



Private Bag X901, Pretoria, 0001
Enquiries: Z Mantantana, Email: ZolisaM@dsd.gov.za

Sir/Madam

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE
REDESIGN AND REVAMP DSD WEBSITE**

1. Tender No: SD16/2021
2. Closing Date: 11 February 2022 at 11:00
3. The following documents form part of this invitation for a proposal:
SBD1: Invitation to bid
SBD3.3: Pricing Schedule
SBD4: Declaration of Interest
SBD6.1: Preference points Claim Form
SBD8: Declaration of Bidders past SCM Practices
SBD9: Certificate of Independent Bid Determination
4. All the documents accompanying this invitation must please be completed in detail, where applicable and returned with your Bid.
5. Please make sure that your bid reaches this office before the closing time and date
6. When submitting your bid the following information must appear on the sealed envelope:
i. Name and address of the Bidder
ii. Bid number
iii. Closing Date
7. This envelope can be placed in the Bid box in the foyer at HSRC Building, 134 Pretorius Street, Pretoria

Kind regards

A. Woodhouse

DEPUTY DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT

DATE: 21/01/2022

BID NUMBER:	SD16/2021	CLOSING DATE:	11 FEBRUARY 2022	CLOSING TIME:	11:00
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CLOSING DATE.

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX

SITUATED AT HSRC Building, 134 Pretorius Street, Pretoria

SUPPLIER INFORMATION		NAME OF BIDDER		STREET ADDRESS		POSTAL ADDRESS		E-MAIL ADDRESS		VAT REGISTRATION NUMBER			
TELEPHONE NUMBER		CODE		NUMBER		TELEPHONE NUMBER		CODE		NUMBER		FACSIMILE NUMBER	
CELLPHONE NUMBER		CODE		NUMBER		E-MAIL ADDRESS		VAT REGISTRATION NUMBER					
TCS PIN:		OR		CSD No:		B-BBEE STATUS		Yes ☐ No ☐		AFFIDAVIT		Yes ☐ No ☐	
B-BBEE STATUS LEVEL VERIFICATION		Yes ☐ No ☐		LEVEL SWORN		AFFIDAVIT		Yes ☐ No ☐		CSD No:		Yes ☐ No ☐	
CERTIFICATE		TICK APPLICABLE BOX]		IF YES, WHO WAS THE CERTIFICATE		ISSUED BY?		AN ACCOUNTING OFFICER AS		CONTEMPLATED IN THE CLOSE		CORPORATION ACT (CCA) AND NAME	
THE APPLICABLE IN THE TICK BOX		☐		AN ACCOUNTING OFFICER AS		CONTEMPLATED IN THE CLOSE		CORPORATION ACT (CCA) AND NAME		THE APPLICABLE IN THE TICK BOX		☐	
NAME:		☐		A REGISTERED AUDITOR		NAME:		A REGISTERED AUDITOR		NAME:		☐	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]		ARE YOU THE ACCREDITED		REPRESENTATIVE IN SOUTH AFRICA		FOR THE GOODS /SERVICES WORKS		OFFERED?		[IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN	
BASED SUPPLIER FOR		THE GOODS /SERVICES		WORKS OFFERED?		[IF YES ANSWER PART B:3		BELOW]		DATE		SIGNATURE OF BIDDER	
CAPACITY UNDER WHICH THIS BID IS		SIGNED (Attach proof of authority to sign		this bid; e.g. resolution of directors, etc.)		TOTAL NUMBER OF ITEMS OFFERED		TECHNICAL INFORMATION MAY BE DIRECTED TO:		BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		CONTACT PERSON	
DEPARTMENT/ PUBLIC ENTITY		Social Development		Mr Z Mantlana		TELEPHONE NUMBER		FACSIMILE NUMBER		E-MAIL ADDRESS		ZolisaM@dpsd.gov.za	
CONTACT PERSON		TELEPHONE NUMBER		FACSIMILE NUMBER		E-MAIL ADDRESS		ZolisaM@dpsd.gov.za		E-MAIL ADDRESS		FACSIMILE NUMBER	
E-MAIL ADDRESS		FACSIMILE NUMBER		TELEPHONE NUMBER		E-MAIL ADDRESS		ZolisaM@dpsd.gov.za		E-MAIL ADDRESS		FACSIMILE NUMBER	

PART B TERMS AND CONDITIONS FOR BIDDING

1.	BID SUBMISSION:
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
2.	TAX COMPLIANCE REQUIREMENTS
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING, IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3.	QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
	☐ YES ☐ NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA?
	☐ YES ☐ NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
	☐ YES ☐ NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?
	☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

PRICING SCHEDULE (Professional Services)

BID NO: SD16/2021

CLOSING TIME 11:00 ON 11 FEBRUARY 2022

NAME OF SERVICE PROVIDER:

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF VALUE ADDED TAX
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APPOINTMENT OF A SERVICE PROVIDER FOR THE REDESIGN AND REVAMP DSD WEBSITE

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

R.....
R.....
R.....
R.....

TOTAL: R.....

Bid No.:

Name of Bidder:

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract?

*YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

Any enquiries regarding bidding procedures may be directed to the –

Mr. Zolisa Mantantana
Email: ZolisaM@dspd.gov.za

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

- 2.1 Full Name of bidder or his or her representative:
- 2.2 Identity Number:
- 2.3 Position occupied in the Company (director, trustee, shareholder²):
- 2.4 Company Registration Number:
- 2.5 Tax Reference Number:
- 2.6 VAT Registration Number:
- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –
 (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
 (b) any municipality or municipal entity;
 (c) provincial legislature;
 (d) national Assembly or the national Council of provinces; or
 (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7	Are you or any person connected with the bidder presently employed by the state?	YES / NO
2.7.1	If so, furnish the following particulars:	
	Name of person / director / trustee / shareholder/ member:	
	Name of state institution at which you or the person connected to the bidder is employed :	
	Position occupied in the state institution:	
	Any other particulars:	
2.7.2	If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?	YES / NO
2.7.2.1	If yes, did you attached proof of such authority to the bid document?	YES / NO
	(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.	
2.7.2.2	If no, furnish reasons for non-submission of such proof:	
2.8	Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?	YES / NO
2.8.1	If so, furnish particulars:	
2.9	Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?	YES / NO

DECLARATION

I, THE UNDERSIGNED (NAME).....
CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

..... Signature	 Position
..... Date	 Name of bidder

May 2011

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this bid is estimated **not to exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3

Points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.

1.4

The maximum points for this bid are allocated as follows:

POINTS	PRICE	B-BBEE STATUS LEVEL OF CONTRIBUTOR	Total points for Price and B-BBEE must not exceed
80	20	100	

1.5

Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6

The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

(a) "B-BBEE" means broad-based black economic empowerment as defined in section

- 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3.

POINTS AWARDED FOR PRICE

3.1

THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_t - P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_t - P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 $P_{\min}$ = Price of lowest acceptable bid

4.

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	1	10	20
Number of points (90/10 system)			
Number of points (80/20 system)			

Any QSE		
Any EME		
OR		
Black people who are military veterans		
Cooperative owned by black people		
Black people living in rural or underdeveloped areas or townships		
Black people with disabilities		
Black people who are women		
Black people who are youth		
Black people		
Designated Group: An EME or QSE which is at least 51% owned by:		
QSE	EME	QSE

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

YES	NO
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(Tick applicable box)

iv) Whether the sub-contractor is an EME or QSE
 iii) The B-BBEE status level of the sub-contractor.....
 ii) The name of the sub-contractor.....
 i) What percentage of the contract will be subcontracted.....%

7.1.1 If yes, indicate:

YES	NO
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(Tick applicable box)

7.1 Will any portion of the contract be sub-contracted?

7. SUB-CONTRACTING

6.1 B-BBEE Status Level of Contributor: = (maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

5. BID DECLARATION

Non-compliant contributor		
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

(a) disqualify the person from the bidding process;

- (iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- (i) The information furnished is true and correct;
- company/firm for the preference(s) shown and I / we acknowledge that:

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the

8.7 Total number of years the company/firm has been in business:.....

- [TICK APPLICABLE BOX]
- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

8.6 COMPANY CLASSIFICATION

.....

.....

.....

.....

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

- [TICK APPLICABLE BOX]
- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

8.4 TYPE OF COMPANY/ FIRM

number:.....

8.3 Company registration

number:.....

8.2 VAT registration

8.1 Name of company/firm:.....

8. DECLARATION WITH REGARD TO COMPANY/FIRM

WITNESSES 1. 2.	DATE: ADDRESS SIGNATURE(S) OF BIDDERS(S)
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- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?	☐	☐
4.1.1	If so, furnish particulars: The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?	☐	☐
4.2.1	If so, furnish particulars: The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	☐	☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	☐	☐

4.4.1	If so, furnish particulars:
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SBD 8

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
 FORM IS TRUE AND CORRECT.
 I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
 ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
 PROVE TO BE FALSE.

Signature.....
 Date.....
 Name of Bidder.....
 Js365bW

Position.....

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
 - 2 Section 4 (1) (b) (iiii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
 - 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
 - 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
 - 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:
- ¹ Includes price quotations, advertised competitive bids, limited bids and proposals.
- ² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD 9

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Signature

.....

Date

.....

Position

.....

Name of Bidder

.....

JS914w 2



TERMS OF REFERENCE

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE REDESIGN AND REVAMP DSD WEBSITE

1. PURPOSE

The purpose of the terms of reference is to appoint a service provider to work with a provider to Microsoft partner to provide for website development skills. The project will be implemented in a phased approach starting with:

- To appoint a Microsoft preferred partners to redesign the department's public facing website
- To migrate content to the new platform
- Host the new website on Azure and enable security functionality to protect against attacks

2. PROJECT NAME

Redesign and revamp of DSD website.

3. BACKGROUND

The national department of social development needs to urgently revamp the current website <http://www.dsd.gov.za>

4.

PROBLEM STATEMENT

The internal IT department is experiencing capacity constraints to develop a fully functional website that will fit modern standards. The department is therefore requesting a certified Microsoft partner to commission and develop a website on its behalf.

The DSD website is the official site for national and one of the key pillars of the DSD brand. The website will serve multiple purposes and there will be directorates directly and indirectly involved and dependent on the website. For first time visitors to DSD, the website is the first port of call regarding pertinent information about each of the department's activities and mandate.

The current Departmental website is developed on Joomla platform which is outdated and lacks security and capabilities to ensure robust website functionality for the Department.

The website plays a major role for information sharing with public stakeholders. With the current pandemic of Covid-19, it becomes imperative to have a website that is fully interactive and accommodate people with disabilities, enable the department to run online campaigns and interact with the public to contain the spread of the pandemic, especially among the vulnerable groups of our society.

The Department does not have the skills or capacity to develop a quality, responsive and a fully functional website which fits the modern digital platform standards for running digital campaigns, live streaming of events, etc.

The Department website must be redeveloped into Microsoft Azure software as a service platform and integrated with SharePoint content management platform in order to get required website functional capabilities that meets the modern digital standards.

The new website will be fully responsive and allow full integration with other technologies. The website will provide great autonomy in terms of the following aspects:

- Content management
- Mobile first approach
- Integrated display advertising functionality
- Search engine optimisation
- Reports and Analytics functionality
- Social media integration, Microsoft teams, WhatsApp, etc
- Full and comprehensive content migration functionality
- Catering for the blind and hearing-impaired users
- Chatbot

5. SCOPE OF WORK

The chosen Microsoft partner will be required to deliver the following functionality and components:

- Re-design and develop (enhance) the current website that serves to deliver DSD message effectively and equip visitors with all relevant information pertaining to the department
- The website must maintain a two-way communication with stakeholders/citizens via multiple channels and automate answers to frequently asked questions
- The new website must be visually appealing, easy to navigate and fully responsive
- Fully integrated and user-friendly CMS enabling the internal communications team great autonomy in terms of content management
- The site must adopt a mobile first approach
- Integrated display advertising functionality to be enabled

- 6. DELIVERABLES**
- Search engine optimisation must be enabled
 - Must have analytics and BI capability
 - Social media integration
 - Full and comprehensive content migration from current platform to new website
 - CRM integration
 - The website must cater for the blind and hearing-impaired users
 - 24 months of support and maintenance of the entire platform

Nr.	Deliverables
1.	Public facing website developed on a Microsoft platform
2.	Back end content management portal developed on a Microsoft platform
3.	Hosted on Azure with security and protection functionality
4.	Content migration from old website to new
5.	Website to cater for the blind and hearing impaired

7. GENERAL CONDITIONS

7.1 The general conditions of contract as prescribed by National Treasury will be applicable in all instances.

8. OUTPUTS / DELIVERABLES

- The following are output deliverables of the DSD website redesign and revamp:
- Content management
 - Mobile first approach
 - Integrated display advertising functionality
 - Search engine optimisation
 - Analytics functionality

- Social media integration
- Full and comprehensive content migration functionality
- Catering for the blind and hearing-impaired users

9. TIME FRAMES

The project is planned to be completed over three months with maintenance and support over twenty four (24) months upon signing of contract with the service provider.

10. SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

10.1 Certification requirements from the service provider.
(Service provider must provide proof from Microsoft)

- The company needs to be at least a Microsoft partner on application development
- The company needs to be at least a Microsoft partner on data analytics
- The company needs to be at least a Microsoft partner on collaboration & content (SharePoint)
- The company needs to be at least a Microsoft on Cloud Platform (Azure)

10.2 Skills requirements from the resources

(Resource CV must clearly show experience level of each project resource)

- The assigned projects resources must have a minimum of 5 years development experience on SharePoint
- The assigned projects resources must have a minimum of 5 years development experience on web application development
- The assigned projects resources must have a minimum of 5 years development experience on Microsoft Azure

12. BID PROPOSAL

The comprehensive proposal submission should include:

- 12.1 A detailed plan reflecting project time frames, costing and outputs.
- 12.2 Profile of company including a description of similar work undertaken.
- 12.3 Number, names and resumes (abbreviated CVs) of the person assigned to the project. A summary of the roles, responsibilities and time spent by each person.
- 12.4 The cost structure should be inclusive and as detailed as possible.
- 12.5 The service provider is expected to enter into a contract with the DSD based on the proposal.
- 12.6 A work plan indicating time frames should be provided with the proposal.
Progress will be monitored weekly based on the work plan and time frames provided by the service provider approved by the DSD.

13. PROPRIETARY RIGHT

- 13.1 The DSD shall become the owner of all information, documents, advice and reports collected and compiled by the service provider to be appointed.
- 13.2 The copyrights of all documents and reports compiled by the service provider will vest in the DSD and may not be reproduced, distributed or made available without the written consent and approval of the DSD.
- 13.3 All information, documents and reports must be regarded as confidential until made public by the DSD.

14. EVALUATION CRITERIA

“Functionality” means the measurement according to predetermined norms of a service or commodity designed to be practical and useful, working or operating, considering quality, reliability, viability and durability of a service or commodity.

Tender

Description		Yes	No
Full technical proposal			
Detailed scope of work			
Clear deliverables and milestones			
Project plan			
Resource plan / staff plan			
Microsoft certification for the company			
Microsoft certification for the resources			
5 years of experience for project resources			

14.1 The proposals will be evaluated in two stages.

Firstly, the proposals will be evaluated on functionality. An evaluation panel will allocate points (scale of 1 - 5) in respect of functionality according to the criteria set out in paragraph 14.5 Proposals scoring less than **75%** in respect of functionality will be disqualified and not be evaluated further.

Only the qualifying bids will be evaluated in terms of the 80/20 preference points system as contemplated in the Preference Procurement Regulations 2017 issued in terms of Preferential Procurement Policy Framework Act (Act 5 of 2000).

- 14.2 The 80 points will be used to calculate points for price only and 20 points will be used to calculate points for BBBEE status levels of contribution (SBD 6.1). Prospective service providers are required to complete the SBD 6.1.
- 14.3 The points in respect of price will be calculated on the ceiling price for the project (inclusive of the professional fees).
- 14.4 PLEASE NOTE: SBD 6.1 attached for claiming above-mentioned points, if not completed the bidder will automatically score 0 points.
- 14.5 Technical proposals will be evaluated on a scale of 1-5 in accordance with criteria below. The score will be as follows:

1 = Very Poor
2 = Average
3 = Good
4 = Very Good
5 = Excellent

Fields	Specific areas	Weighting	Sub Weighting
Suitability of technical proposal	Provide two (2) reference sites where similar work was executed and provide portfolio of evidence of work done.	95	5
	Detailed response to RFP/TOR and scope of work.		
	Detailed response to RFP/TOR answering to all the outcomes		
	Detailed response to RFP/TOR answering to all terms and conditions.		
	Provide certified proof of accreditation		
	Provision of twenty four (24) months		
Support		5	5

	support and maintenance SLA.	
TOTAL	100	100

Only submissions that scoring more than 75% in respect of functionality will be evaluated further. Submissions scoring less than 75% in respect of functionality will not be evaluated further.

15. FACILITIES TO BE PROVIDED BY THE DSD

- 15.1 During the project the DSD officials will make themselves available for clarity, reporting processes, discussions and meetings. The service provider will also have access to required documents and other records available within the Department that may assist in executing the project. Service provider to work on DSD infrastructure environment and must always work with DSD technical resources to transfer skill.

16. REPORTING ARRANGEMENT

- 16.1 All deliverables should be submitted to the DSD. Any deliverable submitted and not accepted must be reworked and resubmitted at no additional cost.
- 16.2 The service provider will provide a single overall project manager.
- 16.3 A comprehensive monthly report will be submitted by the service provider.
- 16.4 The service provider project manager must comply with DSD programme management framework and must work with DSD project manager at all times.

17. TARRIFS AND PAYMENT

- 17.1 Payment will be effected within 30 days after receipt of a satisfactory detailed invoice from the successful service provider.
- 17.2 Payment will be made in accordance with the completion of work to the satisfaction of the DSD based on the milestone for the project agreed to and signed off as part of the implementation plan.

18. SUBMISSION REQUIREMENTS

- The departments will expect a full proposal detailing the following:
 - solution,
 - project management,
 - costing and
 - work breakdown structure with resource allocation
- Supporting documentation such as OEM letter confirming Microsoft partnership status and competency
- CV's of project resources

19. SUBMISSIONS

19.1 Prospective bidders must submit their proposals **in two envelopes**:

- a) One envelope with the technical proposal outlining in detail a realistic work-break schedule indicating different milestones to be achieved, and response to the terms of reference and evaluation criteria including other supportive documents, completed bid forms, tax clearance certificate issued by SARS and legal entity registration certificate.
- b) One other envelope with the financial proposal (pricing schedule (SBD 3.3) with all cost related items, cost breakdown).

19.2 The entire proposal should be placed **on disc/usb in a PDF format**

19.3 The following information must be endorsed on each envelope:

Bid number:

Closing date:

Name of the Bidder:

Technical Proposal or Financial Proposal

The closing date for the submission of proposals is on **11 February 2022 at 11h00**.
The proposals should be:

Deposited in the Tender Box,
Foyer of the HSRC Building
134 Pretorius Street
Pretoria

Proposals received after the closing date and time will be regarded as late and will not be evaluated.

20. DISQUALIFYING CRITERIA

- 20.1 Failure to complete and sign bid documents.
- 20.2 Late submission of proposal.

21. Enquiries may be directed to:

Mr Zolisa Mantana

Telephone Number: (012) 312 7463

Email: zolisam@dsd.gov.za