



All communications should be addressed to
"THE DIRECTOR- GENERAL"
P.O. Box CY342,
Causeway,
Harare
Zimbabwe

1st March 2023

ATT: Sales

REQUEST FOR QUOTATION – (RFQ 28/2023)

Zimbabwe National Statistics Agency would like to procure services for Website Development

Required Services	Cost USD (VAT inclusive)	Remarks
Website Development		<i>Indicate the cost for One year</i>
Ongoing Maintenance		
SLA cost		
GRAND TOTAL (USD)		

NB: Kindly quote in the above shown format.

An Order/Contract will be placed with the bidder who offers the lowest price quotation after taking cognisance of technical evaluation.

NB: ZIMSTAT RESERVES THE RIGHT TO ENGAGE THE WINNING BIDDER IF ANY ADDITIONAL SERVICES ARE REQUIRED.

Accordingly, in the event that additional services are required, procuring entity will engage the winning bidder for the particular additional items.

If interested, you are requested to submit a comprehensive quotation for services **only**.

Mandatory Requirements;

- a) PRAZ Registration Certificate
- b) Quote validity (30 days)
- c) Certificate of Incorporation in the country of domicile
- d) Valid Tax registration Certificate
- e) Proof of Track record (Referral letters of similar project in question)

Failure to provide the above will result in automatic disqualification of your quotation

You are kindly requested to compile a financial proposal in accordance to the information captured in table above and indicate the following: -

- i. Payment terms
- ii. Currency used is **USD payable at the prevailing interbank rate on the date of payment**
- iii. Your quote validity
- v. All costs that make up the total acquisition costs should be indicated separately as hidden costs will not be considered.
- v. Name of the contact person to address issues raised by ZIMSTAT.

Quotations should be on company letterheads.

Your proposal must be e-mailed to e-tenderbox@zimstat.co.zw ONLY on or before the closing date and time, Friday 3rd of February 2023 @1200hrs

Technical Evaluation Criteria:

Any decision to award shall take into account the following factors regarding the bidder;

- Key Personnel;
- The Service Level
- Project Approach,
- Methodology
- Implementation , Training And Support;
- Training And Skills Transfer
- Guarantee And Support
- Audit Trails, Archiving And Automated Backups

Proposals will be awarded scores out of the maximum number of points indicated below for each of the

Following criteria:

No.	Specifications	Maximum points	Points awarded
1	Key personnel -at least one technical staff with relevant training <i>(Attach certified copies of CVs and relevant certificates)</i> Certificate [1 mark] Diploma [2 marks] Higher National Diploma [3 marks] Degree and above [5 marks] NB: The qualifications should be in line with Information Communication Technology. Any other qualification will not be considered.	5	
2	PROJECT APPROACH, METHODOLOGY , IMPLEMENTATION , TRAINING AND SUPPORT		
	Upgrade methodology options proposed and adequately explained Website Solution Package (Design, Installation and Implementation) [10 marks] Accessibility [10 marks] Webmaster Services [10 marks]	50	

	<p>Site Management Software and Training [10 mark] Website Content [10 mark]</p> <p><i>The methodology should adequately cover all the areas of the proposed work plan in responding to the terms of reference provided</i></p>		
3	TRAINING AND SKILLS TRANSFER		
	<p>Training/transfer of knowledge</p> <p>Site Management Software and Training</p> <p>a. Allow editing from a browser through a portal or c-Panel link associated with the site [5 marks]</p> <p>b. Control website authorizing and publishing permissions [5 marks]</p>	20	
	<p>c. All software, modules, graphics and content should be correctly licensed to the Organization [5 marks]</p> <p>d. Training of Organization's webmaster will be conducted during and after completion of the site, and will subsequently continue online via email or phone. [5 marks]</p> <p><i>Comprehensive user training program proposed should clear provide schedule on training with timelines</i></p>		
4	GUARANTEE AND SUPPORT		
	<p>a) Post implementation support for at least 12 months [3 marks]</p> <p>b) Written guarantee for data protection [3 marks]</p> <p>c) Procedure/checklist [3 marks]</p> <p>d) Draft SLA provided with related cost [1 marks]</p>	10	
5	Audit Trails, Archiving and automated backups		
	<ul style="list-style-type: none"> • Audit Trails, and Archiving [5 marks] • Automated backups [5 marks] • Database Restore [5 marks] 	15	
TOTAL		100	

The minimum technical qualifying score required to pass the technical evaluation is 70 points. Any bidder who fails to meet the required technical pass mark will be automatically disqualified and they will not proceed to financial evaluation.

Financial Criteria:

Financial scores will be determined by awarding **100 points to the lowest priced proposal** and giving all other proposals a score which is proportionate to this.

Total scores will be determined using a weighting of 70% for technical proposals and a weighting of 30% for financial proposals.” The total of both weightings must total 100%

TERMS OF REFERENCE

1. Web site development:

Main activities will include:

- 1.1. Secure the existing site during the transition to the new platform; preservation of all current website content and functionality
- 1.2. Incrementally migrate the web site to a standard CMS (e.g. Wordpress, Drupal or Joomla) and implement new features that add value.
- 1.3. Use simple, cost-effective techniques to test designs with representative users before implementation of major features such as restructuring the main navigation menu.
- 1.4. Optimize the site for low bandwidth users.
- 1.5. Implement a basic “blog” function with integrated Twitter and Facebook posting
- 1.6. Browser compatibility. 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.
- 1.7 Add a conference registration module that can be managed via the user.
- 1.8 Add a comprehensive search functionality to the web site

Additional tasks would include: upgrade the text editor control used in the web site backend to the latest version (CKEditor) and move it out of the "iframes" to stop multiple downloads of the control; improve search options on the web site and databases; and others.

2. Search Engine Optimization and site analysis

2.1 The contracted web development company will ensure the search engine optimization. The SEO work will include:

- Keyword research & analysis
- Site analysis
- Competitive analysis
- Site content optimization
- HTML code optimization
- Search Engine submission (free search engines)
- Link exchange
- Web ranking report