



Enhancement of SASVEPM Website

<https://sasvepm.org/>

Request for Quotation (RFQ) (Services)

No	Item Description	
1	The company must have the relevant expertise and skills for at least 5 years in the field of web design development. The company should be a registered company with current Tax clearance/compliance	
2	The company must be able to demonstrate evidence of previous work, projects, developments, and provide referral or recommendation letters from previous clients on similar projects.	
3	Tender to close on 15 June 2022at 11.00 hours South Africa Time	
4	Submission E-mail	japhta.mokoele@gmail.com debonil@sasvepm.org sirdarm@sasvepm.org
5	Submission Title	Enhancement of SASVEPM Website

1) BACKGROUND

The Southern African Society of Veterinary Epidemiology and Preventative Medicine (SASVEPM) seeks to improve its website to be interactive and attractive to its members.

The quotation MUST be received on or before 15 JUNE 2022 at 11.00 (a.m.) hours South Africa time. Bid received after the closing date and time shall be rejected. Submission Email: japhta.mokoele@gmail.com with copy to debonil@sasvepm.org and sirdarm@sasvepm.org. and title of RFQ should read - SASVEPM/Website/ 001/SAS/2022: Enhancement of SASVEPM Website.

2) INTRODUCTION

The Southern African Society of Veterinary Epidemiology and Preventative Medicine (SASVEPM) is a specialized veterinary society for epidemiology-based in South Africa to promote veterinary knowledge, training, webinars, and organizing annual veterinary congresses to promote professional development for the benefit of its members. We seek to update our members continuously on various scientific developments in and around the world and connect with other veterinary scientists. The SASVEPM was established in 2000 and it is led by the Executive Committee reporting to the General Assembly.

3) MANDATE OF THE SASVEPM

The SASVEPM promotes and facilitates veterinary epidemiology and preventative medicine amongst its participating members mainly located in Southern Africa. SASVEPM is tasked to organize and facilitate webinars, field epidemiology training, and annual rotational veterinary congresses to ensure that its members benefit from the professional development.

4) RATIONALE / OBJECTIVE OF THE ASSIGNMENT

The SASVEPM at its 18th Annual Congress that was held from the 25th to 27th August 2021 in Bela-Bela resolved to have its website refurbished to suit its mandate of interacting and connecting with its members and contributing to its member's professional developments. To this effect, the SASVEPM is seeking a service provider to either improve the current website or develop a new website that is linked to the current website domain name (www.sasvepm.org), which is hosted by Afrihost. This website should promote adherence to the values, ideals, and image of this professional and scientific body in South Africa and the southern African Development countries (SADC). This website is expected to be launched during SASVEPM Annual Congress in Eastern Cape in August 2022.

SECTION A: REQUEST FOR QUOTATION

The SASVEPM invites qualified and eligible Service Providers to submit quotations for carrying out the services as described herein.

1) DESCRIPTION OF SERVICES AND LOCATION

i) Tasks and Deliverables

The web designer's main tasks will be to re-design the current website or develop and implement a new website linked to the SASVEPM domain name with the inclusion of all elements of the front-end and back-end of the SASVEPM website (www.sasvepm.org). In addition, the web designer's work and deliverables will include:

- Liaise with relevant program officers and team members to understand users' needs and identify corresponding user interface requirements, workflows, and functionalities.
- Propose various design options for the implementation of the website.
- Develop corresponding user interface components (web templates, style sheets, scripts, images, etc.) as needed.
- Integrate a mass mailing solution for communication of newsletters, announcements, bulk email...etc ("Mailchimp" or any other similar products).
- The website tabs must include but are not limited to the following tabs. Each tab might include sub-tabs and the website should have icons linked to SASVEPM social media platforms.
 - Home
 - About Us
 - Executive Committee and General Assembly
 - Membership
 - Congress
 - Training and Capacity Building
 - Workshops and Seminar
 - Publications
 - Gallery
 - Contact us
 - News and events
 - Opportunities
 - Sponsorships
 - Partners
 - Links to sister organizations

ii) **Scope of Work**

The scope of work includes but is not limited to

- Either once-off development and hosting of the new website or improving the current website in its current domain name.
- Hand-over of the completed website (including source code and admin login details), training of selected staff members on how to run the website, and maintenance/support for the website.
- Creation of emails for all the Executive Committee members and other communication emails that must be linked to Microsoft Outlook with adequate storage capacity.
- **Web site hosting:**
 - The website currently requires 10 GB, but this will increase significantly over the coming years.
 - The website should be created on a WordPress platform and the website should be hosted on the Afrihost account.
- The server should support the technologies used which currently include PHP and MySQL.

Website Maintenance:

- Web site content updates: the contracted web development company will assist with the content update when the changes that have to be made are not possible from the CMS user interface. It should have endeavoured that as many changes as possible be made to the CMS user interface.
- The contracted web development company will maintain a full backup of the website throughout the contract. The backup, code, and source files will be delivered in full to the client at the closing of the contract.
- The contractor must ensure and implement adequate security on the front-end and back-end of the website.
- The contracted web development company will have an automated testing system that checks for broken hyperlinks on the site.
- The contracted web development company will verify regularly that the site is up and running and will revert to the backup whenever necessary.
- The contracted web development company will give guidance on using the admin interface of the CMS.
- Monitor the server logs to see the most popular pages and downloads and generate regular reports.
- Creation of user's access to the website with different authorization levels.
- Implement a basic "blog" function with integrated chatting, messaging, and discussion platforms.
- Implement dynamic sliding banners on the landing page and other pages.
- The site must be compatible with the current versions of the following browsers (Firefox, Internet Explorer, Safari, and Chrome), as well as Internet Explorer version 6 onwards.

- Add comprehensive search functionality to the website

2) LOCATION

The assignment will take place at SASVEPM in South Africa (Gauteng)

3) LANGUAGES

Fluency in English is essential.

4) DURATION OF THE ASSIGNMENT AND EXPECTED COMMENCEMENT DATE

The duration of the assignment shall be 30 days commencing from the date of signing the contract, presumably 30 June 2022.

5) QUOTATION VALIDITY PERIOD AND PRICE VALIDITY

This Quotation/bid and the prices shall be valid for 90 days from the date the bid is opened and shall be the South African Currency

6) MINIMUM REQUIREMENTS THAT MUST BE MET BY ELIGIBLE THE SERVICE PROVIDER

Technical Skills and Experts

- i. Demonstrate strong practical background in website design.
- ii. Demonstrate skills in developing with CMS (e.g., WordPress, Drupal, or Joomla) and implement new features that add value.
- iii. Solid understanding of the concepts of user experience, user interface design principles, and conceptual design.
- iv. Expert knowledge in HTML, CSS, and JavaScript.
- v. Knowledge of Bootstrap, jQuery, and AngularJS.
- vi. Optimize the site for low bandwidth users.
- vii. Demonstrate the ability to create an innovative and visually appealing design.
- viii. Have excellent knowledge of recent trends in graphic design, and websites, including online video publishing, and social media networking.
- ix. An eye for design and attention to detail are essential.
- x. Proven experience in web design and support for a non-profit organization.

The above minimum requirements shall be evaluated on a PASS/FAIL Criteria. A failure will result in an automatic rejection of the bid.

This Award Criteria below shall be subjected to the Bidder/s who met the minimum requirement

6.1) EVALUATION/AWARD CRITERIA

Mandatory criteria Must Provide up-to-date certified Curriculum Vitae and supporting documents for the team members for website developers (academic & professional certificate) and the company portfolio.		
Technical Evaluation	Max. Point	Score
The firm should have Strong experience in developing well-known and widely used open-source platforms, such as Drupal, Joomla, WordPress, etc. Provide an at least two clients their (telephone, physical location, and contact person)	50	
Proven experience in web design and support for non-profit organisations	15	
Responsiveness to the TORs, Methodology, and timeline for undertaking the assignment	10	
Strong track record in website design; security and administration; Google Analytics; Search Engine Optimization.	10	
Project Management Skills - Good spoken and written communication skills, including the ability to liaise with technical staff and present information in a clear and concise style	15	
Total Score: Minimum technical Score 70%	100%	

Quotations that are responsive, qualified, and technically compliant will be ranked according to price. Award of Contract will be made to the lowest priced quotation that fulfils all the relevant criteria. An award letter will be issued to the successful bidder.

Please consider your application not successful if not informed within 60 days of the date of closure.

Quotations shall cover all costs of labour, materials, equipment, overheads, profits, and all associated costs for performing the services. The whole cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.

Payments will be made in accordance with any resulting order within thirty (30) days of receipt of an invoice supported by a certificate of satisfactory completion signed by [the President of the SASVEPM].

The bid price shall be fixed for the duration of the contract.

RESERVATIONS AND CONFIDENTIALITY

SASVEPM reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered, or for failure to meet deadlines. In the event of the producer ending the contract before delivering all agreed-upon products, a portion of the payments shall be returned to the SASVEPM.

The service provider undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest with the prevailing assignment.

SUBMISSION OF BIDS

The Service Provider shall submit their quotation through email: japhta.mokoele@gmail.com, debonil@sasvepm.org and sirdarm@sasvepm.org, the submission shall be titled: SASVEPM/Website/001/SAS/2022: ENHANCEMENT OF SASVEPM WEBSITE.

The quotation MUST Be received on or before 15 June 2022 at 11.00 (a.m.) hours South Africa time. Bid received after the closing date and time shall be rejected.

NB: Ensure that your documents are in a signed and in PDF form that can be downloaded.