

**INVITATION TO QUOTE: BEY SCM 242**

**WEBSITE HOSTING AND MAINTENANCE**

Quotations are hereby invited from registered suppliers:

**Purpose:**

The website maintenance agreement is for the sole purpose of enhancing the client’s online visibility and ensuring easy and uninterrupted access to the website.

Must include but not limited to:

* Website hosting for one year
* Monthly maintenance including Wordpress updates and changes to website
* Reasonable access to all necessary personnel to answer any questions about any problems reported by the customer regarding the website
* Promptly implement all updates provided by either a 3rd party if requested.
* Handle queries raised by the client in relation to the use of the websites, the logging and investigation of bugs and errors in the websites, adding content to the websites and/or minor changes to the design or layout of the websites.
* Any such minor changes should not create intellectual property rights that need to be licensed or assigned.
* The provision of updates and upgrades to the websites.
* The provision of updates and upgrades in respect of related server, database or other software. Note that the licensing of updates/upgrades should be dealt with elsewhere.
* Provide maintenance provider with all passwords necessary to access the website account.

* Access to databases, directories or proprietary software needed for the purpose of fulfilling the maintenance agreement.
* Provision of sufficient storage space for all content for a period of 5 years.
* Creating a backup disk of the website before making changes and to use the disk to restore the website back to a previous version if requested by client

Quotes must be placed in the municipal tender box, Robert Sobukwe Building, in sealed envelopes clearly marked **"BEY SCM 242** ", not later than 12h00 on Friday the 29**th of January 2021** and will be opened in public immediately thereafter.

**Note:**

Faxed, e-mailed or late quotations will not be accepted

1. The tender will be evaluated on 80/20 system.
2. Price must include vat (if registered for vat) and delivery costs to Graaff-Reinet.
3. All suppliers must be registered on the Central Supplier Database (CSD)
4. A current original tax clearance certificate of SARS is to be submitted.
5. A current certified Municipal (rates& services) clearance certificate to be submitted.
6. Attached declaration of interest to be completed.
7. PPPFA of 2017 will apply
8. A current certified BBBEE certificate must be submitted in order to claim preference points.
9. Council is not bound to accept the lowest or any quotation and reserves the right to accept any tender or part thereof.
10. For further details contact the **Mr. C. Thompson at 049 807 5700**

**DR. E.M. RANKWANA**

**MUNICIPAL MANAGER**

**MBD 4**

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state[[1]](#footnote-1)\*.

1. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their positionin relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name: …………………………………………………………………………

3.2 Identity Number: …………………………………………………………………

3.3 Company Registration Number: …………………………………………………

3.4 Tax Reference Number: …………………………………………………………

3.5 VAT Registration Number: ………………………………………………………

3.6 Are you presently in the service of the state**[[2]](#footnote-2)\*** **YES / NO**

 3.6.1 If so, furnish particulars.

 ………………………………………………………………

 ………………………………………………………………

3.7 Have you been in the service of the state for the past **YES / NO**

 twelve months?

* + 1. If so, furnish particulars.

………………………………………………………………

………………………………………………………………

3.8 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

3.8.1 If so, furnish particulars.

 ………………………………………………………………

 ………………………………………………………………

3.9 Are you, aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

3.9.1 If so, furnish particulars

…………………………………………………………….

…………………………………………………………….

## YES / NO

## YES / NO

3.10 Are any of the company’s directors, managers, principal **YES / NO**

 shareholders or stakeholders in service of the state?

3.10.1 If so, furnish particulars.

 ………………………………………………………………

 ………………………………………………………………

* 1. Are any spouse, child or parent of the company’s directors, **YES / NO**

managers, principal shareholders or stakeholders in service

of the state?

3.11.1 If so, furnish particulars.

 ………………………………………………………………

 ………………………………………………………………

# CERTIFICATION

**I, THE UNDERSIGNED (NAME**) ………………………………………………………………………

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.**

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE**

**FALSE.**

 Signature Date

 ……………………………………… …………………………………………………………

 Position Name of Bidder

1. [↑](#footnote-ref-1)
2. **\*** MSCM Regulations: “in the service of the state” means to be –

a member of –

any municipal council;

any provincial legislature; or

the national Assembly or the national Council of provinces;

a member of the board of directors of any municipal entity;

an official of any municipality or municipal entity;

an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

a member of the accounting authority of any national or provincial public entity; or

an employee of Parliament or a provincial legislature. [↑](#footnote-ref-2)