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**Request for Quotations
(For Services)**

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PROCUREMENT NUMBER: APRM/SIDA/RFQ/ 001/SOE/2020: PRODUCTION OF AN AFRICAN SOES NETWORK WEBSITE

Date: 30th September,2020

REQUEST FOR SERVICES: PROCUREMENT NUMBER: APRM/SIDA/RFQ/ 001/SOE/2020: PRODUCTION OF AN AFRICAN SOES NETWORK WEBSITE

1)BACKGROUND

In December 2019, The African Peer Review Mechanism received financing from the Swedish International Development Cooperation Agency (SIDA and intends to apply part of the agreed amount for this grant as payments towards this procurement. **The quotation MUST be received on or before 15th October 2020 at 11.00(a.m) hours South Africa time. Bid received after the closing date and time shall be rejected. Submission Email: tender@aprm.au.org and title of procurement should read - ROCUREMENT NO: APRM/SIDA/RFQ/ 001/SOE/2020: PRODUCTION OF AN AFRICAN SOES NETWORK WEBSITE.**

2)INTRODUCTION

The African Peer Review Mechanism (APRM), is a specialised agency of the African Union and the continent's pioneer self-monitoring tool for promoting good governance. Launched in 2003, the Mechanism is a voluntary exercise that offers African states the opportunity to systematically assess and review their governance performance. The Mechanism also provides a platform for sharing replicable successful practices and enhancing the adoption and implementation policies, standards and codes. The APRM currently has a membership of 39 states and its Continental Secretariat is located at No. 230 15th Road, Randjespark, Midrand South Africa.

3)MANDATE OF APRM

The APRM promotes and facilitates self-monitoring among participating member states to ensure that their policies and practices conform to the agreed political, economic, corporate governance and socio-economic values, codes and standards contained in the Declaration on Democracy, Political, Economic and Corporate Governance; and the African Charter on Democracy, Elections and Governance as well as other relevant treaties, conventions and instruments adopted by Participating States whether through the African Union or through other international platforms.

In the implementation of its mandate, the APRM primarily seeks to foster the adoption of policies, standards and practices that lead to political stability, high economic growth, sustainable and inclusive development, as well as accelerated regional and continental economic integration

4)RATIONALE / OBJECTIVE OF THE ASSIGNMENT

APRM integrated the Improved Governance of State-Owned Enterprises agenda as its one of flagship projects. Related to the review and implementation of APRM core mandate it was believed that the introduction of African SOEs Network flagship projects can play a catalyts role in enhance good governance in the continent. To this effect the African SOEs Network secretariate is seeking to hair a service provider to develop a website on secure open source platform to promote the mission of the SOEs Network, that is to promoting adherence to the values, ideals and standards of good corporate governance in the management of state-owned enterprises throughout the Continent

SECTION A: REQUEST FOR QUOTATION

The Africa Peer Review Mechanism invites qualified and eligible Service Provider to submit quotations for carrying out the services as described herein. Any resulting order shall be subject to the General Conditions of Contract for Purchase Orders as per the AU Procurement Rules and Regulations.

1) DESCRIPTION OF SERVICES AND LOCATION

i)Tasks and Deliverables

The web designer's main tasks will be to propose, develop and implement all elements of the front-end user interface for several web-based initiatives. In addition, the web designer's work and deliverables will include:

- Liaise with relevant programme officers and team members to understand users' needs and identify corresponding user interface requirements, workflows, and functionalities.
- Create wireframes, storyboards and prototypes to propose options for implementation.
- Develop corresponding user interface components (web templates, style sheets, scripts, images, etc.) as needed.

ii)Scope of Work

The scope of work includes but not limited

- One-off development and hosting for the website
- 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.
- **Web site hosting:**
 - The web site currently requires 2 GB, but this will increase significantly over the coming years.
 - The web site should be hosted on the APRM Afrihost account.
- The server should support the technologies used which currently includes PHP, MySQL.

Website Maintenance:

- Web site content updates: the contracted web development company will assist with content update when the changes that have to be made are not possible from the CMS user interface. It should be endeavoured that as much changes as possible be made from the CMS user interface.
- The contracted web development company will maintain full backup of the web site through the duration of the contract. The backup, code and source files will be delivered in full to client on closing of the contract.
- The contracted web development company will have an automated testing system that checks for broken hyperlinks on the site.

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- The contracted web development company will follow the terms of the standard SLA provided in the proposal.
- The contracted web development company will verify regularly that the site is up and running and will revert to the back up whenever necessary.
- The contracted web development company will give guidance on using the admin interface of the CMS.
- Monitor the server logs to see most popular pages and downloads and generate regular reports.
- Implement a basic “blog” function with integrated Twitter and Facebook, and other social media platforms.
- 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 a comprehensive search functionality to the web site

2)LOCATION

The assignment will take place at APRM Continental Secretariat Office, in South Africa

3)LANGUAGES

Fluency in English is essential.

Working knowledge of French or other AU languages is an asset

4)DURATION OF THE ASSIGNMENT AND EXPECTED COMMENCEMENT DATE

The duration of the assignment shall be 30 days commence from the date of signing the contract, presumably October,2020.

5) QUOTATION VALIDITY PERIOD AND PRICE VALIDITY

This Quotation/bid and the prices shall be valid for a period of 90 days from the date the bid is opened and shall be USD 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 innovative and visually appealing design.
- viii. Have excellent knowledge of recent trends in graphic design, websites, including online video publishing, and social media networking.
- ix. Knowledge of industry-standard design tools such as Adobe Photoshop, Illustrator and Dreamweaver.
- x. Eye for design and attention to details are essential.
- xi. Proven experience of web design and support in the international development sector
- xii. The Service Provider should have Strong experience in developing in well-known and widely used open source platforms, such as Drupal, Joomla, WordPress, etc
- xiii. Experts – (Attach CV and Relevant Academic & Professional Certificate)**
 - The Team Leader **Must** Have Master's in Computer Science or relevant field with professional qualification in web design or development
 - The Technical Assistance should have Minimum of five years of relevant professional experience in website development

The above minimum requirements shall be evaluated on a PASS/FAIL Criteria. A fail will result to 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		
Master's in the following relevant areas Must Provide up-to-date certified Curriculum Vitae and supporting documents (Academic & Professional Certificate)		
Technical Evaluation	Max. Point	Score
Master's in Computer Science or relevant field with professional qualification in web design or development and Minimum of seven (7) relevant experience- Attach CV and Relevant Academic & Professional Certificate	15	
The Technical Assistance should have Minimum of five years of relevant professional experience in website development- Attach CV and Relevant Academic & Professional Certificate	20	
The firm should have Strong experience in developing in well-known and widely used open source platforms, such as Drupal, Joomla, WordPress, etc. Provide a at least two clients their (telephone, physical location and contact person)	35	
Proven experience of web design and support in the international development sector.	15	
Responsiveness to the TORs, Methodology and timeline for undertaking the assignment	10	
Strong track record in web site 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	5	
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 by the issue of a Purchase Order.

SECTION B & C- INSTRUCTION TO SUBMIT BID

You are requested to quote by completing **Sections B, C and D**. 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 [state name of person(s) or Authority(ies) responsible for certifying the services].

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

SECTION B: QUOTATION DETAILS

- 1) Currency of Quotation
- 2) Services will commence withindays/weeks from date of Purchase Order.
- 3) Services to be completed bydays/weeks/months from date of Purchase Order
- 4) Validity period of this quotation isdays from the Return by Date.
- 5) We enclose the **following document(s)** as required by the Purchaser:

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- 6) We confirm that our quotation is subject to the African Union General Conditions of Contract for Purchase Orders and is based on the terms and conditions stated in your Request for Quotation referenced above.
- 7) We confirm that the prices quoted are **fixed and firm** for the duration of the validity period and will not be subject to revision or variation.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorised for and on behalf of:

Company: _____

Registered Address:

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If any additional documentation is attached, a signature and authorisation at Sections B, C and D is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Sections B, C and D the quotation may be rejected.

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SECTION C: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)

Item No.	Description of Services (In accordance with Section D)	Unit of Measure	Quantity	Unit Price in Specified Currency	Total Price in Specified Currency
TOTAL					

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

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SECTION D: TECHNICAL DATA

Item No	Technical Data of Required Services

We confirm that we comply with the technical requirements as detailed above.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorised for and on behalf of:

Company: _____

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RESERVATIONS AND CONFIDENTIALITY

APRM 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 prior to delivering all agreed upon products, a portion of the payments shall be returned to the APRM.

The consultant undertakes to maintain confidentiality on all information that is not the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment. The Consultant shall undertake to refrain from promoting any political or religious beliefs in the documentary movie which is the subject of this contract.

CLARIFICATION

Clarification can only be sought through Email: tenderinfo@aprm-au.org during working hours- Monday to Friday time 8.00a.m hrs to 5.00 p.m hours local time. Response to clarification shall be posted on APRM Portal and should be made at least four days before the closing date. **This is email is for enquiry only**

SUBMISSION OF BIDS

The Service Provider shall submit an their quotation through Email: tender@aprm.au.org and the submission shall be titled: **APRM/SIDA/RFQ/ 001/ASOE/2020: PRODUCTION OF AN AFRICAN SOES NETWORK WEBSITE. The quotation MUST Be received on or before 15th October 2020 at 11.00(a.m) hours South Africa time. Bid received after the closing date and time shall be rejected.**

The quotation must be submitted on or before 15th October 2020 at 11.00(a.m) hours South Africa time. The bids shall be opened on 15th October 2020 at APRM, Board room.

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