

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

1. INTRODUCTION

Gateway Airports Authority Limited (GAAL) seeks to appoint a suitably qualified, reputable, and experienced service provider to acquire website hosting services and renewal of SSL certificate with maintenance and support for a period of 36 months. The appointed service provider must provide website hosting to assist with securing the entity's DNS records and enable customers to access a secure website.

The website is currently being developed by a third party awaiting to go live however, a service provider is required to assist with hosting, transferring of domain and DNS records to an independent/dedicated account that is managed and will solely belong to GAAL. Furthermore, provide a dedicated web server, that will belong to GAAL upon handing over, ensure that GAAL's designated officials and the third party have access to the hosted server during implementation of the services and upon expiry of the contract. The service provider must make provision for unlimited web traffic.

The service provider must ensure that the SSL certificate is renewed and the website is hosted in an efficient operating condition throughout the applicable contract period. Despite any challenges or disputes, the service provider shall ensure that there are no disruptions to GAAL business operations, the service shall always be available and functional 365 days a year, 24 hours and 7 days a week. The service provider must provide on the job training and skills transfer to GAAL's IT officials on website hosting, transfer of domain and DNS records to mitigate the risk of disruptions on the service and on expiry of the contract post the handing over. There must be provision of a system in place to record all logged calls and ensure that all products within a company meet consistent standards and function properly.

The service provider must understand and practice quality management in providing ICT solutions and services relating to ISO 9001 and understand policies about securing client data, business reputation and information management relating to ISO/IEC 27001. With technological changes daily, it is a requirement for added and improved functionality of the website security, adaptive enhancement and perfective maintenance to capacitate the

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

Information Technology infrastructure. Full comprehensive testing and quality assurance must be conducted prior to signing off the project and payment of any invoices.

2. SCOPE OF WORK

2.1 SPECIFICATIONS

The potential service provider must be able to render the following services for a period of 36 months as per below specification requirements.

- Provision of website hosting services and renewal of multi-domain SSL certificate with maintenance and support for a period of 36 months.
- Transfer of domain and DNS records to an independent hosting account that will belong to GAAL.
- Provide website hosting to assist with securing the entities DNS records and enable customers to access a secure website.
- Ensure that the SSL certificate is renewed accordingly, and the website is hosted in an efficient operating condition throughout the applicable contract period.
- Make provision for unlimited web traffic.
- Provide a dedicated web server that will belong to GAAL upon handing over and for security.
- Ensure that there are no disruptions to GAAL business operations, the service shall always be available and functional 365 days a year, 24 hours and 7 days a week.
- Conduct skills transfer/on the job training and change management which includes management of all hosted services and SSL certificates.
- Service provider shall ensure that there is concurrent skills transfer or on the job training to GAAL IT officials on website hosting, transfer of domain and DNS records.
- Ensure that skills transfer/on the job training is led by skills transfer plan for official transfer/handing over of the website hosting services to the entity; This shall happen during the term of the contract to minimize the risk of disruptions, for business continuity during the implementation of the service and post handing over of the entire project.

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

- Ensure that GAAL's designated officials and the third party have access to the hosted server during implementation of the services and upon expiry of the contract.
- Make provision for unlimited web traffic.
- Ensure that there is proper reporting management which includes attendance of quarterly or monthly service meetings and provision of performance reports in accordance with the Service Level Agreement (SLA).
- Attend SLA meetings with the GAAL and the third party that developed the website and is providing maintenance and support of the website.
- Service and respond to logged calls by GAAL.
- The service provider shall ensure that there is service availability and functionality without downtime; time availability and matrix penalties will be fully documented on the Service Level Agreement based on functionality, risk assessment and information classification.
- There must be a system in place to allocate a reference number for all service calls made by GAAL, which shall serve as proof that the call was made.
- Provide web server system integrity tests during software upgrades by client.
- Provide web server system hosting – Storage and compute.
- System backup and restore tests services.
- Automated backup processes and backup media management.
- Upgrade the webserver system software.
- The service provider must understand policies about securing GAAL's data, business reputation and information management relating to ISO/IEC 27001

2.2 FORMULATION OF THE PROBLEM

- ☐ Provision of up-to-date and secure website hosting.
- ☐ Provision of web management, enable access to information and for customers to access secure website.
- ☐ Provision of SSL Certificates and upgrades of all required software.
- ☐ Transfer of Domain and DNS records.

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

- ☐ Information security vulnerability management to prevent and mitigate vulnerabilities and possible risks from negatively impacting business activities.
- ☐ Adaptive enhancement and perfective maintenance to capacitate the Information Technology infrastructure and improved functionality of an inviting website.
- ☐ Provision of unlimited web traffic and dedicated web server that will belong to GAAL upon handing over and for security.
- ☐ Fully adhere to GAAL's and the third party's requirements to assist and ensure that the website goes live.

2.3 METHODOLOGY

The potential service provider must provide a clear project charter, implementation plan and methodology approach that includes the following:

- Project deliverables
- Project timeline
- Testing and Quality Assurance
- Training
- Implementation
- Maintenance and Support
- Business continuity plan to avoid downtime.

3. EVALUATION CRITERIA

All quotations will be evaluated in terms of administrative/mandatory requirements, functionality/functional requirements and preference point system.

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

| Administrative (mandatory) Criteria (Gate 0) | Functionality Evaluation Criteria (Gate 1) | Price and Specific Goals Evaluation Criteria (Gate 2) |
|---|---|--|
| Suppliers must submit all documents as outlined in paragraph 3.1 (Table 1) below. Only bidders that comply with all these criteria will proceed to Gate 1. | Supplier(s) are required to achieve a minimum of 95 points out of 130 points to proceed to Gate 2 (Price and Specific Goals). | Supplier(s) will be evaluated on price (weighted price) as per scope of work and specific goals claimed points as stipulated on SBD 6.1 (paragraph 4.2). |

3.1 Gate 0: Administrative (mandatory) requirements

Supplier (s) must submit the documents listed in **Table 1** below. All documents must be completed and signed in black ink by the duly authorised representative of the prospective bidder(s). **Correction fluid is not allowed and any cancellation on the bid document must be initialled by the authorized signatory.** During this phase, Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) quotation will be disqualified for non-submission of any of the documents.

Table 1: Documents that must be submitted for administrative/mandatory requirements.

| Document that must be submitted | Non-submission will result in disqualification. | |
|--|---|---|
| OEM/Partnership Letter for the hosting facility that will be utilised. | Yes | Submit OEM/Partnership Letter for the hosting facility that will be utilised. |
| ISO 9001 Certificate | Yes | Submit ISO 9001 Certificate. |

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

| | | |
|--|-----|--|
| ISO/IEC 27001 | Yes | Submit ISO/IEC 27001 Certificate. |
| Invitation to Bid – SBD 1 | YES | Complete and sign the supplied pro forma document with a fixed physical address for their business operations for in-loco inspection. |
| Declaration of Interest – SBD 4 | YES | Complete and sign the supplied pro forma document. |
| Preference Point Claim Form – SBD 6.1 | YES | Non-submission of below documents/information for verification will lead to a zero (0) score on Specific goals. <ul style="list-style-type: none"> ▪ Full CSD Report ▪ Medical certificate for disability ▪ Proof of address not older than three months. |
| Proof of registration on Central Supplier Database (CSD) (detailed CSD report) | YES | Supplier must be registered as a service provider on the Central Supplier Database (CSD). |
| Pricing Schedule | YES | Quotation /pricing structure must be completed in full for all service categories. Where bidder has omitted to put price for certain price categories the price offer will not be accepted and will be disqualified as it will not be comparable with others who have quoted for all service categories. |

3.2. Gate 2: Functionality Evaluation Criteria

All bidders are required to respond to the functionality evaluation criteria.

Only Bidders that have met the Administrative and/or Mandatory Criteria in (Gate 0) will be evaluated in Gate 1 for functionality as per below table:

Functionality Evaluation – Bidders will be evaluated out of 130 points and are required to achieve minimum threshold of 95 points to proceed to Gate 2 for Price and Specific goals evaluations; and

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

As part of due diligence, the entity may conduct a site visit at the bidders' place of business (as per the physical address provided by the bidder on SBD1) and/or at client of the Bidder (reference) for validation of the services previously rendered.

Evaluation Criteria for Functionality is as Follows:

| Criteria | Sub-Criteria | Weight of Criterion | Bidder Score |
|---|---|--|---------------------|
| Contactable reference letter covering provision of website and hosting services. | Submit a contactable reference letter covering provision of website and hosting services. | Reference letter = 30 No Reference Letter = 0 | |
| Detailed High Level Project Plan and Methodology showing implementation within the entity/airport. The plan should also show the timelines for the entire project. | Plan and Methodology on how to provide website hosting services, SSL certificate, transfer of domain and DNS records, with maintenance and support. | Excellent = 30 (Must include Project Deliverable, Project Timelines, Methodology Type, Quality Assurance and Testing, Training, Maintenance and Support) Moderate = 20 (Five of the above) Moderate = 10 (Only Three of the above) Poor = 0 (Only Two or below) | |

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

| | | | |
|--|---|---|--|
| Detailed Business Continuity Plan to be implemented to prevent downtime. | Business Continuity Plan on how to prevent downtime. | Detailed BCP with no downtime = 10 Detailed BCP which lessen downtime = 5 Poor BCP or No BCP = 0 | |
| Project Manager CV | Project Manager required for the initial implementation of the project: Must have Prince2 / PMP certification, COBIT5, and ITIL | All 3 Certificates = 15 Points 2 Certificates = 10 Points 1 Certificates = 5 Points No Certificates = 0 Points | |
| The Bidder must provide One Software Developer resource with qualification in IT Degree Software development. The resources must provide a certificate in IT Software Development. | Submit CV of the One resource and Certified copy of Qualification in IT Software Development. | 1 CV for 1 resource with 1 Certified Copy of Qualification = 25 No CV and No Qualification = 0 | |
| Financial Viability | Bidders must submit stamped Bank Letter Confirming ability to execute project with | Above 1 million = 20 points R500K to 1 million = 10 points Below R500K = 5 points | |
| Total | | 130 | |

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

3.3 Gate 3: Preference Point System

Preference Points System where the 80 points are awarded for price and the 20 points are awarded for specific goals as follows:

| FINAL EVALUATION CRITERIA | POINTS |
|---------------------------|------------|
| Price | 80 |
| Specific goals | 20 |
| Total | 100 |

4. QUOTATION SUBMISSION

All quotations and supporting documents must be placed or couriered in the bid or emailed to the scmgroupp@gaal.co.za on or before the stipulated closing date and time as indicated in the SBD1.

Quotations will only be considered if received by the entity on or before the closing date and time.

Suppliers are required to submit their quotations and supporting documents in a clearly marked envelopes as follows: -

| REQUIRED DOCUMENTS | PRICE & SPECIFIC GOALS |
|--|---|
| Exhibit 1: Administrative and mandatory documents <i>(Refer to Section 3.1 - Gate 0: Administrative requirements (Table 1))</i> | Exhibit 2: Pricing Schedule/Quotation |

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

Exhibit 3:

SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022. The Entity will make use of CSD report as a means of verification for point allocation except for disability points that require medical certificate.

5. TERMS AND CONDITIONS

5.1 Supplier Due Diligence

- 5.1.1 GAAL reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period and this may include pre-announced/ non-announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid in whole or parts thereof.

5.2 Counter Conditions

- 5.2.1 Bidders' attention is drawn to the fact that amendments to any of the bid conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

5.3 Negotiation

- 5.3.1 GAAL reserves the right to negotiate with the preferred bidders prior to award and with the successful bidders(s) post award.

5.4 Bid Enquiries

- 5.4.1 All enquiries should be in writing to scmgroup@gaal.co.za, for technical enquiries to Monicca.mnisi@gaal.co.za. The closing date for receipt of all enquiries is 10 October 2024. All enquiries beyond the closing date will not be considered.

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

5.5 Communication and Confidentiality

- 5.5.1 If a bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by GAAL (other than minor clerical matters), the bidder must promptly notify GAAL in writing of such discrepancy, ambiguity, error or inconsistency in order to afford GAAL an opportunity to consider what corrective action is necessary (if any).
- 5.5.2 Any actual discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by the GAAL will, if possible, be corrected and provided to all bidders without attribution to the bidder who provided the written notice.
- 5.5.3 All communication between the bidder and Supply Chain Management office must be done in writing.

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

PART A INVITATION TO BID

SBD 1

| | | | | | |
|--|--|---------------|---|--|--|
| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY) | | | | | |
| BID NUMBER: | ICT/OCT/2024/01 | CLOSING DATE: | 11 OCTOBER 2024 | CLOSING TIME: | 11:00 |
| DESCRIPTION | WEBSITE HOSTING SERVICE AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS | | | | |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) | | | | | |
| ADMIN BLOCK | | | | | |
| N1 NORTH TO MAKHADO | | | | | |
| GATEWAY WEG | | | | | |
| POLOKWANE, 0700 | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO | | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | | |
| CONTACT PERSON | JULIUS RAMATJIE | | CONTACT PERSON | MONICCA MNISI | |
| TELEPHONE NUMBER | 087-291-1088 | | TELEPHONE NUMBER | 087 291 1075 | |
| FACSIMILE NUMBER | 015-288-0125 | | FACSIMILE NUMBER | 015-288-0122 | |
| E-MAIL ADDRESS | scmgroupp@gaal.co.za | | E-MAIL ADDRESS | Monicca.mnisi@gaal.co.za | |
| SUPPLIER INFORMATION | | | | | |
| 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 |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF] | | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | | | [IF YES, ANSWER THE QUESTIONNAIRE BELOW] |
| QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | | | | | |

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

| | |
|--|--|
| 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 |
| 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. | |

PART B TERMS AND CONDITIONS FOR BIDDING

| |
|---|
| 1. BID SUBMISSION: |
| <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>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.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p> |
| 2. TAX COMPLIANCE REQUIREMENTS |
| <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>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."</p> |

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

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

BIDDER'S DISCLOSURE

SBD 4

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 interest¹ 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.

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |

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;

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

- 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 consortium² 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.
- 3.4 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.
- 3.5 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.
- 3.6 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

² 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.

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

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.

.....
Signature Date

.....
Position Name of bidder

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- 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 **To be completed by the organ of state**
- a) The applicable preference point system for this tender is the **80/20** preference point system.
- 1.3 Points for this tender (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:**

The maximum points for this tender are allocated as follows:

| | POINTS |
|--|---------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| Total points for Price and Specific Goals | 100 |

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender 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. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 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 tender. For the purposes of this tender the tenderer 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 tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|---|--|
| Enterprises with ownership of 51% or more by person/s who are black | 4 | |
| Enterprises with ownership of 51% or more by person/s who are women | 4 | |
| Enterprises with ownership of 51% or more by person/s who are youth | 4 | |
| Enterprises with ownership of 51% or more by person/s with disability | 2 | |
| Small, Medium and Micro Enterprises (SMMEs and QSEs) | 2 | |

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

| | | |
|---|-----------|--|
| Enterprises located in rural/township areas | 4 | |
| Total | 20 | |

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of
company/firm.....

4.4. Company registration number:
.....

4.5. 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]

4.6. 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 tender, 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;

SPECIFICATION FOR WEBSITE HOSTING SERVICES AND SSL CERTIFICATE WITH MAINTENANCE AND SUPPORT FOR A PERIOD OF 36 MONTHS

- 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 tendering 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 tenderer 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.

| | |
|--|--|
| <p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p> | |
| <p>SURNAME AND NAME:</p> <p>DATE:</p> <p>ADDRESS:</p> | <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |