



**national treasury**

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Department:  
National Treasury  
**REPUBLIC OF SOUTH AFRICA**

**TERMS OF REFERENCE (TOR)**

**NT010-2025: APPOINTMENT OF A SERVICE PROVIDER TO REDESIGN THE INTERNET AND INTRANET WEBSITES OF THE NATIONAL TREASURY (NT) FOR A PERIOD OF 24 MONTHS**

**CLOSING DATE: 14 JULY 2025 AT 11AM**

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# 1. INTRODUCTION

## 1.1 OVERVIEW

The required solution comprises of Internet and Intranet websites for National Treasury (NT) that complies with Government Communication and Information System (GCIS) guidelines and that satisfies NT business requirements concerning external and internal users. The Internet and Intranet websites should maximise sharing of information and data without unnecessary duplication. The Internet website should provide external clients access to information required from NT. The Intranet website should provide internal users with portals that focus on each division's functions and operations.

The benefits of the proposed solution are:

- The promotion of NT as a brand;
- Compliance to GCIS guidelines;
- Fed by integrated records and information repositories;
- Clear links to social media platforms and inclusion of streaming services; and
- Optical Character Recognition (OCR) and metadata-based searches of not only content but also records and information.
- Improved user experience:
  - Modern user-friendly site layout; and
  - Improved navigation and content placement as well as advanced search functionality.

## 1.2 BACKGROUND

In line with the Batho Pele principles and the Constitution of the Republic, the National Treasury has the mandate and the responsibility to ensure that information and services are easily, widely and equitably accessible. Through the use of the Internet, which is a strategic communication tool that is used to advance the communication objectives of the government, National Treasury should use websites to communicate information about the functions, programmes, activities, services and products and to provide a platform for citizens and partners to interact with them. In view of this, the National Treasury needs to ensure that its website is a comprehensive online repository for the department's information while also being responsive to the needs of the citizens and partners by providing as many services as possible online.

The current website however doesn't support the Batho Pele principles. It has outdated functionalities; it does not promote sharing of information between the department, citizens, and partners and it is built on obsolete technologies. The websites also do not present a professional

image of the department and they also don't comply with the Government Communication and Information System (GCIS) guidelines for developing websites.

The following are key issues that were raised, that are not met by the current website:

- Inadequate user experience design:
  - The current structure of the website is not logical in terms of navigation and content placement, and it requires a complete redesign;
  - The look and feel do not represent the way we want the National Treasury to be reflected and does not meet the minimum requirements as stated on the GCIS website development guideline applicable to all government departments;
  - The social media functionality is not visible at all platforms and needs to be accommodated. e.g., Instagram; Facebook, Twitter; etc.;
  - The streaming services such as 'YouTube' are not currently offered by the website. The website should accommodate a multimedia section to include pictures, podcasts, video's etc. (Below examples are extracted from the Parliamentary website)



- The content management (relating to each division or area) is not adequate; and
- The searching of documents is a challenge as the metadata is not clearly captured and documents are not captured in searchable formats.

## 2. PURPOSE

The purpose of this document is to outline the requirements for the appointment of a service provider for the redesign of the Internet and Intranet NT website. The services will be for a period of one (1) year. In addition, the document provides a specification for submission of proposals and pricing by the service providers.

### 2.1 DEFINITION OF THE SERVICE PROVIDER AND SKILLS

- A Service Provider is defined as a Company/Close Corporation/Partnership/Sole Proprietor represented by an individual who is the owner or designated employee or member.
- Skills are a specialised ability, including specific knowledge, experience, and attitude, of an individual human resource to satisfy the performance requirements of specific tasks.

### 3. CRITICAL SERVICES

The National Treasury has critical services that may be required; therefore, the service provider must ensure that the same services have been rendered to other clients within the borders of South Africa during the last 12-18 months.

Service provider(s) must provide 2 CVs (ANNEXURE 1) of candidates for each of the service categories listed below together with pricing on the 2 levels of skills (advanced and expert) to comply, failure to do so will disqualify the service provider. For evaluation purposes as detailed under Sections 5 and 8, only 1 CV will be used as per the required service.

The service categories are:

1. ICT Project Management services
2. Business Analysis services
3. User Experience (UI/UX) Design services
4. SharePoint Administration services
5. SharePoint Development services
6. .Net Development services

## 4. TECHNOLOGY STACK

The technology stack that the National Treasury websites must be developed on the following technologies:

### Internet

- SharePoint On-Premise – setting up of hosting environment and development
- Custom .NET development

### Intranet

- SharePoint Online
- Custom .NET development
- PowerPlatform development

## 5. RESOURCES REQUIREMENTS

The National Treasury requires the resources as follows:

*Table 1: Resources Requirements per Required Service*

Required Service	Skills Set	Resource	Required Qualifying Criteria
1. ICT Management Services	<ul style="list-style-type: none"> <li>Project Management</li> </ul>	<ul style="list-style-type: none"> <li>Project Manager</li> </ul>	<ul style="list-style-type: none"> <li>A minimum of a National Diploma/NQF6 in ICT and related fields (IT, Computer Science, and Engineering discipline).</li> <li>Desirable or equivalent Certified Project Management Certifications.</li> <li>All relevant required qualifications must be submitted, failure to do so will result in being allocated the lowest score.</li> </ul>
2. Technical Services	Design, Development and Administration	Business Analyst	<ul style="list-style-type: none"> <li>Minimum qualification – Diploma (NQF 6) in IT related field</li> <li>Certificate in Business Analysis (BA) related training</li> <li>All relevant required qualifications must be submitted, failure to do so will result in being allocated the lowest score.</li> </ul>

Terms of Reference: Appointment of a service provider to redesign the Internet and Intranet websites for the NT for a period of 24 months.

Required Service	Skills Set	Resource	Required Qualifying Criteria
		User Experience (UI/UX) Designer	<ul style="list-style-type: none"> <li>• Minimum qualification – Diploma (NQF 6) in IT related field</li> <li>• Certificate in User Experience related training</li> <li>• All relevant required qualifications must be submitted, failure to do so will result in being allocated the lowest score.</li> </ul>
		SharePoint Architect	<ul style="list-style-type: none"> <li>• Minimum qualification – Diploma (NQF 6) in IT related field</li> <li>• Certificate in SharePoint (SP) installation and configuration</li> <li>• All relevant required qualifications must be submitted, failure to do so will result in being allocated the lowest score.</li> </ul>
		SharePoint Developer	<ul style="list-style-type: none"> <li>• Minimum qualification – Diploma (NQF 6) in IT related field</li> <li>• Certificate in SharePoint (SP) development</li> </ul>

Terms of Reference: Appointment of a service provider to redesign the Internet and Intranet websites for the NT for a period of 24 months.

Required Service	Skills Set	Resource	Required Qualifying Criteria
			<ul style="list-style-type: none"> <li>• All relevant required qualifications must be submitted, failure to do so will result in being allocated the lowest score.</li> </ul>
		Content Manager	<ul style="list-style-type: none"> <li>• Minimum qualification – Diploma (NQF 6) in IT related field</li> <li>• Certificate in Content Management (CM)</li> <li>• All relevant required qualifications must be submitted, failure to do so will result in being allocated the lowest score.</li> </ul>
		Developer	<ul style="list-style-type: none"> <li>• Minimum 5 Years experience in developing .NET</li> <li>• Experience in developing Power Platform applications will be an advantage</li> <li>• Lack of .NET experience will result in the lowest score allocated</li> </ul>
		Tester	<ul style="list-style-type: none"> <li>• Minimum qualification – Diploma (NQF 6) in IT related field plus Certificate in Software Testing</li> </ul>

Required Service	Skills Set	Resource	Required Qualifying Criteria
			<ul style="list-style-type: none"> <li>• All relevant required qualifications must be submitted, failure to do so will result in being allocated the lowest score.</li> </ul>

**NOTE:**

- **Service Providers must provide at least one CV for each of the roles required to comply. CVs must be submitted for all roles and must clearly indicate the role for which the resource is being proposed. (Please complete the role sheet)**
- **For financial evaluation purposes, the service provider must provide a fixed rate per hour for a resource, as per the template provided as SBD3.3**
- **In instances where a service provider submitted more than one CV per role, the first CV per role will be considered for functional/technical evaluation.**
- **Should the deliverable exceed 1 year, an increase will be considered in accordance with the ruling CPIX rate at the time.**
- **Milestone payments will be made quarterly or monthly provided the job sign-off document is signed affirming that the deliverables to date have been achieved.**

## 6. SCOPE OF WORK

This bid covers the provision of various services by the successful service provider(s) on and as and when needed for the 24 months.

### 6.1 EXPERTISE REQUIRED

The National Treasury will provide a specification to the successful service provider(s) for each assignment and skills level (intermediate, advanced and/or expert) required.

### 6.2 PROJECT DELIVERABLES

The success of the assignment will be measured by the delivery and sign-off of specified and agreed upon deliverables by both parties.

A **draft** Business Requirement Specification document will be provided by NT. The service provider must compile and submit:

- Project Plan
- **Updated** Business Requirement Specification (based on consultations with all NT stakeholders)
- Functional and Technical Design Specifications
- Solution Architecture
- Test Cases
- Training Manuals
- Training of NT ICT officials on how to manage the websites
- System Administration Guide
- Project Progress Reports
- Project Close-Out Report

Further deliverables include:

#### **Internet Website**

- Development of internet website on SharePoint On-Premise, including setting up the hosting environment;
- Custom .NET development of components where necessary.

#### **Intranet**

- Development of intranet website on SharePoint Online;
- Custom .NET development of components where necessary.

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- PowerPlatform development of components where necessary.
- Post implementation support and maintenance for a period of 3 months.

### 6.3 TIMEFRAME

The appointment of the service provider(s) will be effective for 24 months.

### 6.4 REPORTING

The successful service provider(s) will be required to report on assignment progress from the commencement of the assignment until assignment close out according to the reporting requirements by the National Treasury. The frequency of the reports required will be according to the deliverables with a minimum frequency of once a week.

### 6.5 AGREEMENTS

The successful service provider(s) must undertake to conclude a Service Level Agreement (SLA) with the National Treasury. The SLA must consist of, but is not limited to the following:

- a clear description of the required services;
- defined payment terms for the services;
- agreement that the successful service provider shall designate a single point of contact for the service; and
- agreement that the successful service provider provides qualified personnel who have undergone the necessary training and certification to provide the required service.

### 6.6 LOCATION OF ASSIGNMENT

The National Treasury has multiple locations nationally and the resources could be required at the following premises:

- 40 Church Square, Pretoria CBD, 0001 (Head Office) / Other Office(s) to be determined in future

### 6.7 POINTS TO TAKE NOTE OF

- All tools to perform the required services need to be provided by the successful service provider(s).
- Parking facilities will not be provided by the National Treasury.

- The tender special conditions are clearly stated in the Special Conditions for NT ICT for Professional Services document.

## 7. MANDATORY REQUIREMENTS

### 7.1 ADMINISTRATIVE EVALUATION

An administrative evaluation will be carried out on all the bids received and if the under mentioned documentation is not signed and/or attached such a bid will be eliminated from any further evaluation.

#### 7.1.1. STAGE 1b: DOCUMENTS REQUIRED

- a) Proof of company registration on Central Supplier Database Registration (CSD).
- b) Profile of the potential bidder(s) must be submitted in the prescribed format in **(ANNEXURE 1 and ANNEXURE 2)**
- c) Service Providers must provide at least one (maximum 2) CV's signed by the relevant individual who is represented on the CV **(Annexure 1)** for each of the roles required to comply. CVs must be submitted for all roles and must clearly indicate the role for which the resource is being proposed. Service providers must complete the Resource List template to indicate the primary individual for each required resource.
- d) In instances where a service provider submitted more than one CV per role, the first compliant of the maximum 2 CVs per role will be considered for functional/technical evaluation. Any additional CV's will not be considered.
- e) **CV's (Annexure 1) must be signed by the proposed resource and not signed on behalf of the proposed resource. Unsigned CVs and CVs submitted in a different template will not be considered. A valid signature is needed (not just typing of initials and surname).**
- f) In case of Joint Venture, Consortium, Trust, or Partnership, a signed teaming agreement must be submitted.
- g) In case of Joint Venture, Consortium, Trust, or Partnership a Consolidated or for both companies CSD report or both companies CSD reports are required.

**FAILURE TO ADHERE TO THE CONDITIONS OF THE BID WILL LEAD TO DISQUALIFICATION.**

#### **NOTE: Additional Required Documents (Not for elimination)**

- a) Tax compliance status verification Pin issued by SARS.

- b) In case of Joint Venture, Consortium, Trust, or Partnership a Consolidated Valid Tax Clearance Certificate and/or SARS issued pin code for both companies must be submitted (which will be verified)
- c) Proof of valid registration with Compensation for Occupational Injuries and Disaster (COIDA).
- d) Certified copies of qualifications.

## 7.2 FUNCTIONALITY EVALUATION

A service provider that scores less than 60 points out of 100 as per evaluation criteria categories in respect of functionality will be regarded as submitting a non-responsive proposal and will be disqualified for further evaluation.

Table 2: Summary of Technical Evaluation Criteria

Evaluation Criteria	Weight%	Scoring Criteria
<p><b>1. Bidder Company Experience</b></p> <p>The bidder must have a minimum 5 years in web development using SharePoint and .NET technologies.</p> <p>Minimum three references letters not older than 10 years must address the following:</p> <ul style="list-style-type: none"> <li>• Description of the project, Client name, Client contact (i.e., email and office number), Project start date and project end date.</li> <li>• Furthermore, attach a letter from the client confirming satisfaction with the work assigned.</li> <li>• Reference letters should be on the client's letterhead and duly signed.</li> <li>• Failure to provide all the above details will result in allocation of the lowest score.</li> </ul>	10%	<p>5 points = five or more reference letters submitted reflecting all items and discussed in detail.</p> <p>4 points = four reference letters submitted reflecting all items.</p> <p>3 Points = three reference letters submitted reflecting all the items.</p> <p>2 points = two reference letters submitted reflecting all the items.</p> <p>1 Point = no reference letter or one reference letters submitted reflecting some items with little to no detail.</p>
<p><b>2. Resource Requirements</b></p>	80%	
<p><b>Project Manager Qualifications</b></p> <ul style="list-style-type: none"> <li>• A minimum of a National Diploma/NQF6 in ICT and related fields (IT, Computer Science, and Engineering discipline).</li> <li>• Desirable or equivalent Certified Project Management Certifications.</li> </ul>	5%	<p>5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus Project Management certification</p> <p>4= Bachelor's Degree/ Advance Diploma (NQF 7) plus Project Management certification</p>

<ul style="list-style-type: none"> <li>All relevant required qualifications must be submitted, failure to do so will result in being allocated the lowest score.</li> </ul>		<p>3 = National Diploma/NQF6 plus Project Management certification</p> <p>2= Matric plus Project Management certification</p> <p>1= Matric without project management certification</p>
<p><b>Project Manager Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 5 years relevant experience in a PM role within an IT environment</li> </ul>	5%	<p>5 = More than 9 Years</p> <p>4 = 6 to 9 Years</p> <p>3 = 5 Years</p> <p>2 = 3 to 4 Years</p> <p>1 = 1 to 2 Years</p>
<p><b>Business Analyst Qualifications</b></p> <ul style="list-style-type: none"> <li>Minimum qualification – Diploma (NQF 6) in IT related field</li> <li>Certificate in Business Analysis (BA) related training</li> <li>All relevant required qualifications must be submitted, failure to do so will result in being allocated the lowest score.</li> </ul>	5%	<p>5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus BA certification</p> <p>4= Bachelor’s Degree/ Advance Diploma (NQF 7) plus BA certification</p> <p>3 = National Diploma/NQF6 plus BA certification</p> <p>2= Matric plus BA certification</p> <p>1= Matric without BA certification</p>
<p><b>Business Analyst Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 5 Years experience in Business Analysis</li> </ul>	5%	<p>5 = More than 9 Years</p> <p>4 = 6 to 9 Years</p> <p>3 = 5 Years</p> <p>2 = 3 to 4 Years</p> <p>1 = 1 to 2 Years</p>
<p><b>User Experience (UI//UX) Designer Qualifications</b></p> <ul style="list-style-type: none"> <li>Minimum qualification – Diploma (NQF 6) in IT related field</li> <li>Certificate in User Experience related training</li> <li>All relevant required qualifications must be submitted, failure to do so will result in being allocated the lowest score.</li> </ul>	5%	<p>5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus UI//UX certification</p> <p>4= Bachelor’s Degree/ Advance Diploma (NQF 7) plus UI/UX certification</p> <p>3 = National Diploma/NQF6 plus UI/UX certification</p> <p>2= Matric plus UI/UX certification</p> <p>1= Matric without UI/UX certification</p>
<p><b>User Experience (UI/UI/UX) Designer Experience</b></p>	5%	<p>5 = More than 9 Years</p> <p>4 = 6 to 9 Years</p> <p>3 = 5 Years</p>

<ul style="list-style-type: none"> <li>Minimum 5 Years experience in designing user friendly interfaces and SharePoint experience</li> </ul>		2 = 3 to 4 Years 1 = 1 to 2 Years
<b>SharePoint Architect Qualifications</b> <ul style="list-style-type: none"> <li>Minimum qualification – Diploma (NQF 6) in IT related field</li> <li>Certificate in SharePoint (SP) installation and configuration</li> <li>All relevant required qualifications must be submitted, failure to do so will result in being allocated the lowest score.</li> </ul>	5%	5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus SP certification 4= Bachelor’s Degree/ Advance Diploma (NQF 7) plus SP certification 3 = National Diploma/NQF6 plus SP certification 2= Matric plus SP certification 1= Matric without SP certification
<b>SharePoint Architect Experience</b> Minimum 5 Years experience in setting up and administering SharePoint environments	5%	5 = More than 9 Years 4 = 6 to 9 Years 3 = 5 Years 2 = 3 to 4 Years 1 = 1 to 2 Years
<b>SharePoint Developer Qualifications</b> <ul style="list-style-type: none"> <li>Minimum qualification – Diploma (NQF 6) in IT related field</li> <li>Certificate in SharePoint (SP) development</li> <li>All relevant required qualifications must be submitted, failure to do so will result in being allocated the lowest score.</li> </ul>	5%	5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus SP certification 4= Bachelor’s Degree/ Advance Diploma (NQF 7) plus SP certification 3 = National Diploma/NQF6 plus SP certification 2= Matric plus SP certification 1= Matric without SP certification
<b>SharePoint Developer Experience</b> <ul style="list-style-type: none"> <li>Minimum 5 Years experience in developing SharePoint applications</li> <li>Experience in .NET will be an added advantage.</li> </ul>	5%	5 = More than 9 Years 4 = 6 to 9 Years 3 = 5 Years 2 = 3 to 4 Years 1 = 1 to 2 Years
<b>Content Manager Qualifications</b> <ul style="list-style-type: none"> <li>Minimum qualification – Diploma (NQF 6) in IT related field</li> <li>Certificate in Content Management (CM)</li> <li>All relevant required qualifications must be submitted, failure to do so</li> </ul>	5%	5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus CM certification 4= Bachelor’s Degree/ Advance Diploma (NQF 7) plus CM certification 3 = National Diploma/NQF6 plus CM certification 2= Matric plus CM certification

will result in being allocated the lowest score.		1= Matric without CM certification
<b>Content Manager Experience</b> <ul style="list-style-type: none"> <li>Minimum 5 Years experience in content management</li> </ul>	5%	5 = More than 9 Years 4 = 6 to 9 Years 3 = 5 Years 2 = 3 to 4 Years 1 = 1 to 2 Years
<b>Developer Qualifications</b> <ul style="list-style-type: none"> <li>Minimum qualification – Diploma (NQF 6) in IT related field</li> <li>Certificate in .NET</li> <li>All relevant required qualifications must be submitted, failure to do so will result in being allocated the lowest score.</li> </ul>	5%	5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus .NET certification 4= Bachelor's Degree/ Advance Diploma (NQF 7) plus .NET certification 3 = National Diploma/NQF6 plus .NET certification 2= Matric plus .NET certification 1= Matric without .NET certification
<b>Developer Experience</b> <ul style="list-style-type: none"> <li>Minimum 5 Years experience in developing .NET</li> <li>Experience in developing Power Platform applications will be an advantage</li> <li>Lack of .NET experience will result in the lowest score allocated</li> </ul>	5%	5 = 10 or more Years in .NET with Power Platform experience 4 = 5 to 9 Years in .NET with Power Platform experience 3 = 5 or more Years in .NET without Power Platform experience 2 = 3 to 4 Years in .NET 1 = 1 to 2 Years in .NET
<b>Tester Qualifications</b> <ul style="list-style-type: none"> <li>Minimum qualification – Diploma (NQF 6) in IT related field plus Certificate in Software Testing</li> <li>All relevant required qualifications must be submitted, failure to do so will result in being allocated the lowest score.</li> </ul>	5%	5 = Honours degree or Post Graduate Diploma (NQF 8) or higher plus Software Testing certification 4= Bachelor's Degree/ Advance Diploma (NQF 7) plus Software Testing certification 3 = National Diploma/NQF6 plus Software Testing certification 2= Matric plus Software Testing certification 1= Matric without Software Testing certification
<b>Tester Experience</b> <ul style="list-style-type: none"> <li>Minimum 5 Years experience in Software Testing</li> </ul>	5%	5 = More than 9 Years 4 = 6 to 9 Years 3 = 5 Years 2 = 3 to 4 Years 1 = 1 to 2 Years

<b>3. Company's Proven Technical Competencies (aligned to the services to be rendered)</b>		
<ul style="list-style-type: none"> <li>• Submission of a detailed Project Approach and Methodology document: <ul style="list-style-type: none"> <li>○ Detailed Project plan with: <ul style="list-style-type: none"> <li>▪ Milestones</li> <li>▪ Implementation Plan</li> <li>▪ Deliverables; and</li> <li>▪ Costing Schedule Etc.</li> </ul> </li> </ul> </li> <li>• The methodology proposed needs to be innovative, including but not limited to the following— <ul style="list-style-type: none"> <li>○ Extensive and highly interactive stakeholder interactions</li> <li>○ Showcase the value of the approach,</li> <li>○ Align the proposal with the goals of the stakeholders</li> <li>○ Share examples of where similar methodologies have been implemented and succeeded</li> </ul> </li> <li>• Proposed solution</li> </ul>	10%	<p>5 = Excellent (all of the following has been submitted and evaluated: proof of proposed approach, methodology; and proposed solution aligned to the services to be rendered with value added services identified)</p> <p>4 = Very Good (three of the following has been submitted and evaluated: proof of proposed approach, methodology; and proposed solution aligned to the services to be rendered)</p> <p>3 = Good (two of the following has been submitted and evaluated: proof of proposed approach, methodology; or proposed solution aligned to the services to be rendered)</p> <p>2 = Average (one of the following has been submitted and evaluated: proof of proposed approach, methodology; or proposed solution aligned to the services to be rendered)</p> <p>1 = Poor (No proof of proposed-approach and methodology; proposed solution)</p>
<b>Total</b>	<b>100%</b>	
<b>Minimum Threshold</b>	<b>60%</b>	

### 7.3 BRIEFING SESSION

A briefing session will be conducted using Microsoft Teams. To express your interest in joining the session, please send an email to [NTAdministrativeTenders@treasury.gov.za](mailto:NTAdministrativeTenders@treasury.gov.za). The meeting details are as follows:

**Date: 27 June 2025**

**Time: 10 – 11AM South African Standard Time (SAST)**

Venue: **MS Teams**

Link: <https://events.teams.microsoft.com/event/c47c58fe-a603-4edd-93e2-aa282b14ed51@1a45348f-02b4-4f9a-a7a8-7786f6dd3245>

**Kindly refer to link also on eTenders and NT website**

#### 7.4 SPECIFIC GOALS

For the purposes of this tender, the tenderer will be allocated points based on the goals stated and should be supported by proof/ documentation stated in Table 9 below.

Specific goals for the tender and points to be claimed are indicated in the table below:

The bidders who complied with the mandatory requirements and meet the minimum threshold of this bid were evaluated according to the Preference Point Scoring System as determined in the Preferential Procurement Regulations, 2022, pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.

The following preference point system is applied to all the bids:

	<b>Specific goals</b>	<b>Score</b>	<b>Required proof/ documents to be submitted for evaluation purposes</b>
1.	<p>The company owned by people who are Youth.</p> <ul style="list-style-type: none"><li>• 100% company owned by Youth= 5 points</li><li>• 75% - 99% company owned by Youth = 3 points</li><li>• 60% - 74% company owned by Youth = 2 point</li><li>• 51%- 59% company owned by Youth = 1 point</li><li>• 0 - 50% company owned by Youth = 0 point</li></ul>	5 points	<p>Proof of claim as declared on SBD 6.1 (one or more of the following will be used verifying the tenderer's status:</p> <ul style="list-style-type: none"><li>•Company Registration Certification/document (CIPC)</li><li>• Company Shareholders certificate</li><li>• Certified identification documentation of company director/s</li><li>• CSD report/ CSD registration number (MAAA number)</li><li>• B-BBEE Certificate of the tendering company.</li><li>• Consolidated B-BBEE certificated if the tendering company is a Consortium, Joint Venture, or Trust</li></ul>
2.	<p>The company is owned by Historically Disadvantaged Individuals (HDI) (Black).</p> <ul style="list-style-type: none"><li>• 100% company owned by HDI (blacks) = 5 points</li><li>• 75% - 99% company owned by HDI (blacks) = 3 points</li></ul>	5 points	<p>(Issued by verification agency accredited by the South African Accreditation System).</p> <ul style="list-style-type: none"><li>• Agreement for a Consortium, Joint Venture, or Trust.</li></ul>

	<ul style="list-style-type: none"> <li>• 60% - 74% company owned HDI (blacks) = 2 point</li> <li>• 51%- 59% company owned by HDI (blacks) = 1 point</li> <li>• 0 - 50% company owned by HDI (blacks) = 0 point</li> </ul>		
3.	<p>The company owned by HDI (Women).</p> <ul style="list-style-type: none"> <li>• 100% company owned by HDI (women) = 5 points</li> <li>• 75% - 99% company owned by HDI (women) = 3 points</li> <li>• 60% - 74% company owned by HDI (women) = 2 point</li> <li>• 51%- 59% company owned by HDI (women) = 1 point</li> <li>• 0 - 50% company owned by HDI (women) = 0 point</li> </ul>	5 points	
4.	<p>The company owned by HDI (people who are disabled).</p> <ul style="list-style-type: none"> <li>• 100% company owned by HDI (disabled) = 5 points</li> <li>• 75% - 99% company owned by HDI (disabled) = 3 points</li> <li>• 60% - 74% company owned by HDI (disabled) = 2 point</li> <li>• 51%- 59% company owned by HDI (disabled) = 1 point</li> <li>• 0 - 50% company owned by HDI (disabled) = 0 point</li> </ul>	5 points	

**\*Note:**

**Points will be allocated based on % ownership of the Company (Please attach proof/ required documents).**

Failure to submit the required proof will lead to a zero (0) status level for non-compliant service providers. The points scored by a bidder in respect of the points indicated above will be added to the points scored for price. Only a bidder who has completed and signed the declaration part of the preference claim form will be considered. National Treasury may, before a bid is adjudicated or at any time, require a bidder to substantiate claims made regarding the required proof. A trust,

consortium, or joint venture will qualify for points as a legal entity, provided that the entity submits the required proof.

## 7.5 TERMS AND CONDITIONS

- The service provider(s) are required to indicate services they will provide as listed in Section 3 of the Terms of Reference.
- The service provider should indicate if any part of the services will be outsourced and provide details on the scope of the outsourced portion.
- Bid rigging/ collusive behaviour by the bidder will result in disqualification.
- **The bidder hereby confirms and warrants that any personal information submitted as part of this bid — including but not limited to curriculum vitae (CVs), identity numbers, qualifications, and contact details of any proposed resources — has been collected and disclosed with the full knowledge and written, informed consent of the individuals concerned. Failure to provide valid consent, or submission of any resource information without such consent in terms of POPIA, will constitute material non-compliance and may result in immediate disqualification of the bid.**
- The successful service provider(s) and its employees or consultants will have to undergo a mandatory security clearance process. The National Treasury reserves the right to cancel, terminate or not award the contract to a company that either doesn't avail itself for security clearance or fails such. The successful service provider will also enter into a non-disclosure agreement with the National Treasury.
- Please note that if the bidder intends utilizing foreign nationals, it must observe: Employment Services Act, Act No. 4 of 2014 and Immigration Act, Act No. 13 of 2002.
- The bidder will also be expected to prove that: The bidder has exhausted all avenues to acquire that skill within the country. The resource will only work on projects, if they are granted a positive South African security clearance.
- Price proposal should be provided indicating the cost of each area of service on skills level (advance and expert). Service provider(s) must provide 1 CV (ANNEXURE 1 below) of candidates for each of the service categories listed below together with pricing on the 2 levels of skills (advanced and expert) to comply, failure to do so will result in the resources being paid at the rate provided (not exceeding DPSA prescribed rates).

- The service provider must undertake to conclude a Master Service Agreement (MSA) and Service Level Agreement (SLA) in agreement with the National Treasury. The MSA and SLA must consist of, but is not limited to the following:
  - Clear description of the required services and deliverables.
  - Defined payment terms for the service.
  - Agreement on the timeline.
  - Agreement that the successful service provider shall be a single point of contact for the service. In a case where service provider outsourced services, service provider will manage the National Treasury outsourced company directly.
  - Agreement that the successful service provider must provide qualified personnel who have undergone necessary training and certification to provide the required service. Should the skill/s not be available in-house, this must be specified.
  - In case the resources whose CVs were used for the submission of this tender, are no longer available during the assignment of the services required, the service provider must assign the resource with similar skills set and the National Treasury will assess the CV and grant approval. In the event of key personnel resigning, the service provider must inform National Treasury.
  - National Treasury reserves that right to accept or reject the replacement CVs presented. The service provider will be responsible for providing the desired replacement resources should the replacement CVs be rejected by National Treasury.

## 7.6 BID SUBMISSION

- The Service providers must respond to the TOR and follow the prescribed formats provided ICT requires specific professional services for the web development related projects as indicated in the TOR and these must be addressed by the service provider.
- Key personnel must be carefully chosen by the service provider and well-motivated through the curricula vitae (CVs). The format of the CVs must be strictly in accordance with the format indicated in **(ANNEXURE 1)** below. CV's must be signed by the proposed resource.
- CV's may be submitted if the employee is employed or affiliated with the company submitting the CV. Proof of employment with affiliation to the company could be requested.

- The service provider must include projects experience sheets to support the job profiles for the skills sets required.
- The contact details of the relevant management of the service provider must be provided as part of the bid documentation.

### 7.7 COMPETENCY, EXPERIENCE AND REFERENCES

Submitted CVs for individual consultants must indicate that they have specific experience in the provision of the required competencies and service provider(s) are required to submit the contact details of at least five (5) recent references who will confirm that the individual consultants have carried out similar work to that stated in their CVs.

Service provider(s) should ensure that the CVs they submit are for individuals who would be willing to carry out ICT assignments. CVs of an organisation's senior managerial staff, albeit highly qualified individuals, should not be submitted unless these individuals are prepared to give full commitment to actively carrying out ICT assignments.

ICT reserves the right to contact references as per the prescribed reference template (Annexure 2) during the evaluation and adjudication process to obtain information.

### 7.8 SECURITY REQUIREMENTS

All resources will be required to sign an Oath of Secrecy and submit security vetting information as per the National Treasury security policy as stated in mandatory requirements section in the Special Conditions of Contract.

## 8. ANNEXURE 1: RESOURCE LIST AND CURRICULUM VITAE TEMPLATES

Notes:

- **The CV format provided must be strictly adhered to. Non-compliance will result in the CV being rejected.**
- A Minimum font size of 10 and maximum font size of 12 shall be used.
- The CVs must specifically and clearly address the service requirements for evaluation purposes.
- Only CVs may be submitted if the employee is employed or affiliated with the company submitting the CV. Proof of employment or affiliation with the company could be requested.
- Do not refer to additional annexures on CV template.
- Resource may only be submitted by one company. Please ensure that CVs provided do not appear in more than one bid.
- **Please ensure that CVs are signed by the proposed resource. A valid signature is needed (not just typing of initials and surname).**
- Please separate each CV as single documents, including the CV template, attached qualifications.

### RESOURCE ALLOCATION PER ROLE (kindly indicate/tick the role)

Role	Nominated Individual
Project Manager	
Business Analyst	
User Experience (UX) Designer	
SharePoint Architect	
SharePoint Developer	
Content Manager	
Developer	
Tester	

### NOMINATED INDIVIDUAL'S CV

Nominated Individual's First Names	
Nominated Individual's Surname	
Nominated Individual's Date of Birth (yyyy-mm-dd, e.g. 2010-03-04)	

<b>Nominated Individual's Nationality</b>	
<b>Nominated Individual's ID Number or Passport Number for Non-residents</b>	
<b>Confirmation that the CV is not included in another bid (Please tick)</b>	

<b>Education/Qualifications</b> (Please include all relevant qualifications as attachments and not just the highest)			
<b>Institution</b>	<b>From Date</b>	<b>To Date</b>	<b>Qualification Obtained</b> (Include the discipline e.g. BSc Computer Engineering)

<b>Language Skills</b> Indicate your level of competence: excellent, average or basic.			
<b>Language</b>	<b>Reading</b>	<b>Speaking</b>	<b>Writing</b>
English			

**Project List** (kindly use below table as many times as needed throughout for additional list of projects)

<b>Project/Service</b>	
<b>Name of Client (current or past)</b>	
<b>Duration of project (Date [from – to])</b>	
<b>Description of project/service</b> (kindly be as detailed as possible on the technologies used, your role/position and your involvement on the project)	

<b>Full Current Contact Details of Three References to be Provided</b>				
<b>Full Names</b>	<b>Position</b>	<b>Company/ Organization</b>	<b>Telephone No.</b> (with country and area code)	<b>Cell Phone No.</b> (With country code)

Terms of Reference: Appointment of a service provider to redesign the Internet and Intranet websites for the NT for a period of 24 months.

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<p><b>Declaration by the Nominated Individual Described in this CV</b></p> <p>I hereby declare that I have provided consent for my information to be utilized for this bid. I declare that the above information is accurate and can be supported by documents and references on request.</p>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>

## 9. ANNEXURE 2: LIST OF PROJECTS AND CLIENT CONTACT TEMPLATE

Table 1: Annexure 2: List of project and client contact template

List Projects Rendered	Scope of Work	Duration	Client Contact Details

## 10. ANNEXURE A2: DETAILS OF SERVICE PROVIDERS

### 10.1 SERVICE PROVIDER 1 (MAIN CONTRACT HOLDER)

Item	Detail	Description
Service Provider's Name		Name of the organisation or individual submitting this bid
Central Supplier Database (CSD) Number		Reference number for the CSD system
Service Provider's Postal Address		Box number
		Suburb
		Postal code
Service Provider's Street Address		Number and street name
		Suburb
		Town/city
		Postal code
Service Provider's Telephone Number		Code and number, e.g. 012 488 9999
Service Provider's Facsimile Number		Code and number, e.g. 012 488 9999
Service Provider's Registration Number		Company registration number if Applicable
Service Provider's VAT Registration Number		If applicable
Service Provider's SARS Tax Number		
Service Provider's Tax Clearance Certificate Expiry Date		yyyy-mm-dd, e.g., 2010-03-04
Contact Person		Contact person for this bid
Contact Person's Cell Phone Number		Number, e.g. 088 345 6789
Contact Person's Email Address		
Name of Person Signing this Bid		Full name
Date of Signature of the Bid		yyyy-mm-dd, e.g. 2010-03-04
Capacity Under which this Bid is Signed		Director, member, individual, etc.
Signature		Sign here
Name of resource		Name & Surname

Terms of Reference: Appointment of a service provider to redesign the Internet and Intranet websites for the NT for a period of 24 months.

## 10.2 SERVICE PROVIDER 2 (SUB-CONTRACTOR)

Item	Detail	Description
Service Provider's Name		Name of the organisation or individual submitting this bid
Central Supplier Database (CSD) Number		Reference number for the CSD system
Service Provider's Postal Address		Box number
		Suburb
		Postal code
Service Provider's Street Address		Number and street name
		Suburb
		Town/city
		Postal code
Service Provider's Telephone Number		Code and number, e.g. 012 488 9999
Service Provider's Facsimile Number		Code and number, e.g. 012 488 9999
Service Provider's Registration Number		Company registration number if Applicable
Service Provider's VAT Registration Number		If applicable
Service Provider's SARS Tax Number		
Service Provider's Tax Clearance Certificate Expiry Date		yyyy-mm-dd, e.g. 2010-03-04
Contact Person		Contact person for this bid
Contact Person's Cell Phone Number		Number, e.g. 088 345 6789
Contact Person's Email Address		
Name of Person Signing this Bid		Full name
Date of Signature of the Bid		yyyy-mm-dd, e.g. 2010-03-04
Capacity Under which this Bid is Signed		Director, member, individual, etc.
Signature		Sign here

**NB: To be repeated for all two companies**

### **Notes:**

- If the postal address is the same as the street address, leave the postal address

fields blank.

- When completed, print a copy and sign. Submit the signed copy as part of the bid.
- This form must be completed irrespective of whether the service provider is an individual or an organisation.

# 11. ANNEXURE A3: SERVICE PROVIDER(S) PROFILE(S)

## 11.1 SERVICE PROVIDER 1 (MAIN CONTRACT HOLDER)

Summary of Service Provider's Relevant Experience (maximum 10 one sentence bullet points)
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Summary of Service Provider's Areas of Expertise (maximum 10 one sentence bullet points)
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

<b>Service Provider Name</b>	
<b>Representative's Name</b>	
<b>Representative's Signature</b>	
<b>Date of Signature</b>	

**Notes:**

When completed, print a copy and sign. Submit the signed copy as part of the bid.

## 11.2 SERVICE PROVIDER 2 (SUB-CONTRACTOR)

Summary of Service Provider's Relevant Experience (maximum 10 one sentence bullet points)
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Summary of Service Provider's Areas of Expertise (maximum 10 one sentence bullet points)
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

<b>Service Provider Name</b>	
<b>Representative's Name</b>	
<b>Representative's Signature</b>	
<b>Date of Signature</b>	

**Notes:**

When completed, print a copy and sign. Submit the signed copy as part of the bid.

## 12. CONTACT DETAILS

Physical address: 40 Church Square, Pretoria CBD, 0001 (Head Office).

For General enquiries: NT Administrative Tenders

E-mail : [NTAdministrativeTenders@treasury.gov.za](mailto:NTAdministrativeTenders@treasury.gov.za)