



The South African Council for the Project and Construction Management Professions

— CONSTRUCTING NEW PERSPECTIVES —

YOU ARE HEREBY INVITED TO BID (PROVIDE A QUOTATION) IN RESPECT OF PROFESSIONAL SERVICES REQUIRED BY THE SOUTH AFRICAN COUNCIL FOR THE PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS (SACPCMP).			
BID DESCRIPTION	REQUEST FOR PROPOSAL: Website Upgrade		
BID NUMBER	ICT/06/2025		
NAME OF INSTITUTION	The South African Council for the Project and Construction Management Professions (SACPCMP)		
THE PLACE WHERE GOODS ARE TO BE DELIVERED/ WORKS OR SERVICES ARE REQUIRED	SACPCMP Offices 446 Rigel Avenue South Rigel Office Park Erasmusrand Pretoria		
COMPULSORY REQUIREMENTS	<ul style="list-style-type: none">- Please note that failure to submit compulsory documents may lead to disqualification.- Only emailed submissions will be accepted.		
RFQ DISTRIBUTION DATE	06 May 2025	09h00	
QUERIES CLOSING DATE	20 May 2025	16h00	
RFQ CLOSING DATE	03 June 2025	16h00	
CONTACT DETAILS	Electronic bids	Electronic bids should be submitted to Sbongile Shabalala tenders@sacpcmp.org.za	
	Physical address	SACPCMP Offices 446 Rigel Avenue South Rigel Office Park Erasmusrand, Pretoria	
	Email	Nokuthula Madlala tenders@sacpcmp.org.za	
	Technical Queries (only)	Jubilee Phetogo Lekganyane phetogo.lekganyane@sacpcmp.org.za cc: tenders@sacpcmp.org.za	
	Contact person	Admin Enquiries: tenders@sacpcmp.org.za	
CATEGORY	To provide professional services as per the brief.		
SECTOR	Regulatory Council		
REGION	Gauteng Province		
	Date	TBC	

COMPULSORY BRIEFING	Time	TBC
	Venue	TBC

1. BACKGROUND

The South African Council for the Project and Construction Management Professions (SACPCMP) is a statutory body established under the Project and Construction Management Professions Act (Act No. 48 of 2000) to regulate project and construction management professionals in South Africa.

The SACPCMP website is a critical platform for communication, membership registration, and stakeholder engagement.

This initiative aims to improve user experience, align the website with contemporary standards, and integrate artificial intelligence (AI) and chatbot capabilities to provide a cutting-edge platform for members, stakeholders, and the public by introducing advanced functionalities, including an automated recruitment system to streamline hiring processes..

2. OBJECTIVES

The primary objectives of this project are to:

- 2.1** Develop a modern, responsive, and user-friendly website.
- 2.2** Improve accessibility and compliance with WCAG 2.1 and POPIA/GDPR regulations.
- 2.3** Enhance security measures to safeguard sensitive user data.
- 2.4** Implement an automated recruitment system to enhance efficiency in hiring processes.
- 2.5** Enable seamless integration with SACPCMP's existing systems and social media platforms.
- 2.6** Provide a user-friendly content management system (CMS) for efficient content updates.

3. SCOPE OF WORK

The successful bidder will deliver the following services:

- **Website Redesign and Development**
 - Create a modern, responsive design that ensures seamless user experiences across devices.
 - Align with SACPCMP branding guidelines for consistency.

- **AI and Chatbot Integration**

- Implement an AI-driven chatbot for 24/7 support, addressing user queries, providing guidance, and supporting SACPCMP members.
- Include features for navigation assistance, event reminders, and member account support.

- **Content Management System (CMS) Implementation**

- Provide a user-friendly CMS enabling SACPCMP to manage and update content dynamically.

- **Advanced Search Functionality**

- Integrate AI-powered search with natural language processing (NLP) for better content discovery.

- **Security and Compliance**

- Ensure compliance with South African regulations, including POPIA.
- Integrate SSL, multi-layered cybersecurity, and data protection measures.

- **Accessibility**

- Meet WCAG 2.1 standards for inclusivity, ensuring functionality for users with disabilities.

- **Data Analytics and Insights**

- Provide tools for performance monitoring, user behaviour analysis, and content effectiveness.

- **Social Media and Communication Integration**

- Enable seamless integration with SACPCMP's social media platforms and internal communication tools.

- **Training and Support**

- Deliver training to SACPCMP staff for effective use of the CMS, chatbot, and analytics tools.

- **Content Migration**

- Migrate existing content to the new platform without data loss or disruption.

- **Automated Recruitment System**

The recruitment system will automate the application review process by capturing, sorting, and ranking applications based on predefined criteria to streamline hiring and improve efficiency.

Key features:

- **Applicant Data Management**
 - Collect and manage personal details, qualifications, work experience, and supporting documents.
- **Automated Ranking**
 - Evaluate and rank applicants based on predefined criteria with configurable scoring for qualifications and experience.
- **Document Handling**
 - Ensure secure submission of documents in acceptable formats (PDF, Word).
- **Filtering and Sorting**
 - Enable administrators to filter and sort applicants by specific attributes such as experience, qualifications, and document status.
- **User Interface**
 - Provide an intuitive interface for both applicants and administrators to navigate the system easily.
- **Optional features:**
 - Email notifications to update applicants and administrators on submission status.
 - Reporting tools to generate insights into applicant trends and recruitment performance.
- **Deliverables**
 - Fully operational and modernised website.
 - Integrated AI chatbot and advanced search functionality.
 - Training materials and sessions for SACPCMP staff.
 - Comprehensive documentation, including user guides and system manuals.
 - Monthly and quarterly progress reports during implementation.

4. MANDATORY REQUIREMENTS

GENERAL MANDATORY REQUIREMENTS

Quotations will be disqualified or excluded under the following conditions:

- Submission after the deadline.
- Quotations submitted to an incorrect email address
- Service Providers whose tax matters are not in order at the time when SACPCMP makes an appointment.
- Not including a valid original tax clearance
- Not including a valid CSD certificate

EXPERIENCE AND EXPERTISE

The service provider must demonstrate a minimum of five years of experience in website development, maintenance, and support, including but not limited to:

Company Experience

- Successful design, deployment, and support of responsive websites with modern UI/UX standards.
- Implementation of website security measures compliant with South African data protection regulations (e.g., POPIA).
- Proven experience with integrating Content Management Systems (CMS) such as WordPress, Drupal, or equivalent platforms.
- Demonstrated expertise in AI and chatbot integration for website enhancement.
- Track record of website performance optimisation and SEO implementation.
- Ongoing website support and maintenance services, including issue resolution and upgrades.

References

- Provide at least three references from projects completed within the last five years.
- Each reference must include:
 - Project name and description.
 - Client organisation name and contact details.
 - Duration and timeline of the project.
 - Summary of deliverables and outcomes achieved.
 - The SACPCMP reserves the right to contact references for verification.

Team Expertise

The service provider's project team must include qualified professionals with relevant experience in website development, maintenance, and support. The proposed team must include:

- Project Manager: Minimum of five (5) years' experience in managing IT and website-related projects, ensuring successful project delivery within scope, budget, and timelines.

- **Website Developer:** Experienced in front-end and back-end development, with strong skills in HTML5, CSS3, JavaScript, PHP, and Python.
- **CMS Specialist:** Expertise in CMS platforms such as WordPress, Drupal, or Joomla, with experience in training and empowering internal teams to manage content effectively.
- **UI/UX Designer:** Proficient in designing user-friendly interfaces that align with the SACPCMP's branding and accessibility standards (WCAG 2.1 compliance).
- **SEO & Analytics Specialist:** Experienced in implementing and monitoring website analytics using tools such as Google Analytics and SEO optimisation techniques.
- **Cybersecurity Specialist:** Strong understanding of website security best practices, including SSL encryption, access control, and compliance with industry standards.

Technical Capability

The service provider must demonstrate their technical capability to develop, maintain, and support a robust, scalable, and compliant website solution that meets SACPCMP's objectives. The proposal should include the following:

1. Proposed Technical Solution

A comprehensive description of the proposed website solution, covering the following elements:

- **Technology Stack:**
 - Front-end technologies (e.g., HTML5, CSS3, JavaScript frameworks such as React, Angular, or Vue.js).
 - Back-end technologies (e.g., PHP, Python, Node.js, .NET).
 - Database management systems (e.g., MySQL, PostgreSQL, or equivalent).
 - Content Management System (CMS) capabilities (e.g., WordPress, Drupal).
 - AI and chatbot integration with NLP (e.g., Microsoft Bot Framework, Google Dialogflow).
- **Hosting and Infrastructure:**
 - Cloud-based or on-premise hosting solutions.
 - Scalability to support high traffic volumes.
 - Load balancing and content delivery network (CDN) implementation for optimal performance.
 - Secure hosting environments with regular backups and disaster recovery plans.

- **Security and Compliance:**
 - Implementation of HTTPS via SSL/TLS encryption.
 - Firewall configuration and web application security measures.
 - Security features such as multi-factor authentication (MFA), data encryption, and intrusion detection.
 - Regular vulnerability assessments and penetration testing.
- **Performance Optimisation:**
 - Strategies for optimising page speed and user experience.
 - Mobile-first design approach and compliance with responsive web standards.
 - Implementation of caching and content delivery mechanisms for faster load times.
- **Integration Capabilities:**
 - Seamless integration with third-party systems (e.g., CRM, membership platforms like MyMembership, payment gateways).
 - API development and documentation for future system interoperability.
 - Active Directory (AD) integration for user authentication and role-based access control.
- **AI and Automation Features:**
 - Chatbot capabilities for user support and self-service features.
 - Predictive analytics to support decision-making.
 - Automation of content management processes.

2. Approach to Implementation

- A clear roadmap for phased implementation, including:
 - Discovery and requirements gathering.
 - Design and prototyping.
 - Development and testing (User Acceptance Testing - UAT).
 - Deployment and post-launch support.

3. Maintenance and Support Strategy

- Ongoing support plans detailing:
 - Incident response times based on severity.
 - Regular updates and patch management.
 - Training and knowledge transfer for SACPCMP staff.

Monitoring and reporting mechanisms for website uptime, traffic, and security incidents.

Familiarity with Regulatory Requirements

The service provider must demonstrate a thorough understanding of the regulatory landscape applicable to the SACPCMP's digital operations. The proposal should outline the provider's experience in ensuring compliance with the following regulations:

1. Protection of Personal Information Act (POPIA)

- Implementing data privacy controls to ensure compliance with POPIA requirements, including:
 - Secure processing, storage, and transfer of personal data.
 - Privacy notices, consent management, and data subject access request handling.
 - Incident response plans for data breaches.
 - Role-based access controls to limit access to sensitive information.

2. Promotion of Access to Information Act (PAIA)

- Ensuring that the website facilitates transparency and provides required information as per PAIA regulations, including:
 - Public access to critical documents.
 - Mechanisms for requesting information.
 - Maintenance of an updated information manual.

3. ISO 27001 - Information Security Management Systems (ISMS)

- Ensuring adherence to international standards for information security, including:
 - Risk assessment and management.
 - Security incident management processes.
 - Secure system development life cycle (SDLC).

4. Web Accessibility (WCAG 2.1 Compliance)

- Designing and developing the website in line with WCAG 2.1 guidelines to ensure accessibility for users with disabilities, including:
 - Providing text alternatives for non-text content.
 - Ensuring compatibility with assistive technologies such as screen readers.
 - Implementing keyboard navigation for all website functionalities.

5. Compliance with ICT Governance Frameworks

- Experience in aligning IT operations with best practices in governance frameworks such as:
 - COBIT (Control Objectives for Information and Related Technologies) for IT governance.

- ITIL 4 for IT service management and incident resolution.
- National Cybersecurity Policy Framework (NCPF) for securing South African government websites.

6. Records Management and Archiving Standards

- Compliance with national and international records management standards, ensuring:
 - Proper retention, archiving, and disposal of website data.
 - Metadata management to support information retrieval.

Compliance with regulatory reporting requirements.

MINIMUM FUNCTIONAL REQUIREMENTS

The service provider must deliver the following minimum functional requirements to modernise and enhance the SACPCMP website, integrating AI and chatbot features while aligning with the organisation's objectives and regulatory requirements:

General Requirements

- Ensure compliance with international standards, including:
- ISO 27001 for Information Security Management.
- WCAG 2.1 for accessibility.
- POPIA for data protection and privacy.
- Deliver scalable solutions supporting SACPCMP's growth and digital transformation.
- Integrate seamless remote access and collaboration tools to cater to a modern workforce.

Technical Requirements

- **Responsive Design**
 - Provide a fully responsive website accessible across all devices (desktop, tablet, mobile).
- **Content Management System (CMS)**
 - Implement a modern, user-friendly CMS (e.g., WordPress, Drupal) allowing dynamic content updates, version control, and efficient content categorisation.
- **AI-Driven Chatbot**
 - Deploy an AI-powered chatbot for 24/7 user support, featuring:
 - Natural Language Processing (NLP) for intuitive interactions.
 - Assistance with website navigation, event registration, and membership queries.
 - Escalation to human support where necessary.
- **Search Functionality**
 - Integrate an advanced search engine with:

- Predictive text and autocomplete.
 - AI-based natural language processing for contextual results.
 - Search indexing for faster information retrieval.
- **Accessibility**
 - Meet WCAG 2.1 standards for inclusive design, ensuring usability for individuals with disabilities, including text-to-speech compatibility and keyboard navigation.
- **Security and Compliance**
 - Implement robust security protocols:
 - SSL encryption for secure data transmission.
 - Regular vulnerability assessments and penetration testing.
 - Compliance with POPIA and international data protection standards.
- **Social Media and Communication Integration**
 - Provide seamless integration with SACPCMP's social media platforms for cross-platform engagement.
 - Include a newsletter subscription system and notification alerts.
- **Event Management**
 - Integrated event calendar for scheduling and managing SACPCMP events.
 - Functionality to enable online event registration and ticketing.
- **Analytics and Reporting**
 - Incorporate analytics tools for tracking website performance, user behaviour, and content effectiveness.
 - Enable customisable reporting for data-driven decision-making.
- **Backup and Disaster Recovery**
 - Ensure data backups with defined recovery point objectives (RPO) and recovery time objectives (RTO).
 - Include a disaster recovery plan aligned with ISO 22301 standards.
- **Implementation Plan:**
 - **Implementation Plan:**
 - Phased implementation approach with clear milestones and deliverables.
 - Seamless migration of existing knowledge resources and metadata.
 - Rigorous testing, including User Acceptance Testing (UAT).
- **User Support:**
 - Comprehensive training sessions for staff and stakeholders.
 - 12 months of post-implementation technical support.
 - Accessible knowledge base and FAQs integrated into the system.
- **Service and Support:**
 - **Service Level Agreements (SLAs):**
 - Provide defined response and resolution times for system issues.
 - **Training:**

- Deliver end-user training for all staff.
 - Provide administrator training for system management and troubleshooting.
- **Ongoing Support:**
 - Offer technical support and system updates for at least 12 months post-implementation.
- **Documentation:**
 - Include comprehensive user manuals and technical documentation.
 - Provide knowledge base resources accessible through the Intranet.
- **Reporting and Monitoring**
 - **Generate monthly, quarterly, and annual reports on:**
 - Website uptime and performance metrics.
 - AI chatbot interactions and user satisfaction.
 - Security incidents and resolutions.
 - Real-time monitoring of website operations with alert notifications for critical issues
- **Implementation Plan**
 - Website audit and requirements gathering.
 - Design and development.
 - AI chatbot and advanced functionality integration.
 - Testing and deployment.
 - Deliver training and knowledge transfer to SACPCMP staff to ensure smooth operations post-implementation.

● **SPECIAL CONDITIONS**

- All enquiries must be made in writing to tenders@sacpcmp.org.za, during office hours between 09h00 and 16h30.
- SACPCMP reserves the right not to consider any Quotation not fully completed.
- By accepting to take part in the Quotation process, you agree to keep in confidence all information imparted to you in relation with the Quotation process, not to disclose it to third parties and not to use it for other purpose than the Quotation.
- The Respondent is responsible for all costs incurred in the preparation and submission of the Quotation.
- A copy/s of any affiliations, memberships and/or accreditations that support your submission must be included in the Quotation.
- Kindly note that SACPCMP is entitled to:
 - Amend any RFQ conditions, validity period, specifications, or extend the closing date and/or time of RFQ's before the closing date. All Respondents, to whom the RFQ documents have been issued, will be advised in writing of such amendments in good time.

- Verify any information contained in a Quotation.
- Not appoint any bidder.
- Vary, alter, and/or amend the terms of this RFQ, at any time prior to the finalisation of its adjudication hereof.
- Disqualify Quotations that contain an omission of disclosure of material information, that is factually inaccurate, and/or contains a misrepresentation.
- Not accept the lowest Quotation or any Quotation in part or in whole. The SACPCMP normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose Quotation is technically acceptable and/or financially advantageous to the SACPCMP.
- Appointment as a successful contractor shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such agreement within 30 (thirty) days from the appointment date, the SACPCMP shall be entitled to appoint the contractor who was rated 2nd (second), and so on.
- Cancel or withdraw from this RFQ as a whole or in part without furnishing reasons and without attracting any liability.
- This Quotation and its acceptance shall be subject to the terms and conditions contained in this RFQ document.

• QUOTATION

- Email Quotations should be submitted by 03 June 2025 **16h00 on** the following email addresses: tenders@sacpcmp.org.za

• BID EVALUATION:

1st Evaluation – Technical Evaluation

- Technical Evaluation

For a bidder to proceed to the next evaluation phase they must score at least 70 on the technical evaluation.

Technical Evaluation Criteria

	Criteria	Scoring Guidelines	Points
1	Company Experience Demonstrate experience in website modernisation, AI integration, and CMS implementation.	Points will be allocated as follows: <ul style="list-style-type: none"> • 5+ years with 3 compliant references= 15 points 	15

		<ul style="list-style-type: none"> • 3–4 years with 3 compliant references= 9 points • 1–2 years with 3 compliant references= 6 points • No compliant reference letter = 0 points 	
2	<p>Team Experience Assessment of the qualifications, certifications, and relevant experience of key personnel assigned to critical roles for the SACPCMP Website Upgrade project.</p> <p>Critical roles include:</p> <ul style="list-style-type: none"> • Web Developer (e.g., HTML, CSS, JavaScript, CMS platforms) • CMS Specialist (e.g., WordPress, Drupal) • Cybersecurity Specialist (e.g., ISO 27001, CISSP, CEH) • UI/UX Designer (e.g., Figma, Adobe XD, accessibility standards) • AI/Automation Specialist (e.g., Python, machine learning, chatbot integration) <p>Note: One individual may fulfil more than one role provided they are adequately qualified and experienced in each assigned role..</p>	<p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • 5 or more years' experience in similar projects All critical roles are staffed by qualified personnel Relevant certifications and verifiable experience are provided for each role: 25 Points • 3 to 4 years' relevant experience At least 4 out of the 5 critical roles are covered by certified personnel Any gaps are minor, e.g.: – One role has no formal certification but relevant experience is demonstrated – One individual has 3–4 years' experience instead of 5+ CVs and evidence still demonstrate capability to deliver: 18 Points • 1 to 2 years' experience Only 2 or 3 critical roles are covered Certifications and experience are incomplete or insufficient for other roles: 10 Points • No relevant experience provided Critical roles are unassigned or unsupported by evidence: 0 Points <p>CVs provided and compliant with TOR requirement.</p>	25
3	<p>Implementation Plan Provide a comprehensive plan that covers the following: – Project phases – Milestones</p>	<p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Detailed and well-structured implementation plan 	20

	<ul style="list-style-type: none"> – Timelines – Risk management – Reporting mechanisms 	<p>covering all five key areas: 20 Points</p> <ul style="list-style-type: none"> • Implementation plan adequately addresses four out of the five key areas: 14 Points • Implementation plan sufficiently addresses three key areas: 6 Points: • Limited or unclear implementation approach: 0 Points 	
4.	<p>Technical Approach Solution's alignment with SACPCMP's scope of work, including responsive design, AI chatbot, accessibility, and compliance.</p> <p>Proposal covers the following</p> <ul style="list-style-type: none"> 4.1 Responsive Design 4.2 Content Management System (CMS) 4.3 AI-Driven Chatbot 4.4 Search Functionality 4.5 Accessibility 4.6 Security and Compliance 4.7 Social Media and Communication Integration 4.8 Event Management 4.9 Automated Recruitment System 4.10 Analytics and Reporting 4.11 Backup and Disaster Recovery 4.12 Implementation Plan: <ul style="list-style-type: none"> • User Support: • Service and Support: <ul style="list-style-type: none"> ○ Training:. ○ Ongoing Support: ○ Documentation: 4.13 Reporting and Monitoring 	<p>Points will be allocated as follows:</p> <ul style="list-style-type: none"> • Fully meets all technical requirements covers - 13 scope areas: 40 • Partially meets technical requirements, covering between 8 and 12 scope areas: 20 • Partially meets technical requirements, covering between 5 and 7 scope areas: 10 • Fails to meet technical requirements - 4 Scope areas or less: 0 	40
	Total		100

Bidders will be required to score 70 points and above to move to the second phase of evaluation.

2nd Phase of Evaluation

The evaluation phase will be evaluated as follows:

Description	Number of points for preference
Price	80
Specific goals	Number of points for preference
More than 30% black shareholding or owned enterprise.	10
More than 30% woman or women shareholding or owned enterprise.	2
More than 30% youth shareholding or owned enterprise.	2
More than 30% of people living with disability shareholding or owned enterprise.	1
RDP Goals	
SMMEs	5

- **Quotation Price**

These requirements are only minimum requirements. It is required that Service provider familiarise himself/herself with the details of the services/ supplies to be able for him/her to quote accordingly. The quoted price must be in South African Rands and be inclusive of 15% VAT.

- **PRICING SCHEDULE**

PROJECT STRUCTURE (please include delivery costs, if any)				
ITEM NO	ITEM DESCRIPTION	QTY	PRICE PER MONTH	Total
1				
2				
3				
4				
5				
6	Maintenance and support			

Please indicate how the line items above are factored into your costing breakdown of services.

NB: Validity period for this RFQ should be at least 3 Months from the date of submission.

- **General Conditions of Contract**

General Conditions of Contract (GCC) as per National Treasury will apply. Service providers must familiarise themselves with these conditions as they will be applicable throughout the duration of the contract period.

- **Evaluation Criteria**

Quotations received will be evaluated according to the prescriptions of the Preferential Procurement Regulations 2022 issued on 4 November 2022 pertaining to the Act and the SACPCMP Procurement Policy determined within the framework of the Act. The 80/20 preference point system will apply.

- **Contract Management**

The Service Provider will be required to sign a Standard Contract based for the duration and value of services.

Authorised Bidder's Signature

Date

PLEASE NOTE

1. Any quotation submitted after the closing date and time shall **NOT** be considered.
2. Ensure that your Quotation/ quotation clearly covers **ALL** the above aspects of the RFQ.
3. **DO NOT** include insurance to your quote as SACPCMP provides its own insurance.
4. **ALL QUOTATIONS and ENQUIRIES** are to be addressed to the respective person stipulated on the Request for Quotation in **Supply Chain Management Department**.
5. The SACPCMP reserves the right to cancel the procurement process at any time without notice, and not issue the order.
6. Conditional quotations will be subject to SACPCMP acceptance and approval processes.
7. It is no longer compulsory for bidders to submit SBD 4, 8 & 9 together with this RFQ on the stipulated closing date.
8. The SACPCMP shall request the preferred bidder / service provider to complete and submit SBD 4, 8 & 9 before any awards are finalised. The SBD form shall be valid for a period of twelve (12) months from the date submitted. The onus will rest with the service provider who has been awarded the services to inform SACPCMP of any changes to the information provided on such SBD forms. Failure to do so will result in misrepresentation of facts/ information and may result in SACPCMP terminating the service or contract.
9. Payment terms: compliant invoices will be processed within 30 days after receipt.

FOR OFFICE USE ONLY

RECEIVED BY: _____

COMPANY STAMP

SBD 6.1

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of above R30,000 and 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 The value of this bid cannot exceed an estimated amount of R50 000 000 (including all applicable taxes) and therefore the 80/20 preferential procurement point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

(a) Price; and

(b) Specific preference points

1.4 The maximum points for this bid/ Quotation are allocated as follows:

Description	Number of points for preference
Price	80
Specific goals	Number of points for preference
More than 30% black shareholding or owned enterprise.	10
More than 30% woman or women shareholding or owned enterprise.	2

More than 30% youth shareholding or owned enterprise.	2
More than 30% of people living with disability shareholding or owned enterprise.	1
RDP Goals	
SMMEs	5
TOTAL	100

- 1.6 Any specific goal for which a point may be awarded must be clearly specified in the invitation to submit a tender.
- 1.7 Tenderer failing to submit proof of required evidence to claim preferences for other specified goals, may only score in terms of the 80 or 90 points for price; and scores points out of 20 or 10 points, the relating to specific goals stated in the invitation to submit a tender
- 1.8 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim deemed fit in any manner required by the purchaser..

2. DEFINITIONS

Black People”	has the meaning assigned to it in section 1 of the Broad Based Black Economic Empowerment Act.
“Disability”	means in respect of a person, a permanent means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.
Highest acceptable tender”;	means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders

Historically Disadvantaged Individual (HDI)"	means a South African citizen: who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983) or the Constitution of the Republic of South Africa, 1993, (Act No 200 of 1993) ("the Interim Constitution); and/or who is a female; and/or who has a disability: provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be a HDI
People with disabilities". “	In terms of the Code of Good Practice on the Employment of Persons with disabilities: it is persons who have a long-term or recurring physical or mental impairment, which substantially limits their prospects of entry into, or advancement in employment
Price"	means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
SMMEs"	means small businesses; as defined in section 1 of the National Small Business Act, 1996 (Act No 102 of 1996) a separate and distinct business entity, including co-operative enterprises and non-governmental organisations, managed by one owner or more which, including its branches or subsidiaries, if any, is predominantly carried on in any sector or sub sector of the economy

	mentioned in Column I of the Schedule and which can be classified as a micro-, a very small, a small or a medium enterprise by satisfying the criteria 40 mentioned in columns 3; 4 and 5 of the' Schedule opposite the smallest relevant size or class as mentioned in column 2 of the Schedule.
“Specific goals”	means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;
“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;
Youth”	means persons between the ages of 14 and 35 as the National Youth Development Agency Act 54 of 2008.

- (a) **“B-BBEE”** means Broad-Based Black Economic Empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in

terms of section 9(1) of the Broad- Based Black Economic Empowerment Act;

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

3. POINTS AWARDED FOR PRICE

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

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

80/20	or	90/10
$\frac{Ps - P_{min}}{Ps - P_{min}} \times 80$		$\frac{Ps - P_{min}}{Ps - P_{min}} \times 90$
$\frac{Ps - P_{min}}{Ps - P_{min}} \times 80$	or	$\frac{Ps - P_{min}}{Ps - P_{min}} \times 90$

Where-

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

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 POINTS AWARDED FOR SPECIFIC PREFERENTIAL GOALS

Specific goals	Number of points for preference
More than 30% black shareholding or owned enterprise.	10
More than 30% woman or women shareholding or owned enterprise.	2
More than 30% youth shareholding or owned enterprise.	2
More than 30% of people living with disability shareholding or owned enterprise.	1
RDP Goals	
SMMEs	5
TOTAL	100

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted? (***Tick applicable box***)

YE	<input type="checkbox"/>	NO	<input type="checkbox"/>
----	--------------------------	----	--------------------------

7.1.1. If yes, please indicate:

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

YE	<input type="checkbox"/>	NO	<input type="checkbox"/>
----	--------------------------	----	--------------------------

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

Designated Group: An EME or QSE which is at last 51% owned by:	EME <input checked="" type="checkbox"/>	QSE <input type="checkbox"/>
---	---	--

Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of company name firm.....
- 8.2 VAT registration number.....
- 8.3 Company registration number.....
- 8.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

8.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

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

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

qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process.
 - (b) recover costs, losses, or damages it has incurred or suffered as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the bidder or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.....

2.....

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS:



Annexure A: Key Certifications Required – SACPCMP Website Upgrade

The following table outlines the recommended certifications for the proposed project team. These certifications will be used to assess and score the “Team Experience” component of the Technical Evaluation.

Role	Certification Area	Examples of Accepted Certifications
1. Project Manager	Project Management & Governance	<ul style="list-style-type: none"> - PRINCE2 Practitioner - PMP (Project Management Professional) - Agile Certified Practitioner (PMI-ACP) - ITIL v4 Foundation
2. Website Developer	Web Development (Front-end & Back-end)	<ul style="list-style-type: none"> - CIW Web Development Professional - Microsoft Certified: Azure Developer Associate

		<ul style="list-style-type: none"> - AWS Certified Developer – Associate - Zend Certified PHP Engineer - JavaScript Certification (React, Angular, Vue.js)
3. CMS Specialist	Content Management Systems	<ul style="list-style-type: none"> - WordPress Certified Developer - Drupal Certified Developer (Acquia) - Sitecore Certified Developer - HubSpot CMS Certification
4. UI/UX Designer	User Experience & Interface Design	<ul style="list-style-type: none"> - Google UX Design Certificate - Adobe Certified Expert (UX/UI) - Nielsen Norman Group UX Certification - Interaction Design Foundation Certificate
5. AI & Automation Specialist	Artificial Intelligence / Chatbots	<ul style="list-style-type: none"> - Google Dialogflow Certification - Microsoft Azure AI Engineer Associate - TensorFlow Developer Certificate - IBM Watson Assistant Certification
6. Cybersecurity Specialist	Security, Compliance & Risk	<ul style="list-style-type: none"> - CISSP (Certified Information Systems Security Professional) - CEH (Certified Ethical Hacker) - CISM (Certified Information Security Manager) - CompTIA Security+ - ISO/IEC 27001 Lead Implementer
7. SEO & Analytics Specialist	Search Engine Optimisation & Digital Insights	<ul style="list-style-type: none"> - Google Analytics Individual Qualification (GAIQ) - Yoast SEO for WordPress - Google SEO Fundamentals Certification - HubSpot Inbound Marketing Certification
8. Compliance & Governance	IT Governance & Legal Compliance	<ul style="list-style-type: none"> - COBIT 2019 Foundation - ISO/IEC 27001 Lead Auditor - National Cybersecurity Policy Framework (NCPF) Familiarity - GDPR & POPIA Compliance Certification
9. Maintenance & Support Specialist	System Administration & Operations	<ul style="list-style-type: none"> - Microsoft Certified: Azure Administrator Associate - AWS Certified SysOps Administrator - ITIL v4 Foundation (Service Management) - CompTIA Server+

Notes for Bidders:

- Bidders **must clearly link certifications to individuals proposed for each role.**
- One individual may fulfill **more than one role** provided they possess relevant qualifications and experience for each.
- Certification validity may be verified during the evaluation phase; expired or unverifiable certificates will not be accepted.

Addendum B;
Valid Tax Clearance Certificate.

Annexure A: Glossary

Key Certifications Required

1. Project Management

- PRINCE2 Practitioner
- PMI Project Management Professional (PMP)
- Agile Certified Practitioner (PMI-ACP)
- ITIL 4 Foundation

2. Website Development

- Certified Web Developer (CIW)
- Microsoft Certified: Azure Developer Associate
- AWS Certified Developer – Associate
- Zend Certified PHP Engineer
- JavaScript Developer Certification (React, Angular, Vue.js)
- Adobe Certified Expert (ACE) – Web Technologies

3. Content Management Systems (CMS)

- WordPress Certified Developer
- Drupal Certified Developer (Acquia)
- Sitecore Certified Developer
- HubSpot CMS Certification

4. UX/UI Design

- Google UX Design Certificate
- NNG UX Certification (Nielsen Norman Group)
- Adobe Certified Expert (ACE) – UX/UI Design
- Interaction Design Foundation Certification

5. Cybersecurity

- Certified Information Systems Security Professional (CISSP)
- Certified Ethical Hacker (CEH)
- CompTIA Security+
- Certified Information Security Manager (CISM)
- ISO/IEC 27001 Lead Implementer
- GDPR & POPIA Compliance Certification

6. SEO & Analytics

- Google Analytics Individual Qualification (GAIQ)
- Google SEO Fundamentals Certification
- Yoast SEO for WordPress
- HubSpot Inbound Marketing Certification

7. Compliance & Governance

- COBIT 2019 Foundation
- ISO 27001 Lead Auditor
- ITIL 4 Foundation
- National Cybersecurity Policy Framework (NCPF) Compliance

8. Maintenance & Support

- Microsoft Certified: Azure Administrator Associate
- AWS Certified SysOps Administrator
- Linux Professional Institute Certification (LPIC)
- ITIL 4 Foundation

9. Training & Documentation

- Certified Technical Trainer (CTT+)
- Train the Trainer Certification

Diploma/Degree in Technical Writing or Instructional Design