDED BY THE SUPPLIER

The supplier can access the Explorer’s Garden Route website: www.explorersgardenroute.co.za and Hessequa Municipal website: www.hessequa.gov.za as a referral in preparation to quote.

Initials of Service Provider's Authority:

CONTRACT MANAGEMENT REQUIREMENTS

The successful supplier will have to table a proposal on the methodology and ideas, on appointment and needs to provide quarterly progress reports indicating progress on tasks.

The successful supplier will be subject to quarterly service and performance review meetings, of which one (1) will be in person and the remainder by means of virtual platform (3 sittings per annum). In the event of an in-person meeting, the venue will be at a Hessequa Municipal Building in Riversdale, with the area code 6670.

Tenderers should price on the pricing schedule as indicated above.

Failure to do so may result in your bid being declared non-responsive.

DECLARATION,

I, THE UNDERSIGNED (NAME)
CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE MUNICIPALITY
MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

AUTHORISED SIGNATURE:

NAME:

CAPACITY: DATE:

Initials of Service Provider's Authority: