



Request for Proposals Document
Design and Development of
Road Fund Intranet

1. Invitation for Proposals

Road Fund invites proposals from locally registered companies to design and develop its Intranet in accordance with the Road Fund Brand Identity Manual. The Manual has provided guidance on the look and feel of the Intranet homepage. The developer is expected to follow the guide for the homepage and other pages.

Open competitive bidding will be conducted in accordance with the Road Fund Procurement Policy and Procedures.

2. Objectives

The main objective of this assignment is to design and develop a robust, dynamic and user friendly platform for exchange of information as required by the Road Fund staff and to improve the internal communication of the Fund.

3. Instruction to bidders

The Intranet should be developed in accordance with the following:

- a) The bidders are required to submit three (3) reference letters from clients where they did similar work;
- b) The proposals should be submitted with Tax Clearance and Traders License/ Business ID all valid and certified at source;
- c) One (1) original and three (3) copies of bids should be submitted.

4. Scope of the Assignment

The design and development of the Intranet should be in line with the following:

- (a) The bidder has to review the Fund's Brand Identity Manual and develop the Intranet in line with the design provided under web communication, corporate colours i.e. primary and secondary colours, the elements and the font prescribed by the Manual;
- (b) Undertake communication needs assessment from various departments of the Fund;
- (c) Develop and implement an interactive Intranet in accordance with the findings from the needs assessment exercise;
- (d) Build the capacity of Road Fund staff on the effective use of the Intranet during the implementation stage;
- (e) Secured and Authenticated Web Access: Intranet should be secured through Secure Sockets Layer (SSL) Certificate and access to Intranet to be authenticated;
- (f) The Intranet solution must be compatible with SharePoint as a web based collaborative platform;
- (g) Document Management System (DMS): Document upload (any file format) with Description of who uploaded, date of upload, file format, creation of new relevant page (if required);
- (h) Photo & Video Bank: Generating auto thumbnail for quick view in the photo gallery with features such as caption, date of upload, copyright information for video and audio; Create Folders and Sub Folder;
- (i) Discussion Forums: Intranet should be capable of hosting a quick and basic level of discussion with and without moderation of comments;
- (j) Survey Poll and Voting Polls: Intranet should be able to conduct a survey of around 10 to 20 questions and voting system should also be available;
- (k) Level of Access Rights:
 - Users with Read permission;

- Users with Read and write permission;
 - Users with Read, Write and Delete permission;
 - Administrators;
 - Search: Basic and Advance Search;
- (l) Member Profile with their snapshot;
- (m) Analysis: Intranet Usage analysis monthly report, who accessed it; what document is uploaded; Frequency of Intranet usage, pages accessed (With other standard Usage Analysis features);
- (n) Archive: Customized and automated archival of documents, articles, data, video, discussions, polls, survey etc.,
- (o) Alerts: Email alerts for members (fortnightly, monthly, customized based on their preference of info / frequency).
- (p) Notice Board:
- a. Upcoming Events
 - b. Obituary
 - c. Leaves

5. Key Deliverables

The following will be key deliverables:

- a) Working intranet;
- b) Submission of required documentation is complete, approved and signed along with the complete Source Code Successful functioning of the application for 90 days (3 months warranty) with no functionality and data issues reported;
- c) The bidder will provide Configuration Documentation and Installation Guide/Standard Operating Procedures (SOP) which should clearly state how to manage the Intranet, details of the database, environment and its configuration;
- d) Bidder to provide at least one-year maintenance and technical support for intranet;
- e) Training will be provided to 6 super users and a technical administrator;

- f) Manuals with screenshots which will include detailed Data Table Structure as well should also be provided.

6. Key Qualifications, Experience and Skills

The Consultant(s) should, for the purpose of this project, assign a team with at least one graphic designer with 5 years experience and in possession of an advanced Tertiary qualification (Diploma and above) in Graphic Design and/or Information and Communication Technology. Two personnel in possession of an advanced Tertiary Qualification (Diploma and above) in Information and Communication Technology and 5 years' experience in development and implementation of website and have the following qualities:

- a) Ability to work independently, effectively and efficiently with little or no supervision;
- b) Provide schedule of work that indicates major milestones and target timelines.

7. Submissions

The Consultant(s) should submit proposals indicating:

- a) Time for completion of the assignment;
- b) CV's of the team to work on the assignment; and
- c) Cost attached to the assignment.

8.Evaluation criteria

EVALUATION FACTORS	MAXIMUM SCORE
<p>Proposed Methodology & Approach</p> <p>Detail the proposed methodology throughout the project phases.</p>	<p>20</p>
<p>Experience and qualification of key staff</p> <p>Qualification and Competence of the key staff for the assignment</p> <ul style="list-style-type: none"> • Graphic designer: Advanced Tertiary Qualification in Graphic Design and/or ICT five years experience in Graphic design • Two personnel with Tertiary qualification in Web Development: Advanced Tertiary Qualification in ICT five years experience in development and Implementation of websites 	<p>10</p> <p>20</p>
<p>Training of Super users and a technical administrator;</p> <p>Ability to develop training plan and conduct training for Super users and technical administrator</p>	<p>15</p>
<p>Schedule of work</p> <p>Adequacy of proposed work plan and schedule</p>	<p>20</p>
<p>Relevant Bidder Experience</p> <p>Knowledge and experience with development of Intranets including three reference letters</p>	<p>15</p>
<p>Total Score</p>	<p>100</p>

N.B All Requirements are mandatory, i.e. if one of them is not met, the bidder is automatically disqualified:

- a) Valid and Certified Documents (Valid Tax Clearance and Trader's License/ Business ID)
- b) Number of Copies Submitted (3);
- c) The supplier must be a Lesotho registered company and must have a local physical address.

9. Disclaimer

Right to Accept Any Bid, and to Reject Any or All Bids

The Road Fund reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to Contract Award, without thereby incurring any liability to Bidders.

For any further clarification or questions please contact: info@roadfund.org.ls