

TERMS OF REFERENCE (ToR)

CALL FOR QUOTATIONS FOR A SERVICE PROVIDER TO UPDATE THE SAHRC WEBSITE TO ENSURE ACCESSIBILITY FOR PERSONS WITH DISABILITIES.

1. Introduction

The South African Human Rights Commission (the Commission and SAHRC) is a constitutional institution established in terms of the Constitution of South Africa, 1996. Further, the South African Human Rights Commission Act, 40 of 2014 gives effect to the powers and functions of the Commission.

The Commission, in accordance with the Constitution has a threefold constitutional mandate to protect, promote and monitor the attainment of human rights. In promoting human rights, it is incumbent upon the SAHRC is to ensure that its primary source of communication, by means of its website is accessible to all.

The Commission intends to source quotations from suitable service providers to update the SAHRC's website to ensure accessibility for persons with disabilities.

2. Objectives

The SAHRC intends to source quotation(s) from a suitable service provider to update the SAHRC's website to ensure accessibility for persons with disabilities, before the end of the 2020-2021 financial year ending 31st March 2022.

Scope of service

The Commission held a stakeholder engagement with members of civil society, representing persons with disabilities, 23rd of September 2020, to address what would be required to improve the SAHRC's website for accessibility for persons with disabilities.

The SAHRC received input from the civil society representatives that constituted the following:

- The Current Layout of the Website has the Following concerns:
- That the cascading style sheets were disordered
- That the accessibility of the website whilst using software was difficult and lacked flow of headings.
- Links did not immediately lead to the relevant content.
- Duplication of headings.

- Feedback to be Incorporated to Correct these Defects:
- The general presentation of the website when accessed using software.
- That the website should be brought up to standard with the Website Accessibility Initiative, Web Content Accessibility Guidelines (WCAG).

3. Minimum requirements

- Proof that the service provider has been in existence and operated for a period of at least five (5) years prior to the closing date of this RFQ;
- Two letters of reference; and
- Portfolio of previous work.

4. Deliverables

- A website with the necessary improvements to ensure that persons with disabilities have greater access to the content of the Commission's website.

5. Pricing

- A detailed fee breakdown structure must be included; and
- All pricing must be shown inclusive of any applicable VAT.

6. Confidentially, independence and objectivity of staff

The service provider will take all steps necessary to prevent dissemination of this information to any third party, without the prior written agreement of the Commission. The service provider must ensure and maintain their objectivity by remaining independent of the activities they execute.

7. Procurement document requirement

- Quotation;
- Valid Tax Certificates;
- Consultant/Company Profile;
- BBBEE Certificate; and
- Portfolio of reference letters.
- SBD 4 document
- Central supplier database report

8. Contact Details

Quotations and required documentation can be submitted by e-mail to the following e-mail addresses:

Sonto Nxumalo, snxumalo@sahrc.org.za or arassool@sahrc.org.za

For further information and clarification, contact Phillip Molekoa on (011) 877 3600 or gbrooks@sahrc.org.za

Closing date of this RFQ is 28/01/2022, 15:00.