

# National Construction Industry Council

**P/Bag A146**

**Lilongwe**

## REQUEST FOR QUOTATIONS (FOR SERVICES)

**Procurement Number: NCIC/WEBUPGRDE/24/25**

**To: .....**

**Date: 14<sup>th</sup> January 2025**

The Procuring Entity named above invites you to submit your quotation for carrying out the whole of the services as described herein. Any resulting order shall be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders (available on request) except where modified by this Request for Quotations.

### SECTION A: QUOTATION REQUIREMENTS

**1) Description of Services and Location:**

- **WEBSITE UPGRADE**

- 2) Services are to commence by: **3 days** from the date of order.
- 3) Services are to be completed by: **14 days** from the date of order.
- 4) Quotations must be valid for **30 days** from the date for receipt given below.
- 5) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above and indicate acceptance of the stated terms and conditions.
- 6) Quotations must be received, in sealed envelopes no later than: **10:00 AM on 22<sup>nd</sup> January 2025.**
- 7) Quotations must be returned to:  
**The IPDC Chairperson**  
**National Construction Industry Council**  
**P/Bag A146**  
**Lilongwe**  
**Along m1 road, opposite ST JOHN**
- 8) The attached Schedule of Rates and Prices at Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, detail the services to be performed. You are requested to quote by completing Sections B and C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services including all taxes and duties. The total cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.
- 9) Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest priced quotation by the issue of a Local Purchase Order.

Signed: .....  .....

Position: **CHIEF EXECUTICE OFFICER**

For and on behalf of the Purchaser

Name: **ENG. GERALD KHONJE**

# National Construction Industry Council

Procurement Number: NCIC/WEBUPGRDE/24/25

Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information and certification as stated within this RFQ.

## SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Services will commence within .....days/weeks/months from date of Purchase Order.
- 3) Services to be completed by .....days/weeks/months from date of Purchase Order
- 4) Validity period of this quotation is .....days from the date for receipt of Quotations.
- 5) We enclose the following documents:
  - (i) Section C of the Request for Quotations completed and signed;
  - (ii) Compliance to the Terms of References.
  - (iii) A copy of our Trading Licence
  - (iv) A copy of our Annual Tax Clearance Certificate (the current year)
  - (v) Three contracts performed (past experience)
  - (vi) PPDA registration
- (vii) **ALL BIDDERS SHOULD RESPOND THE TORS AS THEY WILL ALSO BE USED AND A CRETERIA FOR THE EVALUATION.**
- 6) We confirm that our quotation is subject to the terms and conditions stated in your Request for Quotations referenced above, and that any resulting contract will be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders.
- 7) We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

### Authorised By:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

Authorised for and on behalf of:

Company: \_\_\_\_\_

Registered Address:

.....

.....

.....

# National Construction Industry Council

**Procurement Number: NCIC/WEBUPGRDE/24/25**

## SECTION C: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)

Item No.	Description of Services <small>(Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)</small>	Unit of Measure	Quantity	Unit Price Kwacha	Total Price Kwacha
1	Website Upgrade SEE THE ATTACHED TERMS OF REFERENCE (TOR)				
				<b>SUB TOTAL</b>	
				<b>VAT 16.5%</b>	
				<b>GRAND TOTAL</b>	

The following attachments are appended to clarify the Description of Services:  
*[refer to the terms of reference attached below]*

**Authorised By:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

Company: \_\_\_\_\_

# Terms of Reference for Upgrading the NCIC Website

## 1. Introduction

The National Construction Industry Council (NCIC) was established by the National Construction Industry (NCI) Act of 1996 (CAP 53.05) for the regulation, promotion, development, the registration of persons engaged in the construction industry, and the co-ordination of training of persons engaged in the construction industry in Malawi.

The Council holds Quality in what it does, Integrity, Partnerships, Agility and Innovation, and Stakeholder Focus close to the heart of its operations and realizes the need for meeting the expectations.

NCIC is seeking to upgrade its website to improve communication with stakeholders, enhance access to information, and promote the services offered by the Council. These Terms of Reference (TOR) outline the scope of work, deliverables, and timelines for this project.

## 2. Background

The NCIC website is an essential communication tool for the Council. It serves as a platform for disseminating information about the construction industry in Malawi, including regulations, standards, registration procedures, and training opportunities. However, the current website may not be meeting the full needs of its users.

## 3. Objectives

### Main Objective

The main objective of the assignment is to upgrade the NCIC website with an improved design and content structure that meet the functional, aesthetic and technical requirements of the organisation's services that could be provided digitally.

The specific objectives of the website upgrade project are:

- a) To improve the user-friendliness of the website, including the navigability, the aesthetics, the ambience and accessibility.
- b) To improve the design a website with technical capabilities that facilitate key functions that could be accomplished digitally including the regulatory services; training services; stakeholder needs management services; access to public information, education and communication materials; and feedback of the services provided.
- c) "ambience" introduced above] [reflected in the scope
- d) [Take this to scope and give more details because it is answering "how" to "a"]
- e) [Take this to scope and give more details because it is answering "how" to "a"]

#### 4. Scope of Work

The scope of work for this project includes the following:

- a) Technical Requirements Analysis
  - i. Conduct a website audit and assess the current website's strengths, weaknesses, opportunities, and threats (SWOT analysis).
  - ii. Conduct a user needs assessment and understand the needs and expectations of website users.(it would be best to give the categories for these users eg staff, general public, persons registered in the CI
  - iii. document functional and non-functional requirements of the upgraded website
- b) Design and develop a new website with a user-friendly interface and responsive design including:
  - i. I Integrated search engine optimization (SEO) best practices to improve website visibility
  - ii. Integrated navigation features for online registration applications, downloads, and a contact form
  - iii. Build a website using a suitable Content Management Systems (CMS) such as WordPress, Drupal, custom CMS
  - iv. Integrated key features such as signup tab, latest news, contact forms, analytics forms, digital services, Service charter, Organisation profile and others
  - v. Standard page elements including header, footer, tabs, persistent navigation, contact us, email and page print options should be included in the new templates.
  - vi. Incorporate branding elements including corporate and national colours, and logos
  - vii. Ensure responsiveness across desk and handheld devises
  - viii.
- c) Develop content for the website, including the following:
  - i. text, images, and videos where necessary at this stage of website development.
  - ii. a sitemap and information architecture for the new website.
  - iii. Social sharing features – including twitter share by text selection and
  - iv. All section and subsection webpages should incorporate functionalities to guarantee the latest information on that section and sub-section is displayed (news, resources, publication/guidance, country stories, events).

.Test and launch the new website.

- v. Conduct functionality, suability and performance testing
  - vi. Ensure compability with all major browsers, devices and internal and external links
- d) Training and Handover
- i. Provide training for NCIC staff on managing the website including troubleshooting and updating the website.
  - ii. Handover source codes, credentials and all related documentation

## **5. Deliverables**

The deliverables for this project which will need to be approved by the client will include:

- a) A detailed Inception which will include detailed project approach, work plan, and timelines
- b) A Website Audit Report
- c) A User Needs Assessment and Upgraded Website Content Report
- d) A sitemap and information architecture document
- e) A website design mockup
- f) A fully functional and live website
- g) Training Session for Client Website Management team
- h) Technical Documentation, including
  - i. Website launch plan
  - ii. An SEO strategy report
  - iii. Website Management training materials for NCIC staff
  - iv. User Manual including maintenance manual

## **6. Timelines**

The project is expected to be completed within 22-man days.

## **[this is the same as Evaluation Criteria below]8. Submission of Proposals**

Interested contractors should submit a proposal that includes the following information:

- Company profile
- Relevant experience
- Project approach and methodology

- Timeline for completion
- Cost estimate

## **REQUIRED SKILLS AND EXPERIENCE**

Vendor should demonstrate and provide examples of previous experience in the performance of similar services as follows:

- Be a reputable firm with at least 5 years of prior experience designing visually appealing and navigation friendly websites
- The individual consultants should have familiarity and relevant experience in using different Content Management Systems (CMS), such as WordPress, Drupal etc;
- The individual consultants should have a broad knowledge of current web development technologies and design tools in the field, and new
- The individual consultants should have experience in using software and other web programming languages and programs including use of HTML, XHTML, CSS, XML, XSLT, Macromedia Flash, Java;
- The individual consultants should have excellent knowledge of recent trends in graphic design, web sites, including online video publishing, and social media networking;
- The individual consultants should demonstrate the ability to create innovative and visually appealing design;

Key professional staff qualifications and competence needed for the assignment:

- **Lead developer:** The lead developer is responsible for the overall development process and assures that all code contributed is in line with coding standards.

The lead developer should have:

- a) an ICT degree from reputable academic institution and qualification in project management
- b) At least four years extensive experience in programming and CMS development, including versioning of which at least two years are specific to Word Press CMS.
- c) The lead developer should be an expert in the below scripting and coding languages and standards: PHP, AJAX, JavaScript, HTML (including version 5), CSS (including version 3)
- d) The lead developer should be an expert in the use and configuration of the below applications: Word Press CMS, MySQL Database, Apache web server, Experience with other related applications is an advantage.
- e) The lead developer is an expert in the use and configuration of the below products and techniques: Search engine optimization, Google Webmaster tools, Google developer tools, Mobile device adaptation.

- **Junior developer:** The junior developer supports the lead developer with the overall development process.

The junior developer has at least two years of work experience in programming and CMS development, of which at least one year is specific to Word Press CMS.

- **Graphic designer:** The vendor will have a team of graphic designers with prior experience on designing websites with a solid portfolio of at least 5 years of experience.

## **EVALUATION AND SELECTION PROCESS**

Submissions will be evaluated in consideration of the following evaluation criteria:

Evaluation Criteria – total 100 points

- Previous experience and business profile The work presented through the firm portfolio will be evaluated to assess the quality of the company's work **[30 points]**;
- Technical expertise and qualifications of the team proposed to deliver the work by the company. This part of the evaluation will be based in the CVs of the individuals comprising the team as detailed in the Selection Criteria above **[20 points]**;
- Experience in developing sites in Word Press CMS **[30 points]**;
- Timeline to deliver the objectives of the assignment based on the deadlines provided in this document **[10 Points]**;
- Experience working in the development sector producing high quality **outputs [10 points]**;

a minimum score of 80 percent in the technical offer.

## **9. Contact Information**

For further information about this project, please contact: