



ENERGY OFFICE

eThekweni. The green economy hub.

3rd Floor Florence Mkhize Building
251 Anton Lembede Street, Durban

T +27 (0)31 311 1139

F +27 (0)31 305 2730

morgand@durban.gov.za

REQUEST FOR QUOTATION Hosting and Ongoing Improvement of the KZN Sustainable Energy Forum and Shisa Solar Websites

14th December 2011

1. Background

The KwaZulu Natal Sustainable Energy Forum (KSEF) (www.kznenergy.org.za) arises from the need to address the lack of integration and communication between government, private business, research institutions, donor organisations and other stakeholders in the KwaZulu-Natal (KZN) sustainable energy (SE) sector.

The purpose of the Forum should be:

1. Information dissemination regarding the challenges and opportunities applicable to the SE sector in South Africa and KZN in particular.
2. To serve as a forum where institutional barriers are brought to light and where informed discussions can lead to the development of informed lobbying/policies to enable improved growth of the SE sector in KZN.
3. To serve as a platform where pertinent SE projects are presented, constructively discussed and the opportunity given for possible collaborations and/or investment. The end goal being to develop successful projects within the Province.
4. To host, or disseminate information regarding, further education events relevant to the SE industry.
5. Enable networking opportunities.
6. Assist with the attraction, support and facilitation of business investment into the sector and the broader green economy.

The membership for the KSEF is not limited to any specific group or people. The Forum will, however, stay relevant through the active participation of a number of significant role players. Importantly, the Forum is open to any group or member of the public as sustainable energy is a wide reaching sector and has implications for a wide spectrum of groups across KZN. There is, as a result, no formal 'sign up' or membership required to be part of the forum.

The Shisa Solar Neighbourhood SWH Project (www.shisasolar.org.za) is a volume purchasing project for SWH that is being run by the eThekweni Municipality's Energy Office. The project will help groups of people working together in neighbourhoods in the eThekweni Municipal Area to simplify the process and reduce the cost of

fitting a SWH to their homes. Interested neighbours are assisted as a group to choose a contractor, purchase and install SWH. Such volume-based purchasing programs can remove a percentage of costs associated with a traditional SWH installation. The project effectively hand-delivers interested customers in a small geographic area to members of the Panel of SWH Suppliers.

Both of these programs and their websites are currently being managed by the eThekweni Energy Office. The Energy Office requires the services of a suitably qualified service provider to host and maintain the two energy related websites listed above for the 2012 calendar period.

2. Services Required

The eThekweni Municipal Energy Office intends to contract a service provider to host and maintain the existing websites of the KZN Sustainable Energy Forum (www.kznenergy.org.za) and the Shisa Solar Neighbourhood program (www.shisasolar.org.za) for a 12 month period.

The key tasks required of the appointed service provider will be:

1. Hosting for 12 months of www.shisasolar.org.za on a Sharepoint® 2010 Server, with:
 - a. Uptime guarantee of 99%
 - b. 24 hours, 7 days a week technical support
 - c. A minimum of 100 GB storage space
2. Hosting for 12 months of www.kznenergy.org.za in ASP.Net on a SQL Server with:
 - a. Uptime guarantee of 99%
 - b. 24 hours, 7 days a week technical support
 - c. A minimum of 100 GB storage space
3. 5 hours support every month for 12 months to include maintenance and redesign of www.shisasolar.org.za within the Sharepoint® environment.
4. 5 hours support every month for 12 months to include maintenance and redesign of www.kznenergy.org.za within the ASP.Net and SQL Server environment.

3. Time Frames and Budget

A timeframe for this quotation will be for a period of 12 months from Jan 2012 to Jan 2013 (pending the finalisation of this procurement process).

The appointment will be done through a competitive bidding process and will be adjudicated according to the 80:20 rule. The procurement will be done in terms of the Section 18 of approved Supply Chain Management Policy, "Procedures for procuring goods or services through written or verbal quotations and formal written price quotations¹".

¹ p://www.durban.gov.za/durban/government/scm/strategy/Approved%20SCM%20Policy.pdf

6. Adjudication Criteria

The quotations will be assessed according to a 2-step process. The first step is a functionality assessment and companies must score a minimum of 75 points (out of 100) in order to be assessed any further. Step 2 is adjudicated according to price and preferential procurements.

The scores for functionality are calculated as follows:

Step 1: Functionality	Score
Hosting	
1. Documented ability to host in Sharepoint® with <ul style="list-style-type: none"> a. Uptime guarantee of 99% b. 24 hours, 7 days a week technical support c. A minimum of 100 GB storage space 	Compulsory
2. Documented ability to host in ASP.Net on a SQL Server with <ul style="list-style-type: none"> a. Uptime guarantee of 99% b. 24 hours, 7 days a week technical support c. A minimum of 100 GB storage space 	Compulsory
3. Previous experience of team members in developing at least 10 websites in Sharepoint® (please list sites)	25
4. Previous experience of team members in developing at least 10 websites in ASP.Net on a SQL Server (please list sites)	25
5. Previous experience of team members in developing at least 1 website for the eThekweni Municipality, irrespective of platform and language (please list sites)	25
6. Previous experience of team members in developing at least 1 website specific to the energy or climate change sector in South Africa (please list site)	25
TOTAL	100

Service providers are scored where applicable as Yes = Full points No = 0 points

Service providers must score a minimum of 75 points for functionality to be assessed further.

The scores for price and procurement are calculated as follows:

Step 2: Price and Preferential Procurement	Score
1) Price including 3500 units, project management, VAT and all other costs	80
2) Preferential Procurement (FPLITE Score)	20

4. Submission Requirements

Quotations should include the following information:

- 1) Generic Company Profile
- 2) Documented ability to host in Sharepoint® with
 - a. Uptime guarantee of 99%

- b. 24 hours, 7 days a week technical support
 - c. A minimum of 100 GB storage space
- 3) Documented ability to host in ASP.Net on a SQL Server with
 - a. Uptime guarantee of 99%
 - b. 24 hours, 7 days a week technical support
 - c. A minimum of 100 GB storage space
- 4) Previous experience of team members in developing at least 10 websites in Sharepoint®
 - a. List of websites
- 5) Previous experience of team members in developing at least 10 websites in ASP.Net on a SQL Server
 - a. List of websites
- 6) Previous experience of team members in developing at least 1 website for the eThekweni Municipality, irrespective of platform and language
 - a. List of website/s
- 7) Previous experience of team members in developing at least 1 website specific to the energy or climate change sector in South Africa
 - a. List of website/s
- 8) CVs of Team Members
- 9) Budget breakdown, including
 - a. Monthly hosting costs for www.shisasolar.org.za
 - b. Monthly hosting cost for www.kznenergy.org.za
 - c. Monthly maintenance costs for www.shisasolar.org.za
 - d. Monthly maintenance costs for www.kznenergy.org.za
 - e. Total Cost for 12 month period including disbursements and VAT
- 10) Supporting Documents
 - a. Signed Declaration (see Annexure 1)
 - b. Copy of Valid Tax Clearance Certificate.
 - c. Copy of latest utility bill.
 - d. Focussed Procurement Lite registration details (<http://fplite.durban.gov.za/>)

The eThekweni Energy Office does not bind itself to accept any quotation, and reserves the right to accept a portion of any quotation, unless the supplier expressly stipulates otherwise in their quotation. The eThekweni Energy Office does not undertake to consider quotations received after the due date and time unless clear evidence of dispatch is available (e.g. postage stamp with date). Quotations should be submitted preferably by email.

Please submit your quotation by 11:00am on Wednesday, the 11th January 2012 to:

Derek Morgan

E-mail: morgand@durban.gov.za

3rd Floor Florence Mkhize Building

251 Anton Lembede Street, Durban

Tel: 031 311 11 39

5. Annexure 1: Declaration

(Hosting and Ongoing Improvement of the KZN Sustainable Energy Forum and Shisa Solar Websites)

_____ (Name of Service Provider) hereby state:

- 1) Is the service provider is a natural person (Yes/No)
 - a. If the service provider is a natural person, has the service provider been is in the service of the state, or has been in the service of the state in the previous twelve months; (Yes/No)
 - b. If Yes, please provide details

- 2) If the service provider is not a natural person, are any of its directors, managers, principal shareholders or stakeholder is in the service of the state, or has been in the service of the state in the previous twelve months; (Yes/No)
 - a. If Yes, please provide details

- 3) If the service provider is not a natural person, has a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in subparagraph (2) is in the service of the state, or has been in the service of the state in the previous twelve months. (Yes/No)
 - a. If Yes, please provide details

Service Provider

Date:

Name:

Designation:

Signature: