



REQUEST FOR QUOTATION: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO CREATE A MODERN, USER-FRIENDLY WEBSITE FOR THE NHBRC. THE QUALIFIED WEBSITE DESIGN AND DEVELOPMENT AGENCY WILL CREATE A WEBSITE THAT WILL SERVE AS A PLATFORM TO SHOWCASE OUR PRODUCTS/SERVICES, PROVIDE INFORMATION TO CUSTOMERS, AND ENHANCE OUR ONLINE PRESENCE.

RFP NO.: NHBRC RFQ 09/2024

CLOSING DATE: 22 NOVEMBER 2024

TIME: 11:00

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HOME BUILDERS REGISTRATION COUNCIL (NHBRC)

BID NUMBER:	NHBRC RFQ 09/2024	CLOSING DATE:	22/11/2024	CLOSING TIME:	11H00
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DESCRIPTION	REQUEST FOR QUOTATION: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO CREATE A MODERN, USER-FRIENDLY WEBSITE FOR THE NHBRC.THE QUALIFIED WEBSITE DESIGN AND DEVELOPMENT AGENCY WILL CREATE A WEBSITE THAT WILL SERVE AS A PLATFORM TO SHOWCASE OUR PRODUCTS/SERVICES, PROVIDE INFORMATION TO CUSTOMERS, AND ENHANCE OUR ONLINE PRESENCE.
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**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE
BID BOX SITUATED AT (STREET ADDRESS)**

27 Leeuwkop Road

Sunninghill

Sandton

Gauteng

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					
	TCS PIN:		OR	CSD No:	
CENTRAL SUPPLIER DATABASE REPORT OR MAAA NUMBER [TICK APPLICABLE BOX]	Yes No		COMPANY REGISTRATION DOCUMENTS		Yes No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					

A MAXIMUM POINTS OF 20 MAY BE AWARDED TO A BIDDER FOR PREFERENCE POINTS SPECIFIED IN THE TENDER AND CSD REPORT WILL BE USED TO VERIFY THE OWNERSHIP AND CALCULATION OF POINTS.

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? Yes No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	DATE
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)		

TOTAL NUMBER OF ITEMS OFFERED	N/A	TOTAL BID PRICE FOR A PERIOD OF TWELVE (12) MONTHS (ALL INCLUSIVE)
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:
DEPARTMENT/ PUBLIC ENTITY	NHBRC	CONTACT PERSON
CONTACT PERSON	Mr. Kabelo Phalane and Dr. Godfrey Khoza	TELEPHONE NUMBER
TELEPHONE NUMBER	011317 0114/0115	FACSIMILE NUMBER
FACSIMILE NUMBER	N/A	E-MAIL ADDRESS
E-MAIL ADDRESS	scmrequests@nhbrc.org.za godfreyk@nhbrc.org.za kabelo@nhbrc.org.za	

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. **BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY:(BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). A MAXIMUM POINTS OF 20 MAY BE AWARDED TO A BIDDER FOR PREFERENCE POINTS SPECIFIED IN THE TENDER AND CSD REPORT WILL BE USED TO VERIFY THE OWNERSHIP AND CALCULATION OF POINTS..**
- 1.4. **WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. CSD REPORT FOR PREFERENCE POINTS AND COMPANY REGISTRATION DOCUMENTS MAY BE SUBMITTED TO BIDDING INSTITUTION.**
- 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

2.1. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

- 2.2. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4. BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

- | | | |
|--|--------------------------|--------------------------|
| 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES NO | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO | <input type="checkbox"/> | <input type="checkbox"/> |
|
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE. | | |
| | <input type="checkbox"/> | <input type="checkbox"/> |

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

SCOPE OF WORK:

APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO CREATE A MODERN, USER-FRIENDLY WEBSITE FOR THE NHBRC. THE QUALIFIED WEBSITE DESIGN AND DEVELOPMENT AGENCY WILL CREATE A WEBSITE THAT WILL SERVE AS A PLATFORM TO SHOWCASE OUR PRODUCTS/SERVICES, PROVIDE INFORMATION TO CUSTOMERS, AND ENHANCE OUR ONLINE PRESENCE.

1 PURPOSE

National Home Builders Registration Council (NHBRC) invites all interested service providers to submit quotations/proposals for the appointment of a suitable service provider to provide a qualified website design and development or suitable service provider to create a modern, user-friendly website for the NHBRC. The website will serve as a platform to showcase our products/services, provide information to customers, and enhance our online presence.

2 BACKGROUND

2.1 ABOUT THE NHBRC

2.1.1 The National Home Builders Registration Council (NHBRC) is a regulator established in terms of section 2 of the Housing Consumers Protection Measures Act 95 of 1998 ("the Act"). Section 3 of the Act provides that the objects of the NHBRC are to:

- (a) represent the interests of housing consumers by providing warranty protection against defects in new homes;
- (b) regulate the home building industry;
- (c) provide protection to housing consumers in respect of the failure of home builders to comply with their obligations in terms of this Act;
- (d) establish and to promote ethical and technical standards in the home building industry;
- (e) improve structural quality in the interests of housing consumers and the home building industry;
- (f) promote housing consumer rights and to provide housing consumer information;
- (g) communicate with and to assist home builders to register in terms of this Act;
- (h) assist home builders, through training and inspection, to achieve and to maintain satisfactory technical standards of home building;
- (i) regulate insurers contemplated in section 23 (9) (a); and
- (j) in particular, achieve the stated objects of this section in the subsidy housing sector.

2.2 NHBRC OFFICES

2.2.1 The NHBRC is an organisation with a staff compliment of approximately 600 employees. The NHBRC's Head Office is located in Sunninghill, Gauteng, with nine (09) Provincial Offices and 12 Satellite Offices which are located in the following areas:

	NHBRC OFFICE LOCATIONS	#	NHBRC OFFICE LOCATIONS
1	Head Office, (Sunninghill)	13	Eastern Cape (East London) - Satellite
2	Gauteng (Sunninghill) – Provincial	14	Western Cape (George) - Satellite
3	Kwa-Zulu Natal(Durban) – Provincial	15	North West (Klerksdorp) - Satellite
4	Western Cape (Cape Town) – Provincial	16	Limpopo (Tzaneen) - Satellite
5	Eastern Cape (Port Elizabeth) – Provincial	17	Limpopo (Modimolle) - Satellite
6	North West (Rustenburg) – Provincial	18	Mpumalanga (Witbank) - Satellite
7	Limpopo (Polokwane) – Provincial	19	Free State (Bethlehem) – Satellite
8	Mpumalanga (Nelspruit) – Provincial	20	North West (Mahikeng) – Satellite
9	Free State (Bloemfontein) – Provincial	21	Limpopo (Thulamela) – Satellite
10	Northern Cape (Kimberley) - Provincial	22	Gauteng (Tshwane) – Satellite
11	Kwa-Zulu Natal (Newcastle) - Satellite	23	Eric Molobi Innovation Hub (Soshanguve)
12	Kwa-Zulu Natal (Richards Bay) - Satellite		

3 INTRODUCTION

The National Home Builders Registration Council is mandated by the Housing Consumers Protection Measures Act, 1998 (Act No. 95 of 1998) to regulate the homebuilding industry and protect housing consumers. The NHBRC ensures that it delivers on its mandate by delivering on its products and services, and the key performance indicators that are contained in the organizational scorecard.

VISION

To be the Champion of the Housing Consumers.

MISSION

To Protect the Housing Consumers and to Regulate the Homebuilding Environment.

MOTTO

Assuring Quality Homes.

STRATEGY OF NHBRC

The strategy of the NHBRC is based on the following pillars:

- To ensure that housing consumers and home builders are educated on their rights and obligations.
- To entrench a culture of compliance through fair and efficient enforcement mechanisms
- To research and introduce innovative products, methods and technologies within the homebuilding industry.
- To maintain a sustainable warranty fund.

4 OBJECTIVE

The NHBRC is seeking proposals from qualified website design and development agencies to create a modern, user-friendly website. The website will serve as a platform to showcase our products/services, provide information to customers, and enhance our online presence.

5 SCOPE OF WORK

- 5.1 A competent successful service provider should be able to provide a system that will be able to deliver the following services:
- 5.1.1 The website is currently built on a WordPress content management system;
 - 5.1.2 The website is hosted internally on Microsoft Azure;
 - 5.1.3 There must be consultation with NHBRC's internal stakeholders on website content, functionality, Web-architecture, design and graphics;
 - 5.1.4 Design and development of a responsive website with a contemporary and professional look and feel;
 - 5.1.5 The development of live demonstrations for consultation for both internal & external purposes;
 - 5.1.6 The website must provide easy navigation for End-Users, be smartphone-compatible and provide uniform interfaces;
 - 5.1.7 Integration of content management system (CMS) for easy content updates and management;
 - 5.1.8 Add functionality to promote the collection of feedback from the site's visitors (surveys, contact forms etc);
 - 5.1.9 Implement essential features such as contact forms, social media integration, Feedback Widgets, Live Chat Support, User Reviews and Testimonials, Surveys and Polls and newsletters;
 - 5.1.10 Customisation of website design and functionality to align with our brand identity and business objectives;
 - 5.1.11 Optimization for search engines (SEO) to improve visibility and ranking;

- 5.1.12 Design should be flexible and rendered properly for different screen resolutions on popular browsers (Microsoft Edge, Firefox, Safari and Chrome);
- 5.1.13 Testing across multiple devices and browsers to ensure compatibility and responsiveness;
- 5.1.14 Provide training and documentation for administrative users on managing and updating the website;
- 5.1.15 Email interfaces - Clicking the website link should trigger the opening of the default page;
- 5.1.16 The NHBRC will maintain ownership of the website, its components, and content, and will maintain the site internally;
- 5.1.17 The site must include a technology solution that allows the in-house staff to easily and cost-effectively update content and modify site design;
- 5.1.18 Integrate capabilities for hosting and streaming videos;
- 5.1.19 Provide technical support, and quality control for 2 months after the handover of the website.
- 5.1.20 Full source code and database shall be handed over to NHBRC;
- 5.1.21 Development of the mobile responsive website based on NHBRCs requirements;
- 5.1.22 Incorporate NHBRC portal links on the website;
- 5.1.23 Improved user experience (UX);
- 5.1.24 Adherence to web content accessibility guidelines 2.0 & 2.1 to increase accessibility to wider groups including people with disabilities, e.g., visually impaired;
- 5.1.25 Analytics reporting;
- 5.1.26 Social network integration;
- 5.1.27 Creation, testing and deployment of the automated migration of relevant content;
- 5.1.28 Testing and deployment of the website;
- 5.1.29 External secure hosting (99.999% uptime);
- 5.1.30 Configuration and hosting setup;
- 5.1.31 Annual penetration test conducted;
- 5.1.32 Issue SSL certificate;
- 5.1.33 Cookies management;
- 5.1.34 Training of Administrators and webmaster and internal users.

6 GENERAL REQUIREMENTS

- 6.1 The must be website informative, interactive, user-friendly and eye-catching, as well as attractive and professional, and must clearly communicate the objectives of the NHBRC as well as highlighting projects, events, quarterly newsletters and options to subscribe to the newsletter.
- 6.2 A photo slideshow on the home page, with the ability to change out photos as needed and the ability to add countdown clock.

- 6.3 Photo header on other sections of the webpage with the ability to have different photos for each section/department and the ability change photos as desired.
- 6.4 Ability to embed photographs of the NHBRCs facilities and events on site.
- 6.5 Integration of audio and video.
- 6.6 Standard website features while maintaining a unique and consistent look.
- 6.7 Easy maintenance by NHBRC staff, including making programmable changes internally without having to contact service provider.
- 6.8 Ability to plug in future technologies.
- 6.9 Enable easy access to NHBRC Portals
- 6.10 Search engine and web crawler optimised
- 6.11 Detailed analytics reporting
- 6.12 Multiple redundant backups for transparent downtime recovery.
- 6.13 Fully functional, both viewing and editing, with major browsers and operating systems on personal computers and mobile devices.
- 6.14 Website built using web standard coding that is platform and browser independent.
- 6.15 The NHBRC will own the website code.
- 6.16 Redesign and update the website, using the existing content and new content but with a revised and updated look and feel and new functionality.
- 6.17 Website to be secure and scalable.
- 6.18 Website to be fully searchable using the world's top search engines.
- 6.19 Website structure that is modern, usable, accessible and intuitive for users as well as easy to update.
- 6.20 Edit existing content as well as create new content that advances the vision of the website and the NHBRC.
- 6.21 The NHBRC to provide logos, Corporate identity manual, NHBRC photographs and content.
- 6.22 Provide new graphics design.

7 DEVELOPMENT OBJECTIVES

- 7.1 The NHBRC would like to create a customer-focused website using intuitive navigation controls that will allow for easy access to information by site visitors. The redesign should utilise the latest technology that is mobile responsive.
- 7.2 Balance Regulator Look and Feel with Unique Web Presence – Regulator sites are informative in nature and should clearly portray that purpose on this website. The site should also portray a unique web presence that is attractive as well as functional to fulfil the model of online regulator services.
- 7.3 The vendor will be expected to work with NHBRC staff to develop the “look and feel” of the site to convey the NHBRC unique brand. This shall include a cohesive graphic design incorporating the NHBRC brand, colours, logo, culture, etc.

- 7.4 Content Management System - The bidder shall provide a comprehensive, widely used, CMS solution as an option of the proposal. The CMS software proposed should not be a beta, release candidate, other early adopter technology or easily susceptible to hacking. The CMS shall be accessible via external access. The service provider will provide a search engine solution to support indexing of all contents within the CMS.
- 7.5 Calendar/Event Program – The NHBRC is looking for a flexible calendar program. Desired features include the ability to view the calendar in either day or month format. In addition, the ability to add to specific days hyperlinked events that can lead to either a web page or a document (such as PDF) is required. It is preferable that the calendar maintain the look and feel of the new website but retain the standard calendar look.
- 7.6 Online Newsroom - Ability to post news to a page or pages on the site. News should have the ability to be automatically archived in an easily retrievable manner at a predefined time after publishing and scheduled to be published at a future date and time. News headlines should have the option to be displayed on the homepage in an order defined by administrators.
- 7.7 Audio and video embedding - Ability to embed audio and video in website pages.
- 7.8 Integrated RSS Feeds - Integration with social networking applications so users can share NHBRC information with their social media contacts. The ability to integrate with future social media tools should also be provided.
- 7.9 RSS Feed Reader: Ability for staff to set up feed readers for important NHBRC information.
- 7.10 RSS Feeds: Ability for users to sign up to receive RSS feeds Browser/Device Compatibility - Responsive site design. Any new website design for this project should be easily viewable from a desktop, tablet or mobile device of any manufacture.
- 7.11 The user experience should be similar across all devices, allowing for differences in device layouts or requirements.
- 7.12 Fully functional, both viewing and editing, with the major browsers and operating systems on personal computers and mobile devices. Ensure implementation is functional with the current versions and one version back of all browsers and operating systems.
- 7.13 Website Analytics – Analytics tracking and reporting must be integrated on the site to allow for website visitor tracking, page tracking, etc.
- 7.14 Search Engine Accessibility - Search engine optimization (SEO) and site search functionality. The site should provide for search engine optimization to allow the highest possible ranking of the individual pages within the site from all major search providers, including but not limited to Bing, Google, MSN Search and Yahoo!
- 7.15 The site should be accessible by spiders for the purpose of indexing the site.
- 7.16 The site should be structured in a manner that spiders can crawl easily.
- 7.17 The site should provide meta-title and meta-description tags that can be maintained by NHBRC staff.
- 7.18 The site should provide robust and prominent smart search functionality allowing users to type in a word or phrase to find information on the site.
- 7.19 The search feature should provide results for a single word, combination of words, or the exact phrase searching using quotation marks.
- 7.20 The search feature should auto correct and/or provide results that best match misspelled words or phrases.

- 7.21 The search feature should enable search of both HTML pages and documents, such as PDF files.
- 7.22 Results will be returned in order of relevance based on the frequency of the search words in the page content or metadata, and results can be browsed by category.
- 7.23 Users should be able to browse search results within different content types, such as documents, event calendar and news.
- 7.24 Data Migration - Data and file migration from existing site and integration into new site:
- 7.25 Understanding that this RFP provides the NHBRC with the opportunity to restructure and update its content, the NHBRC has a significant investment in the existing content and files. Proposals should include the necessary process for migrating the data and files from the existing site into any new or upgraded CMS. This includes indexing and integrating existing content into the new design and navigation structure.
- 7.26 Knowledge Transfer and Skills Training - The newly designed website will bring new technologies to the NHBRC and new ways to use existing technologies.
- 7.27 The NHBRC expects the service provider to work closely with the NHBRC's key staff members to answer questions and give demonstrations on the new site features. Describe how your company will provide initial training for the NHBRC's appointed content users. In addition, describe how you will provide ongoing support by job title, including project management, development, help desk support and training as separate items.
- 7.28 Preference will be given to bidders who provide support as an unlimited part of ongoing services, within reason, rather than a pay-per-use system that discourages customer questions and interaction.

8 DURATION OF THE CONTRACT

- 8.1 The service provider and NHBRC will enter a **TBC** SLA on an effective date to be determined by the parties.

9 FUNCTIONAL EVALUATION CRITERIA

- 9.1 The evaluation of the functional/technical detail of the proposal will be based on the following criteria:

Functional Factors	Criteria Description
Number of years rendering website design and development	At least five (5) years' experience the company has been providing qualified website design and development service. Company profile must clearly indicate the number of years in business providing qualified website design and development service.
Client references	At least five (5) contactable references website design and development were successfully implemented.
Architectural and Solution design of the Website and	Redundancy detailing the actual proposed solution.

Functional Factors	Criteria Description
Content Manager	
Skills transfers plan	Clearly outline skills transfers plan
Architectural and Solution design of the Website and Content Manager	Redundancy detailing the actual proposed solution

10. TRACK RECORD

A complete list of the five (5) most recent projects completed in the last three years that were successfully completed within the website design and development a suitable service provider to create a modern, user-friendly website. The website will serve as a platform to showcase our products and services, provide information to customers, and enhance our online presence.

11. TECHNICAL DATA TO BE SUBMITTED BY BIDDER

11.1.Requisites of the Service Provider:

11.1.1 A detailed proposal and project plan

- Understanding of terms of reference.
- Team composition competencies (please attach CVs and indicate roles of individuals).
- Quality Assurance measures (process and control).
- Detailed Pricing Schedule

11.1.2 Documents to be submitted:

11.2 At least five (5) projects the bidder has completed in the last three years. The bidder must submit a summary of the projects in the format presented below:

Name of Project	Project Description	Project Period (Start date – End date)	Contract Value (incl. VAT)	Client Name	Client Contact Tel

Name of project:

Name of Client:

Client Contact Details

Contact person:

Role in Project:

Contact Tel No:

Contact Cell:

Project Start Date:

Project Completion Date:

Contract Amount (incl. VAT):

Summary of Project.

Note: Please attach a reference letter from the client indicating successful completion of the project as per the client's brief. (Excluding the NHBRC)

11.3 Expertise and experience of key personnel

11.3.2 The successful service provider will be required to provide the expertise, qualifications, and experience to successfully design and development agencies to create a modern, user-friendly website for our organisation

11.3.3 Suitably qualified and experienced technical personnel must be assigned to this project. Please complete a summary detail of the main Project Team in the format shown below:

NO		PROJECTS COMPLETED IN THE LAST THREE (3) YEARS				
	Full Name	Role in Project	Current Academic Qualifications	Key Area of Specialization	Years of Experience in the industry	Professional Registration

1.						
2.						
3.						
4.						
5.						

*Please attach recently (last 3 months) certified copies of academic qualifications.

Note, in addition please provide the following:

- CV for each of the project team members highlighting specific and relevant qualifications(National Diploma, Degree in Information Technology and website design relevant certifications) and experience.
- Key personnel may only be replaced by the personnel with similar expertise over the life of the contract and written permission must be obtained from the NHBRC.

TECHNICAL AND PRICE EVALUATION CRITERIA

11.4 In order to be considered each service provider is required to submit the following mandatory documentation:

All mandatory documents as per the SCM Mandatory Checklist in this RFQ should be completed in full, signed and submitted with the Bidder's response to this RFQ. Failure to comply with this requirement or submission of false, fraudulent or misleading information or documents will result in the disqualification of the Bidder or termination of the successful bidder's contract. In this regard, the NHBRC reserves its rights to take appropriate legal action.

DOCUMENTS TO BE SUBMITTED

No.	Please note the items marked with an (X) are mandatory documents and failure to meet the requirements will result in your bid being disqualified.		Yes/No
1.	X	Annexure 1-Pricing schedule (including a detailed costing breakdown of all costs)	
2.	X	SBD 4 (Declaration of interest, make sure it is completed and signed)	
3.	X	SBD 6.1 (Preference claim form should be completed and signed, regardless if points are claimed or not)	
4.	X	CSD/Central Supplier Database supplier number report	

FUNCTIONAL EVALUATION CRITERIA				SUB- CRITERIA	MAX POINTS
CRITERIA					
Company Experience: Service provider should at least have 5 years' experience in website development.				20	20
Less than 3 years		5-10 years	Above 10 years		
5		10	20		
Developers experience and certification: the developer should have at least 5 years'experience and be certified in the technology used to develop the website (Proof should be in the form of CV and relevant certificates				20	20
Less than 3 years		5-10 years	Above 10 years		
5		10	20		
Number of written references (: Bidders must submit signed reference letters from their clients including the website links. Reference letter must be on client letterhead and not older than five (5) years.				20	20
3 Letters		5 Letters	More than 5 Letters		
5		10	20		
Architectural and Solution design of the Website and Content Manager				20	20
Redundancy detailing the actual proposed solution.					
SKILLS TRANSFERS PLAN				20	20
Clearly outline skills transfers plan					
TOTAL				100	100

PRICE AND PREFERENCE POINTS EVALUATION

Only bids that achieve minimum qualifying score **70 points** or more for **Functional Requirements** will be evaluated further.

The contract will be awarded in terms of Regulations 4 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) and Preferential Procurement Regulations,2022 and bids will be adjudicated in terms of a (80/20) preference point system in terms of which points are awarded to bidders on the basis of:

80/20 Preference point system (for acquisition of services, works or goods with a Rand value more than R30 000.00)
(all applicable taxes included)

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

Where;

P_s = Points scored for comparative price of bid or offer under consideration

P_t = Comparative price of bid or offer under consideration

P_{min} = Comparative price of lowest acceptable bid or offer.

The points scored will be rounded off to the nearest two decimal places.

The points will be awarded to a Bidder in accordance with the table below:

A maximum of 20 points may be awarded to a bidder for Preference Points specified in the tender.

Preference Points	Points Allocated
Women	12
Youth	5
Disabilities	1.5
Military Veterans	1.5
TOTAL	20 Points

ANNEXURE 1: PRICING SCHEDULE

Appointment of a suitable service provider for the appointment of a qualified website design and development agencies or suitable service provider to create a modern, user-friendly website for the NHBRC	Unit Price (Excl. VAT) Year 1 (2024/25)
TOTAL	

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 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.

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:

.....
.....

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.



SBD 4

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 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 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, ¹ and 3 ABOVE



SBD 4

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
.....
Name of bidder	Position

¹ 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

PRICE QUOTATION PROCESS (UP TO R 1 MILLION)

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

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.
- b) **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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.

1.7 Bidders who wish to claim points in terms of table 4.2 below need to provide proof for each point claimed as guided below:

- Who is female- **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
- Who is youth - **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
- Who has a disability – **attach doctor’s letter confirming the disability**

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:

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

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:

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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 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)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Women owned companies	12		
II. Youth owned companies	5		
III. People living with disabilities owned companies	1.5		
V. Military Veterans owned companies	1.5		

The following formula will be applied to calculate the number of points for preference points:

$$NEP = NOP \times \frac{EP}{100}$$

Where

NEP = Points awarded for equity ownership Preference Points

NOP= The maximum number of points awarded for Preference Points

EP = The percentage of equity ownership

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;
- 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.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
 - Declaration of interest;
 - Declaration of Bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

WITNESSES

1

2

DATE:

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity
as.....
accept your bid under reference numberdated.....for the
rendering of services indicated hereunder and/or further specified in the annexure(s). 2. An official order
indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and
conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ON

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1
2
DATE: