



REQUEST FOR QUOTATION V2036 RFQ 003/2021 - PROCUREMENT OF MAINTENANCE AND SUPPORT SERVICES FOR THE VISION 2036 WEBSITE

1.0 BACKGROUND

Vision 2036 Coordinating Agency has been set up through a Presidential Directive CAB 27 (A)/ 2017 Rev.1 with the mandate of coordinating the implementation of the Vision 2036 and providing oversight and strategic direction in view of all stakeholders.

2.0 PROCURING ENTITY

Vision 2036 Coordinating Agency
Private Bag BR4
Gaborone
Botswana

Telephone: 3190890

3.0 SCOPE OF WORK

This Request for Quotation(RFQ) is seeking to secure a service for the maintenance and support services for the existing Vision 2036 website (www.vision2036.org.bw) for a period of two (2) years.

4.0 ELIGIBILITY CRITERIA

The eligibility criteria for tenderers is as follows:

- 4.1 Public Procurement and Asset Disposal Board (PPADB) registered with the following codes: Code 120 sub-code 01.
- 4.2 A copy of a Valid Tax Clearance Certificate or exemption thereof issued by BURS. Such certificate is subject to online registration verification.
- 4.4 CIPA registered and
- 4.5 Shares certificate.

Note: Non-compliance with the Administrative Requirements will render your bid non-responsive and will result in disqualification.

5.0 Evaluation

A. TECHNICAL EVALUATION

The table below details the criteria that will be used to do the technical evaluation.

Item #	Evaluation criteria	Description	Maximum score
1	Understanding of the Project scope	The proposal should explain the bidder's understanding of the objectives of the assignment and cover the major aspects of scope of services as outlined in the description of service for this service. The proposal must be direct, concise and complete.	10
2	Approach, Methodology and work plan	<p>The overall comprehensives of the approach and methodology to deliver the service in accordance with client's requirements. Clear, complete and concise description of the solution to be employed to manage the technical requirements of the works that produces stated deliverables.</p> <p>Provide a proposal not more than 800 words on how you would revamp the existing website to be trendier. (Provide a brief illustration of the work proposed).</p> <p>Adequacy of the proposed project work plan in responding to service requirement.</p> <p>Detailed risk management plan with annotation of all potential risks and assumptions and measures to be applied in mitigating them.</p>	<p>15</p> <p>10</p> <p>10</p> <p>10</p>
3	Qualifications and experience of key personnel (specify the role of each personnel in the provision of this service)	<p>Specify the role and qualification of each core team member.</p> <p>The bidder must be familiar with management of websites, systems and procedures.</p>	<p>20</p> <p>20</p>

		The bidder must provide evidence of traceable experience in website maintenance and support services with reputable parastatals and private organisations. At least three (3) references in the last five years.	
4	Relevant experience of the bidder	Provide management with summary company profile.	5
Total			100

NB: THE MINIMUM QUALIFYING MARK IS: 70 POINTS TO MOVE TO FINANCIAL EVALUATION.

Before moving to the Financial Evaluation, a weighting of 0.7 will be applied on the total technical evaluation score. The formula is “Total Technical Score multiplied by 0.7”. The result is the total weighted technical evaluation score = A.

B. FINANCIAL EVALUATION

The Financial Evaluation will weigh 30 points. ONLY bidders that have managed to get a minimum score of 70 points at the technical evaluation will be considered.

Below is the method that will be applied:

- **The bidder with the lowest price (L) will be awarded 100%**
- **Bidders with price P(.) will be awarded a financial score = $(L/P) * 100\%$**

A weighting of 0.3 will be applied to the financial evaluation score so that the total weighted financial evaluation score is $(L/P)*100%*0.3 = B$

C. FINAL SCORE

The sum of the total weighted technical evaluation score and the total weighted financial evaluation score is $A + B = \text{The Final Score}$

6.0 The following are the deliverables:

The following are the services to be rendered on a monthly basis;

- Install functional and security updates of various modules in the website to ensure continuous security and functionality of both systems
- Install minor core platform upgrades for the website.
- Fix and issues with functionality of the live website as and when reported by the Vision 2036 Coordinating Agency.
- Uploading of content as requested by the Agency from time to time.

- Provide training to staff at least once a year on the uploading of content on to the website.
- Liaise with the Agency's ISP for issues regarding the hosting of the website.
- Provide telephonic support to the Agency's administration during office hours.
- The service provider may be requested to provide revamp minor works for the website which would be a once off works.
- All website support/ maintenance requests shall be responded to within five (5) working hours.
- The maintenance and support service stated shall be paid monthly upon submission of a valid invoice.

6.1 Personnel

The selected service provider shall be responsible for providing on a continual basis for all assigned tasks, the personnel required in, and within the timeframe required as specified by, the "Scope of Work" above.

6.2 Weekly Status Report

At the conclusion of each month the service provider shall be responsible for compiling and submitting to the Agency a status report that summarizes the following:

- Meetings held: Date, purpose, attendees.
- Documents developed: Meeting minutes and other project-related artifacts – indicate draft or final version.
- Work accomplished during the week, including resources assigned and hours expended.
- Planned work efforts for the next reporting period including resources assigned and hours proposed.
- Issues identified

7.0 BIDDER SELECTION

The Agency reserves the right to select the appropriate service provider(s) based on its requirements. The decision of the Agency will be final.

The Procurement Method is: **Open Tendering**

The Bid Submission Method is: A two Envelope Submission Method.

NB: The Financial offer should be separate from Technical Bid and be included in the Cost Evaluation Stage.

The Evaluation Method is: Quality and Cost Selection Based Method

Bids shall be submitted through a two sealed envelope procedure (Four (4) Copies of the proposal documents containing one (1) original and three (3) copies) marked: **Request for**

Quotation [V2036 EOI 003/2021](#) Procurement Of Maintenance and Support Services For the Vision 2036 Website on or before the 20 October, 2021 at 1200 hrs at Vision 2036 Coordinating Agency, Fairscape Precinct Plot 70667, Building 2, First Floor.

For more information or clarity, contact us at **3190890**.

Quotations submitted after this time and date will not be accepted.

8.0 BIDDER FORM OF TENDER

The Agency requests that each bidder submits a signed and stamped of the attached 'Form for Expression of Interest' (Appendix I) that will form part of their submission.

Appendix I



FORM FOR REQUEST FOR QUOTATION

I/We the undersigned hereby undertake to provide a quotation to provide Vision 2036 Coordinating Agency Procurement of Maintenance and Support Services For the Vision 2036 Website in accordance with the invitation to quote document and accept the terms and conditions expressed and implied therein.

I/we undertake to provide the service with all due care and diligence to meet the requirements of the specifications given in the invitation document at the total cost quoted in our financial proposal. Until a formal contract is prepared and executed, the request for quotation, our proposal together with the written acceptance thereof and the notification of award, shall constitute a binding contract between yourselves and us.

All prices will be Inclusive of all costs associated with the delivery of the service.

I/We confirm that our proposal is valid for 90 days after the date of tender opening.

Signed..... (Signature)

..... (Name)

This, the Day of 2021.

Company stamp