



<b>RFP NUMBER:</b>	RFP/SASSETA/23241106
<b>DESCRIPTION:</b>	Appointment of a suitable and experienced service provider for the website and intranet redesign and development services, maintenance, and support from the date of appointment until 31 <sup>st</sup> March 2030
<b>PUBLISH DATE:</b>	30 November 2023
<b>CLOSING DATE:</b>	22 January 2024
<b>CLOSING TIME:</b>	11h00 am
<b>COMPULSORY BRIEFING SESSION DATE</b>	N/A
<b>VALIDITY PERIOD:</b>	120 days from the closing date
<b>PREFERENCE POINT SYSTEM</b>	80/20
<b>BID RESPONSES TO BE SUBMITTED ELECTRONICALLY ONLY</b>	Proposals to be submitted electronically via email to <a href="mailto:website@sasseta.org.za">website@sasseta.org.za</a> Quoting the reference (RFP/SASSETA/ 23241106)
<b>ATTENTION:</b>	Ms. Lebo Hlombe

The email address ([website@sasseta.org.za](mailto:website@sasseta.org.za)) is for the submission of tender proposals only and will only be accessed by SASSETA after the tender closing date and time.

Queries related to this tender are to be sent to [scm01@sasseta.org.za](mailto:scm01@sasseta.org.za)

**NB: The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA Logo may result in legal action.**

**If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigation.**

## **DOCUMENTS IN THIS BID DOCUMENT PACK**

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

### **SECTION A**

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

### **SECTION B**

1. Invitation to Quote (SBD 1)
2. Pricing Schedule (SBD 3.3)
3. Bidder's Disclosure (SBD 4)
4. Preference Points Claim form in terms of Preferential Procurement Regulations 2022 (SBD 6.1).
5. Submission Checklist
6. General Conditions of Contract (Annexure A)

**NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.**

## 1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

### 1.1 FRAUD AND CORRUPTION

- 1.1.1 All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

### 1.2 COMPULSORY BRIEFING SESSION

- 1.2.1 There will be no briefing session for this Request for Proposal

### 1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Ms. Lebo Hlombe** at [scm01@sassetta.org.za](mailto:scm01@sassetta.org.za) by 12h00 on the **16 January 2024**. The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

### 1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted electronically only via email to:  
[website@sassetta.org.za](mailto:website@sassetta.org.za) (**maximum size of the email 30MB**)
- 1.4.1.1 Bidders are advised to compress their email submission(s) to a maximum of 30MB file/folder. **Any submission(s) exceeding 30MB will be automatically rejected by the server.**
- 1.4.1.2 Submission(s) that exceed 30MB can be made through the method of, WeTransfer, google drive etc. **Bidders are advised NOT to set expiry date on the submission(s) made.**
- 1.4.1.3 Bidders are advised to double check their submission(s) before responding to the bid.

### 1.5 Closing date and time: **22 January 2024 @11h00**

### 1.6 LATE BIDS

- 1.6.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bidders are therefore strongly advised to ensure that bids be sent allowing enough time for any unforeseen events that may delay the delivery of the bid.

### 1.7 PRICING

- 1.7.1 Service Providers are requested to provide an all-inclusive cost of this project assignment on SBD 3.3

**Where the contract requires the successful bidder to travel to a venue different from SASSETA, the following travel and disbursement processes will be undertaken:**

- Claim travel mileage costs applicable to this contract as per the Department of Transport rates
- Book only economy-class flights
- Book Group A hire cars, otherwise Group B are to be used following SASSETA's approval
- Utilise cost-effective mode of transport such as Uber/Taxify/Gautrain or shuttle

- services when traveling to and from the airport.
- Book only Bed and Breakfast, Hotels, or other equivalent accommodations up to a Rand value of R1 400/ per night per person (including dinner, breakfast, and parking).
  - Submit all applicable invoices/receipts for the travel undertaken and also, a google map of the trip where travel by private car was undertaken for payment.
  - All travel to be approved by SASSETA before being undertaken

## **1.8 NEGOTIATION**

- 1.8.1 SASSETA has the right to enter into a negotiation with a prospective service provider.
- 1.8.2 A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.

## **1.9 REASONS FOR REJECTION**

- 1.9.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 1.9.2 SASSETA shall disregard the bid of any bidder if that bidder, or any of its directors:
- 1.9.2.1 have abused the Supply Chain Management systems of SASSETA.
  - 1.9.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
  - 1.9.2.3 have failed to perform on any previous contract and the proof exists.
  - 1.9.2.4 Such actions shall be communicated to the National Treasury.

## 2. TERMS OF REFERENCE

### 2.1 INTRODUCTION AND BACKGROUND

- 2.1.1 SASSETA was established on 1 July 2005. It is one of the twenty-one Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's license has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training.
- 2.1.2 SASSETA is responsible for the facilitation of skills development in the safety and security sector and to ensure that skills needs are identified and addressed. Its mandate is drawn from the Skills Development Act, the National Skills Development Plan and other subsidiary frameworks.
- 2.1.3 The SASSETA brand is the most valuable asset and regarded highly among our audience sectors. We consistently try to affirm our brand reputation and presence so that our brand strength retains a long-lasting valuable position in the minds of our stakeholders (internal as well as external).
- 2.1.4 The SASSETA Website is the national face of the organisation and needs to project the Vision of being the leader in skills development for the safety and security sector in the Southern African Development Community (SADC) region. Continuous development and improvement to the site are required to enable easy and logical navigation. Current site: [www.sasseta.org.za](http://www.sasseta.org.za)
- 2.1.5 The SASSETA Intranet needs to fulfil its role of informing employees of new developments and assist them to store documents pertaining to their departments. This brief is therefore about the continuous improvement to the Intranet to enable easy and logical navigation of information. The Intranet will be shared with the successful bidder upon appointment. It should be noted that access to the intranet should be limited to the SASSETA internal domain.
- 2.1.6 Bidders are to note that SASSETA's website and intranet currently runs on the WORDPRESS platform.
- 2.1.7 In line with the SASSETA ICT modernisation roadmap which aims to cater for dynamic SASSETA business and maintain secure website technologies, the SASSETA Marketing & Communication and ICT divisions have identified the need to embark on a journey to procure services to redesign, implement and maintain the SASSETA Website.

### 2.2 PURPOSE

- 2.2.1 The purpose of this request for proposals is to appoint a suitable and experienced service provider for the website and intranet redesign and development services, maintenance, and support for the duration of the contract.

## 2.3 SCOPE OF WORK

2.3.1 The service provider will be required to:

<b>A. MIGRATE TO OWN ENVIRONMENT</b>	<b>Website</b>	<b>Intranet</b>
<ul style="list-style-type: none"> <li>i) Migrate the existing website and intranet to own environment.</li> <li>ii) b. Ensure integrity of the content</li> </ul>	<b>X</b>	<b>X</b>
<b>B. WEBSITE/INTRANET DEVELOPMENT</b>		
<ul style="list-style-type: none"> <li>i) The service provider shall be required to design, develop and implement a new Website/ Intranet.</li> </ul>	<b>X</b>	<b>X</b>
<b>C. PROVIDE CONTINUOUS DEVELOPMENT AND ENHANCEMENT TO THE WEBSITE AND THE INTRANET</b>	<b>Website</b>	<b>Intranet</b>
<ul style="list-style-type: none"> <li>i) Create a new interactive communications platform with our stakeholders (instant messaging, instant chat, social media links, etc.)</li> <li>ii) Creation of new content pages, tabs, fly-outs, menu updates,</li> <li>iii) Developing an interactive website and intranet placement approval form for use by SASSETA staff</li> <li>iv) Development of downloadable links for the completion and submission of on-line forms</li> <li>v) Enabling various types of content to be incorporated such as HTML documents, Word Documents, PDF documents, Images, Photographs, Multimedia files, Audio/Video files etc.</li> <li>vi) Adding features in the Content Management System (CMS) (as and when required).</li> <li>vii) Ensure continuous consistency of display on various screen resolutions (Laptop, Desktop, Tablet, Mobile)</li> <li>viii) Develop and upgrade portals for Learners, Training Providers, Accessors and Moderators, Certification, Discretionary Grants, Mandatory Grants</li> <li>ix) Develop email linked Query pages for each department</li> <li>x) Develop Event Management portal (advertisement, promotion, RSVP capturing query management, etc.)</li> <li>xi) Develop Event Calendar</li> <li>xii) Embed other related portals into SASSETA website</li> </ul>	<b>X</b>	<b>X</b>
<b>D. HOSTING AND MAINTENANCE</b>	<b>Website</b>	<b>Intranet</b>
<ul style="list-style-type: none"> <li>i) Updating of content of all existing pages and designing new pages as upload of images, photos, videos, advertisements, etc.</li> <li>ii) Checking the website and intranet for dead links</li> <li>iii) Finding and resolving all the errors on sites</li> <li>iv) Finding and correcting non-operative functions of website and intranet and make them operative.</li> <li>v) Automated reminders of copy updates</li> </ul>	<b>X</b>	<b>X</b>
<b>E. TECHNICAL SUPPORT AND MONITORING</b>	<b>Website</b>	<b>Intranet</b>
<ul style="list-style-type: none"> <li>i) Implementation of tools that monitor the security of the website and intranet. (Intrusion Detection, Disaster Recovery Plan, malware/ransomware/phishing scans)</li> <li>ii) The service provider must conduct a Security Assessment on all components twice a year.</li> <li>iii) The website must have the ability to archive previously published content for future reference, without breaking any links / reference to such content.</li> <li>iv) The service provider must conduct a monthly vulnerability management assessment.</li> <li>v) Test the speed of sites - identify and fix broken or slow</li> </ul>	<b>X</b>	<b>X</b>

<p>interactions.</p> <p>vi) Altering the source code of the sites and as when required</p> <p>vii) Developing a problem resolution execution plan</p> <p>viii) Provide technical support (availability, accessibility, responsiveness and scalability)</p> <p>ix) The service provider must provide the SASSETA with a SOC 2 attestation report.</p> <p>x) 24/7 Technical Support year around</p>		
<b>F. DESIGN CONTENT FOR THE PLATFORMS</b>	<b>Website</b>	<b>Intranet</b>
<p>i) Creating a professional and uniform design for all content (banners, flyouts, tabs, etc.)</p> <p>ii) Designing adverts, banners, notices, invitations, copy templates.</p> <p>iii) Re-design of current pages as and when required.</p> <p>iv) Designing/updating and publishing of new or revised pages.</p>	X	X
<b>G. SEARCH ENGINE OPTIMISATION (SEO)</b>	<b>Website</b>	<b>Intranet</b>
<p>i) SEO services to make the Website more visible to search engines (Google, Yahoo, Bing, etc)</p> <p>ii) Manage the security of the sites with the internal ICT department.</p> <p>iii) Automatic and manual back-ups of both sites daily/ weekly/monthly technical support for the Auditing of the website and intranet by AGSA</p> <p>iv) Conducting and SEO audit and closing the gaps</p>	X	X
<b>H. PERFORMANCE, REPORTING AND AVAILABILITY</b>	<b>Website</b>	<b>Intranet</b>
<p>i) Track location option (metrics): Gather demographics and geographics from visitor interaction with, for example, form completion, downloads and CTA (Call to Action)</p> <p>ii) The service provider must produce reports based on the various performance metrics on the website</p> <ul style="list-style-type: none"> <li>• Website Traffic</li> <li>• Website Availability (Uptime &amp; Downtime).</li> </ul> <p>iii) The website must be available 24/7, 365 days a year.</p>	X	X
<b>I. TRANSFER OF SKILLS</b>	<b>Website</b>	<b>Intranet</b>
<p>i) The bidder is expected to conduct user training, and provide user manuals, and online/remote training for internal SASSETA end users.</p> <p>ii) The service provider must produce functional and technical documentation for the SASSETA website.</p> <p>iii) Allow users to create, manage, and modify content on a website (uploading of tenders, etc.)</p> <p>The Bidder should describe the training approach and timelines in the project plan.</p>	X	X
<b>J. ADDITIONAL SOFTWARE</b>	<b>Website</b>	<b>Intranet</b>
<p>i) Plug ins, additional software such as email marketing template packages, page turners, event management software</p>	X	X
<b>K. SOCIAL MEDIA MANAGEMENT</b>		

The aspects below are selected from the SASSETA digital marketing strategy to provide bidders with an idea of the services we are searching for.

***Bidders should also expand on services that will augment the digital marketing tactics set out below:***

SASSETA requires the bidder to provide a full-suite digital marketing service over a period of the contract. Ultimately, the digital marketing components bidders will propose should drive external and internal clients to the website and intranet.

**a. Social Media Marketing**

Redesign SASSETA’s social media platforms.

Develop and launch additional social media platforms.

**b. Social Media Listening and online Reputation Management**

Monitor what is being posted on all media platforms SASSETA, Including any and all public facing avenues, website, social media, third party articles, online reviews, search engine results, conversations and or mentions of SASSETA. SASSETA to be informed automatically each time the name is mentioned online on search engines and social media.

**c. Pay-per-click (PPC) advertising**

Pay-per-click (PPC) advertising to maintain a presence in search results while establishing organic rankings with SEO.

<b>L. MOCKUP DESIGNERS</b>	<b>Website</b>	<b>Intranet</b>
i) During the implementation stages, the service provider will be required to create three mock-up designs for the SASSETA to choose from.	<b>X</b>	<b>X</b>
<b>M. Other related functionalities/features</b>	<b>Website</b>	<b>Intranet</b>
i) The website must have a Single Page View with Cascading Style Sheets (CSS). ii) The website must incorporate a Call-to-Action (CTA) button throughout the various webpages. iii) The website design must follow a responsive web design approach to cater for the automatic adoption on the various screen sizes. iv) The website must have a search functionality for content retrieval purposes. v) The Content Management System must include a spell checker for content management purposes. vi) Reports must be built based on the website content updates. vii) The website must comply with the Website Content Accessibility guidelines (WCAG) 2.1, ensuring that all end users can perceive, understand, operate, and interact with the SASSETA site. viii) The website must have a built-in voice reader to allow users to read articles/ content published on the website. ix) The website must be cross-browser compatible with all major browsers. E.g., Google Chrome, MS Edge, Safari, etc. x) The website must support integration with MS Power Platform, MS SharePoint Online, MS Azure Services, AWS.	<b>X</b>	<b>X</b>
The website must allow for integration to feeds from the SASSETA social media platforms (e.g., LinkedIn, X, Facebook etc.)		



## 2.4 DELIVERABLES

2.4.1 The service provider will be required to deliver on the following:

- 2.4.1.1 Migrate the existing website and intranet, links, multimedia content to own platform.
- 2.4.1.2 Design, revamp and implementation of a new Website/intranet.
- 2.4.1.3 Provide continuous development and enhancement to the website and the intranet.
- 2.4.1.4 Host and maintain SASSETA's website and intranet.
- 2.4.1.5 Provide technical support and monitoring.
- 2.4.1.6 Design content for the platforms.
- 2.4.1.7 Provide SEO services to make the Website more visible to search engines.
- 2.4.1.8 Gather demographics and geo-graphics from visitors, provision of a Content Management System.
- 2.4.1.9 Provide training/ skills transfer to the SASSETA team.
- 2.4.1.10 Provide Plugins, additional software such as email marketing template packages, page turners, event management software, etc.
- 2.4.1.11 Provide Social Media Management.
- 2.4.1.12 During the implementation stages, the service provider will be required to create three mock-up designs for the SASSETA to choose from.

## 2.5 SUBMISSION REQUIREMENTS

2.5.1 Bidders are required to submit:

- 2.5.1.1 A comprehensive project plan which aligns to the scope of work including but not limited to migration plan, development of the new website and intranet, transfer of skills/ training, tools to monitor the security of the website and intranet, support and maintenance, the team structure, roles and responsibilities (organogram) and a query management support plan highlighting query resolutions timelines.
- 2.5.1.2 CV of the team leader demonstrating leading expertise in the development lifecycle of:
  - Four (4) or more assignments of Digital Media Campaigns executed
  - Four (4) or more assignments of websites and /or intranet successfully executed
- 2.5.1.3 Proof of qualification for the team leader in either web development or design/ marketing/ Information Technology (IT). International qualifications to be verified by SAQA. Proof of the verification to be submitted with the proposal.
- 2.5.1.4 CV of Developer 1 demonstrating experience in two (2) Digital Media campaigns successfully executed.
- 2.5.1.5 CV of Developer 2 demonstrating experience in two (2) website and /or intranet development successfully executed.
- 2.5.1.6 Three (3) or more reference letters from different clients where digital media campaigns were successfully executed. Reference letters to refer to the bidding company.
- 2.5.1.7 Submit three (3) or more examples of Digital Media campaigns executed on behalf of clients whose reference letters were submitted on 2.5.1.6.
- 2.5.1.8 Three (3) or more methodologies utilised on the digital media campaign

examples submitted above(2.5.1.6) (from concept to completion and measurement)

**NB:** Reference letters, digital media campaigns examples and methodologies submitted to be from the same clients to validate the work done. Reference letters not supported by digital media campaigns examples and methodologies or vice versa will not be awarded points.

2.5.1.9 Three (3) or more reference letters from different clients where websites and/or intranet where successfully designed, developed, hosted and maintained.

2.5.1.10 Three (3) or more links of websites and /or intranet executed on behalf of clients whose reference letters were submitted on 2.1.5.9

**NB:** Reference letters, websites and /or intranet links submitted to be from the same clients to validate the work done. Reference letters not supported by websites and/or intranet links or vice versa will not be awarded points.

## **2.6 TIMEFRAMES FOR DELIVERY OF THE WORK**

2.6.1 The successful service providers will be appointed until 31<sup>st</sup> March 2030;

2.6.2 Successful service providers will be required to enter into a Service Level Agreement (SLA) with SASSETA

## **2.7 PRICING**

2.7.1 Service Providers are requested to provide an all-inclusive price based on hourly rates and monthly retainer fees where applicable.

**NB:** Bidders will be allowed an annual escalation on the anniversary of the contract linked to CPIX on that particular year.

## **2.8 ACCOUNTABILITY AND REPORTING**

2.8.1 The service provider will report directly to the Marketing and Communications Manager.

## **2.9 INTELLECTUAL PROPERTY**

2.9.1 The service provider will be contracting with SASSETA. All data of this project, in whatever format raw or analysed, will be confidential information for utilisation by SASSETA. All information and documents received from SASSETA is to be kept confidential and may not be used or distributed in any format without the written approval of SASSETA. To this end, the service provider will be required to sign a confidentiality agreement within the SLA.

## **2.10 PROTECTION OF PERSONAL INFORMATION ACT**

2.10.1 All Service Providers are to take note of the implications of POPI Act and any other data privacy Act applicable that SASSETA complies to. In compliance to the act, please be advised that the following are applicable to the treatment of vendor information:

2.10.2 All requested bid information will be solemnly utilized for the purpose of the bid evaluation processes. The vendor hereby consents the information provided as part of this bid will be utilized for supply chain processes of SASSETA and may be subject to multiple processing to enable the evaluation of this bid.

- 2.10.3 The vendor consents that the information collected will be retained for the duration of the evaluation and archived for records management purposes. The information will be disposed as per the SASSETA records management policies as prescribed by the national archives Act. Furthermore, the information owner acknowledges that the information provided will be scanned into digital records which are retained on the SASSETA backup servers and that are replicated to backup media. SASSETA does confirm that the organization adopts industry best practice with regards to the safeguarding of digital records whether locally stored or retained in backup media.
- 2.10.4 SASSETA confirms that all submitted records will be retained in their original form and will not be altered with to preserve the quality and originality of information provided.
- 2.10.5 SASSETA confirms that the Information Officer is duly responsible for vendor information provided and exercises stringent measures to ensure that information is secured and solemnly utilized for the purpose of use. No vendor records will be distributed or utilized for any processes outside the current bid that the information has been requested for.

### 3. PRESCRIBED SELECTION CRITERIA

#### 3.1 Compliance requirements

- 3.1.1 All bids duly lodged will be evaluated to determine compliance with bidding requirements and conditions.

#### 3.2 Conditions for selection/short listing

- 3.2.1 All submissions will be evaluated as follows:

##### 3.2.1.1 Phase 1 – Required items, Service Providers to:

- Submit their responses/bidding documents by the closing date and time. **Responses/bidding documents submitted after the date and time will be disqualified from further evaluation.**
- complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD 1, SBD 3.3, SBD4, SBD 6.1.
- Bidders to be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for proposal. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with your proposal.

##### 3.2.1.2 Phase 2 – Functionality evaluations

- All acceptable proposals from phase 1 will be evaluated on the criteria provided in the table below. The proposals of all service providers will be rated on a scale of 0 to 1 as follows:

0: Required document/item not submitted /Unacceptable, does not meet set criteria

1: Satisfactory should be adequate for stated element

**PROPOSED SELECTION CRITERIA**

ELEMENT	FUNCTIONALITY EVALUATION		FUNCTIONALITY WEIGHT	TOTAL SCORE
	Rating out of 1	Evaluation criteria		
<b>Adequacy of proposed implementation programme</b>				
<p>Bidders are required to submit a comprehensive project plan, with timelines that align to the scope of work including but not limited to:</p> <ul style="list-style-type: none"> <li>a. migration plan,</li> <li>b. development of the new website and intranet,</li> <li>c. transfer of skills/ training,</li> <li>d. tools to monitor the security of the website and intranet,</li> <li>e. support and maintenance,</li> <li>f. Human resource capacity of the company to service SASSETA throughout the contract</li> <li>g. Query support management plan, etc.</li> <li>h. Risk Management</li> </ul> <p><b>NB: Project plan which covers all elements from a-h. will score maximum points.</b></p>	0	Bidder did not submit a comprehensive project plan / bidder submitted an incomplete project plan which does not cover all the elements on a-h.	25	
	1	Bidder submitted a comprehensive project plan which covers all elements from a-h.		
<p>The bidding company to submit the CV of the team leader demonstrating:</p> <ul style="list-style-type: none"> <li>a. leading expertise in the development lifecycle of four (4) or more assignments of Digital Media campaigns executed;</li> <li>b. leading expertise in the development lifecycle of four (4) or more assignments of websites and /or intranet successfully executed;</li> <li>c. Qualification in either web development or design/ marketing/ Information Technology (IT) and the proof of the respective qualification to be attached. International qualifications to be verified by SAQA. Proof of the verification to be submitted with the proposal.</li> </ul>	0	<p>The bidding company did not submit the CV of the team leader/ the CV demonstrates:</p> <ul style="list-style-type: none"> <li>a. less than four (4) assignments of Digital Media campaigns executed.</li> <li>b. Less than four (4) assignments of websites and /or intranet successfully executed.</li> <li>c. No qualification in either web development or design/ marketing/ Information Technology (IT) and the proof of the respective qualification to be attached.</li> </ul>	15	
	1	The bidding company submitted the CV of the team leader demonstrating:		

<p><b>NB: CV of the team leader demonstrating four (4) or more assignments of Digital Media campaigns executed/ four (4) or more assignments of websites and /or intranet successfully executed/ and qualification in either web development or design/ marketing/ Information Technology (IT) and the proof of the respective qualification attached will score maximum points</b></p>		<p>a. Four (4) or more assignments of Digital Media campaigns executed.  b. Four (4) or more assignments of websites and /or intranet successfully executed.  c. Bidder submitted qualification in either web development or design/ marketing/ Information Technology (IT) and the proof of the respective qualification to be attached.</p>		
<p>The bidding company to</p> <p>a. Submit three (3) or more reference letters from different clients where digital media campaigns were successfully executed through the development lifecycle. Reference letters to refer to the experience of the bidding company.  b. Submit three (3) or more examples of Digital Media campaigns executed from the referees above (in a).  c. Submit three (3) or more methodologies utilised on the digital media campaign examples submitted above (from concept to completion and measurement)</p> <p><b>NB:</b> Reference letters, digital media campaigns and methodologies submitted to be from the same clients to validate the work done. Reference letters not supported by digital media campaigns and methodologies or vice versa will not be awarded points.</p> <p><b>NB: Three (3) or more reference letters where digital media campaigns were successfully executed, three (3) or more examples of Digital Media campaigns executed and three (3) or more methodologies utilised on the digital media campaign examples submitted will score maximum points</b></p>	0	<p>a. Bidder did not submit reference letters or submitted less than three (3) reference letters where digital media campaigns were successfully executed.  b. Bidder did not submit/ submitted less than three (3) examples of Digital Media campaigns executed.  c. Bidder did not submit/submitted less than three (3) methodologies utilised on the digital media campaign examples submitted above (from concept to completion and measurement)</p>	25	
	1	<p>a) Bidder submitted three (3) or more reference letters where digital media campaigns were successfully executed. Reference letters to refer to the experience of the bidding company.  b) Bidder submitted three (3) or more examples of Digital Media campaigns executed on behalf of clients whose reference letters were submitted on above.  c) Bidder submitted three (3) or more methodologies utilised on the digital media campaign examples submitted above (from concept to completion and measurement)</p>		
<p>a. The bidding company to submit three (3) or more reference letters from different clients where websites and/or intranet were successfully</p>	0	<p>a) Bidder did not submit reference letters/ bidder submitted less than three (3) reference letters where websites and/or</p>	25	

<p>designed/developed through the development lifecycle, hosted and maintained. Reference letters to refer to the experience of the bidding company.</p> <p>b. Submit three (3) or more links of websites and /or intranet that were successfully executed on behalf of clients whose reference letters were submitted above.</p> <p><b>NB: Reference letters, websites and /or intranet links submitted to be from the same clients to validate the work done. Reference letters not supported by websites and/or intranet links or vice versa will not be awarded <b>NB Reference letters for projects not older than five (5) years</b></b></p> <p><b>NB: Three (3) or more reference letters where websites and/or intranet were successfully designed/developed, hosted and maintained executed and three (3) or more links of websites and /or intranet were the examples match with the reference letters will score maximum points.</b></p>		<p>intranet were successfully designed/developed, hosted and maintained executed.</p> <p>b) Bidder did not submit links submitted less than three (3) links of websites and /or intranet were executed/ links don't match the reference letters submitted above.</p>		
	1	<p>Bidder submitted three (3) or more reference letters where websites and/or intranet were successfully designed/developed, hosted and maintained executed. Reference letters to refer to the experience of the bidding company. Bidder submitted three (3) or more links of websites and /or intranet were the examples match with the reference letters.</p>		
<p>The bidding company to submit a CV of Developer 1 demonstrating experience in two (2) or more Digital Media campaigns successfully executed.</p> <p><b>NB:CV of Developer 1 demonstrating experience in two (2) or more Digital Media campaigns successfully executed will score maximum points.</b></p>	0	<p>The bidding company did not submit a CV of Developer 1 demonstrating experience in two (2) Digital Media campaigns successfully executed/ the bidder submitted CV of developer 1 demonstrating less than two (2) Digital Media Campaigns executed.</p>	5	
	1	<p>The bidding company submitted a CV of Developer 1 demonstrating experience in two (2) or more Digital Media campaigns successfully executed</p>		
<p>The bidding company to submit a CV of Developer 2 demonstrating experience in two (2) or more Website development and/or intranet successfully executed.</p> <p><b>NB: CV of Developer 2 demonstrating experience in two (2) or more Website development and/or</b></p>	0	<p>The bidding company did not submit a CV of Developer 2 demonstrating experience in two (2) Website development and/or intranet successfully executed/ the bidder submitted a CV of a Developer 2 demonstrating less than two (2) website development and/or intranet successfully executed</p>	5	

<b>intranet successfully executed will score maximum points.</b>	1	The bidding company submitted a CV of Developer 2 demonstrating experience in two (2) or more Website development and/or intranet successfully executed		
<b>TOTAL SCORE</b>	<b>100</b>	<b>TOTAL SCORE</b>	<b>100</b>	

**Bidders need to obtain 90% on functionality in order to be evaluated further on the 80/20 preference point system. Bidders who do not obtain 90% on functionality will be disqualified from further evaluation.**



### 3.2.1.3 Phase 3 – Price and Specific Goals

- **The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable where 80 points will be allocated to price and 20 points for Specific Goals as follows:**

<b>Evaluation Criterion on Price and Specific Goals</b>	
Relative competitiveness of proposed price	80
Specific Goals	20
<b>TOTAL FOR PRICE AND PREFERENCE</b>	<b>100</b>

### 3.3 ADJUDICATION OF BID

3.3.1 The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder(s) will usually be the service provider scoring the highest number of points or it may be a lower scoring bid based on firm, verifiable and justifiable grounds, or no award at all.

## PART A - INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR THE REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>			
BID NUMBER:	<b>RFP/SASSETA/23241106</b>	CLOSING DATE:	<b>22 January 2022</b>
		CLOSING TIME:	<b>11h00</b>
DESCRIPTION	Appointment of a suitable and experienced service provider for the website and intranet redesign and development services, maintenance, and support from the date of appointment until 31st March 2030		
<b>PROPOSALS TO BE EMAILED:</b>			
Proposals to be submitted electronically only via email to <a href="mailto:website@sasseta.org.za">website@sasseta.org.za</a>			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>		<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>	
CONTACT PERSON	<b>Ms. Lebo Hlombe</b>	CONTACT PERSON	<b>Ms. Lebo Hlombe</b>
E-MAIL ADDRESS	<b>scm01@sasseta.org.za</b>	E-MAIL ADDRESS	<b>scm01@sasseta.org.za</b>
<b>SUPPLIER INFORMATION</b>			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE <b>GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3 ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>			

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
<b>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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 VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / 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.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**NAME OF SIGNATORY** .....

**SIGNATURE OF BIDDER:** .....

**N/B.:** If a Company has one director as listed on CSD, the one Director to sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director.

**N/B.:** If the Company has more than one Director as listed on CSD, a signed Company Resolution to be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

**CAPACITY UNDER WHICH THIS BID IS SIGNED:** .....  
(Proof of authority must be submitted e.g. company resolution)

**DATE:** .....

**PRICING SCHEDULE**  
**NON-FIRM PRICES**  
**(Professional Services)**

NAME OF BIDDER: .....

BID NO.: RFP/SASSETA/23241106

CLOSING TIME: 11: 00

CLOSING DATE: 22 January 2024

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
---------	-------------	--

- The accompanying information must be used for the formulation of proposals.
- Bidders are required to indicate the price of item which should be costed separately and visibly in (i.e. VAT, any other necessary cost/duties) line with the below table:

**A. ONCE-OFF COSTS**

No.	Description	Total once-off Costs (incl. of VAT)
1.	Design, development and implementation of a new website.	R
2.	Design, development and implementation of a new Intranet.	R
3.	Migration of the website to own environment.	R
4.	Migration of the intranet to own environment.	R

**B. FIXED COSTS**

No.	Description	Monthly Rate-Year 1 (incl. of VAT)	Total Annual Rate-Year 1 (incl. of VAT)
1.	Hosting of both sites (Website and Intranet) NB: Bidders to ensure that the price includes all items mentioned on 1.3.2.4 above.	R	R

**C. AD-HOC COSTS**

No.	Description	Unit of measure	Amount (incl. of VAT)
1.	Continuous development and improvement of current SASSETA Website and Intranet	Hourly rate	R
2.	Maintenance of Website and Intranet	Hourly rate	R
3.	Design website and intranet homepage sliders, attachments, graphics,	Hourly rate	R
4.	SEO for website	Monthly rate	R
5.	Track location and submit monthly report	Monthly rate	
6.	Transfer of skills/ training on Website and	Rate per delegate	R

	Intranet based on training manual developed		
7.	Plugins, additional software such as email marketing template packages, page turners, event management software, etc.	Monthly rate per plugin	R
8.	Social Media Management- conceptualise, execute and manage a campaign	Rate per campaign	R
<b>Total consolidated ad-hoc costs -Year 1</b>			

Bidders to record the itemised costs (inclusive of VAT). For evaluation purposes, the consolidated unit costs above will be combined to obtain the successful bidder.

Bidders will be allowed an annual escalation on the anniversary of the contract linked to CPIX.

Bidders are to complete the names and surnames of the proposed team on this assignment and ensure that comprehensive CVs of these members are attached to the proposal as follows:

NO.	ROLE IN THE TEAM	NAME AND SURNAME (Bidders to indicate <u>one</u> (1) name per role below. If more than one name is recorded, only the top name will be utilised.)	IS THE CV ATTACHED (Circle the response below)	
			<u>CV</u> Yes/No	<u>Qualification</u> Yes/No
1.	1 X Team Leader/Project Manager		Yes/No	Yes/No
2.	Developer 1		Yes/No	
3.	Developer 2		Yes/No	

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

**(MUST be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted).**

**BIDDER’S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder’s declaration**

**2.1** Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state? **YES/NO**

**2.1.1** If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below

Full Name	Identity Number	Name of State institution

**N/B. If more space required, Service providers are to copy this table onto their letterhead and provide information as per the table above**

**2.2** Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

**2.2.1** If so, furnish particulars:  
 .....  
 .....

**2.3** Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

**2.3.1** If so, furnish particulars:  
 .....  
 .....

### 3. DECLARATION

I, the undersigned, (name) ..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium<sup>1</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

.....

<sup>1</sup> 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.

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

**1.1** The following preference point systems are applicable to invitations to quote:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).

**1.2 To be completed by the organ of state**

The applicable preference point system for this quotation is the **80/20** preference point system.

- a) The lowest acceptable quotation will be used to determine the accurate system once quotations are received.

**1.3** Points for this quotation (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

**1.5** The maximum points for this quotation are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

**1.6 Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the quotation, will be interpreted to mean that preference points for specific goals are not claimed.**

**1.7** The organ of state reserves the right to request a bidder, either before a quotation is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.



## 2. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for the price of the quotation under consideration

Pt = Price of the quotation under consideration

Pmin = Price of lowest acceptable quotation

#### 3.2 POINTS AWARDED FOR SPECIFIC GOALS

- a) In terms of Regulations 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the quotation.
- b) For the purposes of this quotation, the bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this bid:

**Table 1: Specific goals for the bidder and points claimed are indicated per the table below.**

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system)	Bidders to record the number of points claimed in the rows below (80/20 system) (To be completed by the bidder)
At least 51% Black People Ownership	10.00	
At least 30% Black Women Ownership	5.00	
At least 30% Black Youth Ownership	5.00	
<b>Total</b>	<b>20.00</b>	

**NB: Specific goals will not be rewarded to bidders who do not record their points in the table above**

**DECLARATION WITH REGARD TO COMPANY/FIRM**

3.3 Name of company/firm.....

3.4 Company registration number: .....

3.5 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned
- Company[TICK  
APPLICABLE BOX]

3.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the quotation, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (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 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, if deemed necessary.

..... <b>SIGNATURE(S) OF BIDDER(S)</b>
<b>SURNAME AND NAME:</b> .....
<b>DATE:</b> .....
<b>ADDRESS:</b> ..... ..... ..... .....

## DOCUMENTS REQUIRED FOR CLAIMING SPECIFIC GOALS

As per bullet 1.6 and 1.7 of the Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022, bidders are required to submit the SASSETA verification document(s) in order to be allocated the specific goals claimed:

- a) An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.
- b) Certified copy/ies of Identity documents of the Company Directors
- c) CSD report
- d) Shareholder Certificates

**NB.: Non-submission of the documents required above will lead to specific goal points NOT Being awarded.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of bidder**

(To be signed by a duly authorised Delegate. A signed Company Resolution must be submitted).

**If you receive any suspicious calls asking for payment to secure an award of a bid or that the outcome of a tender can be influenced in your favour, please immediately inform the SASSETA Anti-Corruption Hotline at 0800 204 143 for further investigation.**

**BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:**

NO.	DETAILS - Bidders are to set out their bid in the following format:	TICK BY BIDDER
1.	Part 1: Completed and signed the invitation to bid document (SBD 1) <b>To be signed by a duly Authorised Delegate.</b>	
2.	Part 2: Completed and signed pricing schedule (SBD 3.3) <b>To be signed by a duly Authorised Delegate.</b>	
3.	Part 3: Completed and signed the Bidder's disclosure (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid to complete and sign the declaration of interest document).</i> <b>To be signed by a duly Authorised Delegate</b>	
4.	Part 4: Completed and signed the Preference Points Claim form in terms of the Preferential Procurement Regulations 2022 (SBD 6.1) <b>To be signed by a duly Authorised Delegate. Not claiming points as per SBD 6.1 will lead to Specific Goals points not awarded</b>	
5.	Part 5: Submitted the General Conditions of Contract (initialed each page)	
6.	Part 6: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration	
7.	Part 7: Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs in line with the SBD 3.3	
8.	Part 8: Project plan which covers all elements from a-h on the evaluation criteria will score maximum points	
9.	Part 9: CV of the team leader demonstrating four (4) or more assignments of Digital Media campaigns executed and four (4) or more assignments of websites and /or intranet successfully executed, qualification in either web development or design/ marketing/ Information Technology (IT) and the proof of the respective qualification to be attached.	
10.	Part 10: Three (3) or more reference letters where digital media campaigns were successfully executed, three (3) or more examples of Digital Media campaigns executed and three (3) or more methodologies utilised on the digital media campaign examples submitted	
11.	Part 11: Three (3) or more reference letters where websites and/or intranet were successfully designed/developed, hosted and maintained executed and three (3) or more links of websites and /or intranet were the examples match with the reference letters will score maximum points. <u>NB: Reference letters for projects not older than five (5) years</u>	
12	Part 12: CV of Developer 1 demonstrating experience in two (2) or more Digital Media campaigns successfully executed	
13	Part 13: CV of Developer 2 demonstrating experience in two (2) or more Website development and/or intranet successfully executed.	
14.	<b>Part 14: Bidders to submit the following documents. Non-submission of the below-mentioned documents (under 6) will lead to specific goal points NOT being awarded.</b>	
	An Original/Certified copy of a valid B-BBEE Certificate or Sworn Affidavit.	
	Certified copy/ies of Identity documents of the Company Directors	
	CSD report	
	Shareholder Certificates	

**NB: The SASSETA logo and other intellectual property rights are owned by SASSETA and are protected by applicable intellectual property laws. Unless authorized in writing, you are prohibited from using the SASSETA logo or any of its intellectual property in any manner whatsoever. Any unauthorized use of the SASSETA Logo may result in legal action.**