



## QUOTATION SC 992/2010

### **SPECIFICATIONS FOR WEBSITE MAINTENANCE AND HOSTING: [WWW.OVERSTRAND.GOV.ZA](http://WWW.OVERSTRAND.GOV.ZA)**

#### **1. Service description:**

The Overstrand Municipality requires the services of a service provider to provide **WEBSITE MAINTENANCE AND HOSTING** [www.overstrand.gov.za](http://www.overstrand.gov.za) for the period ending 30 October 2012.

The existing site for <http://www.overstrand.gov.za/> was redesigned in 2009 to create a more professional and functional website and to switch the content management system from Mambo to Joomla. Overstrand Municipality wishes to continue with the general look and feel of the current website and needs professional services to maintain and host the site for the next two years, but wishes to keep its options open for redesigning the website if circumstances require it.

#### **2. Pricing Schedule:**

Attached pricing schedule for the following services must be completed for the periods indicated on the attached schedule:

- 2.1** Hosting services for web and mail to cover the main website, a specialised waste website, a community forum, a website for surveys (eg. Baboons), DNS hosting and a mail relay service.
- 2.2** Cost of updating website, which should be structured as follows:
  - a.** An update rate package of 20 hours per month;
  - b.** A special update rate for first ten hours above package; and
  - c.** The standard update rate which will be applicable after 30 hours per month.
- 2.3** The rate for a total redesign of the website if required per hour.
- 2.4** The cost to provide monthly website statistics and analysis, as well as a monthly update report.
- 2.5** The cost of Forum administration and moderation, consisting of establishing and enforcing rules, managing user profiles, removal of distasteful/derogatory posts, controlling spam, banning of regular offenders, etc in consultation with the Overstrand Municipality's Communication Manager or his delegate.



### **3 Guarantee**

Also required in writing is a guarantee that the latest versions of the content management system (CMS) and forum software system will be used and that during the contract period these systems will be maintained, in terms of version upgrades and the application of relevant patches and/or security updates, without any major disruption of the availability of the website.

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Completion Compulsory