

REQUEST FOR PROPOSAL/TENDER (RFP/T)

TENDER NUMBER	RFP/ T03-2015/16
COMPULSORY BRIEFING DATE AND TIME	11 th December 2015 at 12h00
TENDER CLOSING DATE AND TIME	15 th January 2016 at 12h00
TENDER DESCRIPTION	To appoint an experienced service provider with the relevant skills to re-design the Seda Website, Intranet, Extranet, create an Outlook e-mail/newsletter template, and develop and implement an E-services Portal accessible via the Seda Website.

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SECTION A: TENDER INSTRUCTIONS & REQUIREMENTS

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1. INVITATION TO TENDER

**YOU ARE HEREBY INVITED TO BID FOR REQUIRMENTS OF THE
SMALL ENTERPRISE DEVELOPMENT AGENCY (Seda)**

TENDER NUMBER : RFP/T 03-2015/16

COMPULSORY BRIEFING DATE & TIME : 11 December 2015 at 12h00

BRIEFING SESSION VENUE : Small Enterprise Development Agency
The Fields, Office Block A,
1st Floor
1066 Burnett Street,
Hatfield, Pretoria.

TENDER CLOSING DATE & TIME : 15th January 2016 at 12h00

TENDER DESCRIPTION : To appoint an experienced service provider with the relevant skills to re-design the Seda Website, Intranet, Extranet, create an Outlook e-mail/newsletter template, and develop and implement an E-services Portal accessible via the Seda Website.

TENDER VALIDITY: 90 Days from date of closure of this tender.

BID DOCUMENTS MUST BE PLACED IN THE TENDER BOX AT THE ADDRESS INDICATED BELOW:

Small Enterprise Development Agency
The Fields, Office Block A,
Ground Floor
1066 Burnett Street,
Hatfield, Pretoria.

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Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The Tender, including the returnable address, must be submitted in a sealed envelope, marked with the Tender Number, Closing Date and Time of the Tender, and the Name and Address of the Tenderer/ Bidder.

ANY ENQUIRIES RELATING TO THE PROJECT AND/ OR BIDDING PROCEDURES, MAY BE DIRECTED TO:

Department : Supply Chain Management Unit
Contact Person : Ms S Wright
Tel : (012) 441-1218
Fax : (012) 441-2218
E-mail address : swright@seda.org.za

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2. GENERAL CONDITIONS OF TENDER

- 2.1 Bids must be submitted with all official Bid Forms duly completed. Which are contained within this tender document.
- 2.2 Bids must be delivered to the correct address location which is indicated in the tender document, and must be delivered timeously, as late bid submissions will NOT be accepted for consideration.
- 2.3 Late submissions will not be accepted under any circumstances. A submission will be considered late if it arrives only a second after 12:00 or any time thereafter. The tender shall be locked at exactly 12:00 Noon and tenders arriving late **will not** be accepted under any circumstances. Tenderers are therefore strongly advised to ensure that their tenders be dispatched allowing enough time for any unforeseen events that may delay the delivery of the tender.
- 2.3.1 The Tender, including the returnable address, must be submitted in a sealed envelope, marked with:
- (a) Tender Number
 - (b) Closing Date and Time of the Tender
 - (c) The Name and Address of the Tenderer
- 2.4 This Bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations of 2011, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.
- 2.5 The successful bidder will be required to sign a written contract.
- 2.6 It is an absolute condition that the taxes of the bidder **must be in order**, or that suitable arrangements have been made with the Receiver of Revenue to satisfy them. Proof of such arrangements from SARS must be provided in the absence of an original valid Tax Clearance Certificate.
- 2.7 An **Original, Valid, Tax Clearance Certificate must be submitted** with the tender proposal on or before the closing date and time of the tender. Failure to submit an original and valid Tax Clearance Certificate within seven (7) days of a notification of tender award may invalidate the tender award.
- 2.8 Each party to a consortium/ sub-contractors must submit a separate original and valid Tax Clearance Certificate. Application forms for the renewal of/ or application for a Tax Clearance Certificate is available at any Receiver's Office (SARS).

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- 2.9 The SBD4, SBD6.1, SBD8 and SBD9 documents contained in this RFP/T are compulsory documents and must be completed and returned with this tender proposal. Failure to submit completed and signed SBD documents will invalidate the tender proposal.
- 2.10 Failure to submit a valid BBBEE Certificate will result in zero preference points being awarded for BBBEE. If the entity's annual total revenue is R5m or less, then an Exemption Certificate may be submitted which has been issued by a **registered Auditor, Accounting Officer** (as contemplated in section 60(4) of the Close Corporation Act, 1984 (Act No. 69 of 1984)), or an **accredited SANAS verification agency**. Exempted Suppliers submitting an Exemption Certificate will be considered to be Level 4 BBBEE Contributors, and will automatically be entitled to claim/ be awarded 12/20 or 5/10 BBBEE preference points, based on whichever preference point system is applicable (i.e. 80/20 or 90/10).
- 2.11 Tender forms contained within the Tender Document requesting information have been drawn up so that certain essential information is to be furnished in a specific manner and format. Any additional particulars should be furnished on this document where appropriate, or in a separate annexure.
- 2.12 Should the bidder desire to make any departures from, or modifications to this tender/ bid or to qualify its quotation in any way, it shall clearly set out its tender departure/ modification as an Annexure, or alternatively state the content in a covering letter attached to the tender proposal referred to herein, failing which, the tender shall be deemed to be unqualified unless it conforms **exactly** with the requirements of this tender. Unless otherwise specified and stipulated in writing, any part of the tenderer's tender/bid which deviates from any terms and conditions stated within the tender document, shall be of no force or effect.
- 2.13 This tender document, together with associated forms and annexures, may NOT be retyped or re-drafted, but photocopies or reprints may be prepared and used.
- 2.14 This tender document, together with associated forms and annexures, may NOT be filled in by means of mechanical devices. A black ink pen should be used to fill in this tender document.
- 2.15 Bidders should check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.

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- 2.16 The tender price shall be open for **acceptance for a period of at least 90 calendar days after the closing date of the tender**. It should be noted that Tenderers may offer a shorter validity period, but their bid may in that event, be disregarded for this reason. Tenderers shall clearly state whether or not prices will remain firm for the duration of the contract. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange of variations) will not be considered. In cases where different delivery points influence the pricing, a separate pricing schedule must be submitted for each delivery point.
- 2.17 Failure to have the Price Declaration of this tender document signed, or signed by a duly authorized person, will constitute non-commitment by the bidder of the tender price, and **the bid will be invalidated**.
- 2.18 All prices shall be quoted in South African currency and be **VAT inclusive**.
- 2.19 Seda reserves the right to only accept part of the submitted bid by a supplier.
- 2.20 Seda reserves the right to withdraw this tender.
- 2.21 Unless specifically provided for in the tender document, no tenders will be considered if submitted or transmitted by telegram, telex, facsimile, e-mail or similar apparatus.
- 2.22 It should be noted that the Small Enterprise Development Agency reserves the right to accept or reject any tender proposal without being obliged to give any reasons in this respect.
- 2.23 The bidder's **company letterhead** must be used for the proposal's cover letter and reflect the company name, address and contact details.
- 2.24 The correct Tender Reference Number (See the front page of this RFP for the Tender Number) and the bidding company's name must appear on all pages of the proposal.
- 2.25 All pages of the proposal must be **initialed** by the responsible person.
- 2.26 These conditions form part of the tender general conditions which must be read in conjunction with the attached GCC by National Treasury, and failure to comply therewith will invalidate your tender.
- 2.27 Seda is committed to a fraud-free environment. One call can keep Seda Fraud & Corruption Free. Individuals may report any suspicious activity by calling the Seda Fraud Hotline: 0800 701 701; or e-mail: FraudPrevention@seda.org.za; or sms: 39772.

3 TAX CLEARANCE REQUIREMENTS

It is an absolute requirement that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the South African Revenue Services (SARS) to meet the bidder's tax obligations. Should a Tax Clearance Application be in progress, then proof from SARS must be provided that an application is in progress.

- 3.1 In order to meet this requirement, bidders are required to obtain from SARS and complete in full, the "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. An example of this application form is provided in this tender document, but is available at any SARS branch office nationally or on their website www.sars.gov.za .
- 3.2 Application for the Tax Clearance Certificate may also be made via e-Filing. In order to use this provision, taxpayers will need to register with SARS as an e-Filer through the SARS website www.sars.gov.za .
- 3.3 Tax Clearance Requirements are also applicable to foreign bidders/ individuals who wish to submit bids. Enquiries can be made at: sravele@sars.gov.za.
- 3.4 SARS will verify that the bidder's tax matters are in order and furnish the bidder with an original Tax Clearance Certificate which will be valid for a period of one (1) year from the date of approval.
- 3.5 The original, valid Tax Clearance Certificate must be submitted together with the bid/ tender proposal. Failure to submit the original, valid Tax Clearance Certificate within (7) seven days of a notification of tender award will result in the award being invalidated. Certified copies of the Tax Clearance Certificate will not be accepted.
- 3.6 In bids where Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate original, valid Tax Clearance Certificate. Certified copies of the Tax Clearance Certificate will not be accepted.

4. PREFERENCE POINTS CLAIM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS OF 2011

The preference point system will be applied in the adjudication of all qualifying bids/ tenders.

NB: TENDERERS SHOULD STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIONS IN RESPECT OF THE PREFERENCE POINT SYSTEM APPLICABLE TO B-BBEE AND PRICE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS OF 2011.

4.1 GENERAL CONDITIONS

4.1.1 The following preference point systems is applicable to all bids:

- (a) The 80/20 system for requirements with a Rand value up to R1,000,000 (all applicable taxes included); and/ or
- (b) The 90/10 system for requirements with a Rand value above R1,000,000 (all applicable taxes included).

Whichever preference point system is applicable, bids shall be awarded points for:

- (a) Price - (90 Points or 80 Points); and
- (b) B-BBEE (Based on the Status level of Contributor) - (10 Points or 20 Points).

4.1.2 The following conditions will apply when Functionality is used to evaluate bids:

If Functionality is part of the evaluation process then a stipulated minimum threshold must be specified which must be met by the bidder in order for the tender proposal to be further evaluated for preference points. All bids meeting the stipulated minimum threshold will be known as “qualifying bids”. Bids not meeting the minimum stipulated threshold for Functionality Criteria will not be considered for preference points and the bid will be eliminated/ disqualified for further evaluation.

4.2 ADJUDICATION USING THE 80/20 OR 90/10 PREFERENCE POINT SYSTEM

4.2.1 The bidder obtaining the highest number of points will be awarded the contract.

4.2.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

4.2.3 Points scored will be rounded off to the nearest 2 decimal places.

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4.2.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

4.2.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points, including equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

4.2.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4.3 AWARDING OF PREFERENCE POINTS FOR PRICE

The 80/20 or 90/10 preference point system will be applied in the adjudication of all qualifying bids/tenders where a maximum of 80 or 90 points will be allocated for price, but will not exceed the 80 or 90 points, dependant on which system is being applied:

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

Where

P_s = Points scored for price of bid under consideration

P_t = Rand value of bid under consideration

P_{\min} = Rand value of lowest acceptable bid

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4.4 AWARDING OF PREFERENCE POINTS FOR B-BBEE (Status Level of Contribution)

4.4.1 In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations of 2011, preference points must be awarded to a bidder for attaining the B-BBEE Status Level of Contribution in accordance with the B-BBEE Points Allocation Table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
**3	**8	**16
*4	*5	*12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

In terms of the Generic Codes of Good Practice, an enterprise including a sole propriety with an annual revenue of R5 million or less qualifies as an EME (with the exception of Sector Charters i.e. Tourism and Construction).

***In instances where EME's are more than 50% owned by black people, such EME's qualify as "B-BBEE status level three (3) contributors".*

**EME's are deemed to have a B-BBEE status level four (4) contributor.*

4.4.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

4.4.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

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- 4.4.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 4.4.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 4.4.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.4.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.4.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 4.4.9 In order to claim points for B-BBEE, (SCM/PCF 004: PREFERENCE POINTS CLAIM FORM (SBD6.1)) on Page 23 of the tender document must be completed and submitted with the tender proposal.

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SECTION B: TENDER FORMS FOR COMPLETION BY THE BIDDER (COMPULSORY)

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5 SCM/PD001: PRICE DECLARATION BY THE TENDERER

I/ We have examined the information provided in your tender document and offer to undertake the work prescribed in accordance with the requirements as set out in the tender document. The tender price quoted in this tender is valid for the stipulated period. I/We confirm the availability of the proposed team members. I/We confirm that this tender will remain binding upon us and may be accepted by you at any time before the expiry date.

Name and Surname:

Signature:

Date:

Are you duly authorized
 To commit this tender:

Yes	No	<input type="checkbox"/>
-----	----	--------------------------

Capacity under which this tender is signed:

TOTAL TENDER PRICE

Total Cost of Ownership (TCO) to Seda
 (Inclusive of VAT, Discounts, etc.)

R _____

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6 SCM/VOA002: VALIDITY OF TENDER PRICE FOR THE PERIOD OF ACCEPTANCE

The Bidder is required to complete the following information on the duration for acceptance of the tender price, as follows:

The tender price holds good until: _____
*(State alternative period if less than 90 days
after tender closure date)*

Print Name : _____

Signature of Tenderer : _____

Name of Company : _____

Date : _____

7 SCM/DOI003: DECLARATION OF INTEREST (SBD4)

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DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 2.1 Full Name of bidder or his or her representative:
- 2.2 Identity Number:
- 2.3 Position occupied in the Company (director, trustee, shareholder²):
- 2.4 Company Registration Number:
- 2.5 Tax Reference Number:
- 2.6 VAT Registration Number:

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2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means -

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder YES / NO
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

.....

Name of state institution at which you or the person
connected to the bidder is employed :

.....

Position occupied in the state institution:

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Any other particulars:

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

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2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder,
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

YES / NO

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

YES / NO

2.11.1 If so, furnish particulars:

.....
.....
.....

3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4. DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

8 SCM/PCF004: PREFERENCE POINTS CLAIM FORM (SBD6.1)

This preference claim form must form part of all bids submitted. Before completing this form, bidders must study the General Conditions and Definitions in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations of 2011. This form serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution and it must be completed by bidders claiming points in respect of B-BBEE Status Level of Contribution. *(As a guide, refer also to the table of B-BBEE Contributor Level, on page 13).*

DEFINITIONS

- 8.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 8.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 8.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 8.4 “**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 services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 8.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 8.6 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 8.7 “**consortium or joint venture**” 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;
- 8.8 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;

- 8.9 “EME” means any enterprise with annual total revenue of R5 million or less.
- 8.10 “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 8.11 “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 8.12 “non-firm prices” means all prices other than “firm” prices;
- 8.13 “person” includes a juristic person;
- 8.14 “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 8.15 “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 8.16 “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 8.17 “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 8.18 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

9 CLAIM DECLARATION

Bidders who claim points in respect of B-BEE Status Level Contribution must complete and provide the following information:-

- 9.1 **B-BBEE Status Level of Contribution:** (maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 2.1 must be in accordance with the table reflected on Page 14 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited

by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

9.2 SUB-CONTRACTING

9.2.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

9.2.1.1 If yes, 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? YES / NO (delete which is not applicable)

10. DECLARATION WITH REGARD TO COMPANY/ FIRM

10.1 Name of company/ firm:

10.2 VAT registration number:

10.3 Company registration number:

10.4 TYPE OF COMPANY/ FIRM [Tick Applicable Box]

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

10.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

10.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

- Manufacturer

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SBD6.1

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

10.7 Total number of years the company/firm has been in business?

10.8 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 contribution indicated in paragraph 2.1 of the foregoing certificate, 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 paragraph 2.1 above, 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 contribution 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

SIGNATURE(S) OF BIDDER(S)

2

DATE:

ADDRESS:

.....
.....
.....
.....
.....

9 SCM/DPSCM005: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (SBD8)

- 1 This Standard Bidding Document must form part of all bids submitted.
- 2 This document serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

Request for Proposal

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SBD8

4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

Request for Proposal

-3-

SBD8

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

10 SCM/IBD006: CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD9)

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited/ submitted.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____

that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
- (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit, or not to submit a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. 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 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.

10. 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.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of Bidder

Request for Proposal

11 SCM/SPD007: SERVICE PROVIDER DECLARATION

Tenderers must complete the Service Provider's Declaration Form.

SERVICE PROVIDER DECLARATION FORM

NB: Should your FORM not be completed in full with your Tender/Proposal will be rejected. Information in this questionnaire received will be treated with confidentiality.

COMPANY NAME: _____

COMPLETED BY: _____
Full Name and Surname

DESIGNATION: _____

DATE: _____

Request for Proposal

IMPORTANT NOTES: PLEASE READ CAREFULLY

To be completed by all Service Providers responding to a tender/ proposal or upon registration as an approved service provider on the procurement data base;

The application must be completed in full, be signed and commissioned by a Commissioner of Oaths where required.

A company profile must accompany the registration form but will not be accepted as a substitute for the application form - all fields on the application form must be completed by the tenderer.

Attached the following:

- Valid original Tax Clearance Certificate
- Copy of Registration Certificate (CC or Pty Ltd), Articles of Association and Memorandum of Agreement, whichever is applicable.
- Company PROFILE including experience.
- A copy of the previous two years audited/ signed-off financial statements.
- Copies of accreditation certificates etc. where applicable.

Request for Proposal

SERVICE PROVIDER DETAILS			
Registered Name of the Company:			
Trading Name of the Company:			
Company/ Close Corporation Registration Number:	VAT Registration Number:	Income Tax Reference Number:	
Telephone Number:		Fax Number:	
Web Address:		E-mail Address:	
Name of Contact Person:		Contact Numbers Cell:	
Business Physical Address:		Postal Address:	
Web Address:		E-mail Address:	
TYPE OF FIRM (Please <input type="checkbox"/> the relevant box or boxes)			
<input type="checkbox"/> Public Company (Ltd)			
<input type="checkbox"/> Private Company (Pty) Ltd			
<input type="checkbox"/> Closed Corporation (CC)			
<input type="checkbox"/> Sole Proprietor			
<input type="checkbox"/> Partnership			
<input type="checkbox"/> Trust			
<input type="checkbox"/> Section 21 Company			
<input type="checkbox"/> Government/ Parastatal			
<input type="checkbox"/> Joint Venture			
<input type="checkbox"/> Consortium			
<input type="checkbox"/> Other, (Specify)			
PARTICIPATION CAPACITY (Please <input type="checkbox"/> the relevant box or boxes)			
<input type="checkbox"/> Prime Contractor			
<input type="checkbox"/> Sub-Contractor			
<input type="checkbox"/> Supplier			
<input type="checkbox"/> Services including Professional			
<input type="checkbox"/> Manufacturer			
<input type="checkbox"/> Repairer			
<input type="checkbox"/> ISO Listed			
<input type="checkbox"/> Importer			

Request for Proposal

Company/ Institution Name	
Address	
Contact Person	Telephone:
Value of contract	R Date Completed:
Description of Work	
Company/ Institution Name	
Address	
Contact Person	Telephone:
Value of contract	R Date Completed:
Description of Work	
Company/ Institution Name	
Address	
Contact Person	Telephone:
Value of contract	R Date Completed:
Description of Work	
GENERAL	
1. Did the firm exist under a previous name? YES/ NO	
If YES, what was its previous name?	
2. Does your company/any of its employees have a vested interest in SEDA ? If so, state which Department within SEDA the said employee/s have such vested interest	
3. Indicate as to whether any of the Partners, Proprietors & Shareholders is in the service of SEDA and/or the DTI , dsbd or has been in the service of SEDA and/or the DTI , dsbd in the previous twelve months?	

Request for Proposal

BANKING DETAILS

I/We hereby request and authorize you to pay any amounts which accrue to me/us to the credit of my/our bank account with the below-mentioned bank. I/we understand that the credit transfer hereby authorized will be processed by computer through a system known as **Electronic Funds Transfer** and I/we also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to issue bank statements.) I/we understand that a payment will be applied by **Seda** in the normal way, and that it will indicate the date on which funds will be available in my/our account.

Bank Account Name : _____

Name of Bank : _____

Branch Code & Name : _____

Account Number : _____

Type of Account: Cheque Savings Transmission

Bank details to be certified as correct by DATE STAMP of BANK:

DATE STAMP OF BANK

Name and Surname : _____

Signature : _____

Designation : _____

Tel number : (_____) _____

Fax number : (_____) _____

Request for Proposal

I/We the undersigned, acknowledge(s) that:

- The information furnished is true and correct
- The B-BBEE points claimed is in accordance with the General Conditions contained within this document
- Any conflict of interest has been declared in writing
- An official Seda Purchase Order will be accepted
- Payment of any goods delivered or services rendered will be effected within 30 days from receipt of a valid invoice.

NAME AND SURNAME:

SIGNATURE:
 (Duly Authorised to sign)

ON BEHALF OF:
 (Name of Organization)

ADDRESS:

TELEPHONE NUMBER:

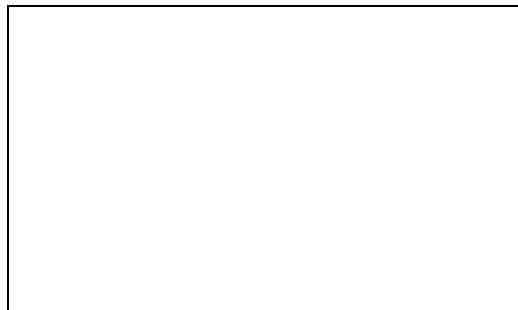
DATE:

REGISTERED COMMISSIONER OF OATHES:

SIGNATURE:

DATE:

STAMP:
 (Commissioner's Stamp with registered number)
 Failure to have a copy of this document signed by
 A Commissioner of Oaths may invalidate this
 tender/ proposal submission



Request for Proposal

SECTION C: TERMS OF REFERENCE AND BID EVALUATION CRITERIA

Request for Proposal

12 DESCRIPTION

Request for Tender for the redesign, development and implementation of the Seda Website, Intranet, Extranet, Newsletter Template and E-services portal.

13 BACKGROUND

The Small Enterprise Development Agency (Seda) is an agency of the Department of Small Business Development. Seda was established in December 2004, through the National Small Business Amendment Act, Act 29 of 2004, and is mandated to coordinate and provide non-financial support services to small enterprises through a network of its Branches and Service Providers.

Seda has 58 Branches and provides business development services to both potential and existing entrepreneurs. It is therefore crucial that Seda Practitioners be capacitated in the professional and relevant services to small enterprises.

As part of Seda's mandate to ensure access to business support services, Seda has a branch network which covers most of the country's district municipalities and Metropolitan cities. Further to this capacity the provincial delivery network has colocation facilities with local municipalities and mobile units to ensure client reach is enhanced. The business model in providing business support service is however limiting and challenging, in that to obtain/access these services, clients have to visit these delivery points. Seda's services are not provided online as a value add support service to clients through the Seda current website. The website merely communicates Seda products and services and limits clients from transacting with Seda online.

The organisation migrated from the SharePoint 2007 to the SharePoint 2013 environment. Seda is running both SharePoint 2007 and SharePoint 2013 farms. Master pages for both the Intranet and Websites which were developed and deployed for the 2007 environment.

Seda thus desires to redesign and migrate the current Website, Intranet and Extranet from 2007 to 2013 version of SharePoint and create an Outlook Emailer and to ensure that this is in line with Seda's CI (Corporate Identity) manual. The look and feel of the changes should take into account Seda's incorporation to the Ministry of Small Business Development (Department of Small Business Development - dsbd), whilst also assisting the organisation with configuration of a SharePoint 2013 development environment. The improved system should be interactive; there should be consistency between the

Request for Proposal

Website, Intranet, Extranet and Internal Communication Outlook mailer in terms of the content structure and look and feel, therefore adapting to the ever changing technology trends. The content should be structured in a manner that will attract client and employee engagement and participation. It should be more attractive with graphical and animated pages.

Seda's current delivery is traditional where prospective clients and current clients visit Seda delivery points to access Seda's services. Interaction with Seda practitioners has always been face to face/ physical through its branch and co-location points across the country. As part of its strategic focus, Seda has targeted the upper end of the SMME market to contribute to the job creation programme much faster. Seda's understanding and belief is that some of these clients would rather access Seda's products and services in modern ways through an online facility. Seda therefore wishes to expand access to its services offerings via the E-services portal which should be accessible from the Seda Website. The main objective of the portal would be to provide ready access to a wide range of information and other offerings to small enterprises, thus ensuring that visitors and clients can at least access business support services on-line through the Website. The automation of this process will also contribute to attracting the ideal upper end of the SMME client market. The provision of business information, a client registration process and other Seda services should thus be automated.

14 PURPOSE

The current Seda Website and Intranet are built on SharePoint 2007 and the organization has migrated to SharePoint 2013. As such, all Seda Website Master Pages were designed for 2007 environment and as a result they are not compatible with the 2013 environment. Migration process and the need to redesign the Master pages that can be deployed on a 2013 environment has resulted in the need for the Website, Intranet and Extranet redesign.

The purpose of this Request for Tender (RFT) is to seek relevant service providers who are Microsoft Collaboration and Content Partners with Microsoft SharePoint 2013 expertise, to redesign the Seda Website, Intranet, Extranet and create an Outlook email/newsletter template in line with the same look and feel as the Intranet; Build and setup Seda's SharePoint 2013 development environment and develop and implement an E-services portal that should be accessible via the Seda website. A one year, maintenance and support contract will be required to be entered into for maintenance and support services of the E-services portal which will also facilitate skills transfer.

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15 DESCRIPTION OF SERVICES REQUIRED: SCOPE OF WORK

15.1 INTRANET, EXTRANET AND WEBSITE REDESIGN

(a) Intranet/ Extranet		
Feature	Task Name	Task Description
Intranet and Extranet redesign	Create 2 prototypes for a new fresh look. Each prototype will include a home page, a content page and a search page.	Include the existing name, look must be reusable across other marketing collateral.
	Design review and changes	Create one final design incorporating SEDA feedback
Theme implementation	Create 2 master pages - Search and Collaboration	Create off base 2013 Master pages to be customised
	Create stylesheets	Implement the styling in CSS style sheets for both the Collaboration feature and Search feature. This will include application and library pages.
	Build Deployment Feature	Build a feature for theme deployment in the SEDA environment
	Deploy, test and update theme	Deploy the theme into the SEDA environment, test the theme and fix any issues that may arise
Message banner	Create scrolling message banner functionality	Message banner will be used to display new messages scrolling across the bottom of the home page. SEDA must be able to add/remove new messages
	Include web part in the home page	Include this web part in the page layout of the home page, including script to hide it when there is no content.

Request for Proposal

	Testing and bug fixes (Browser & Platforms)	
Newsletter and email Template	Design newsletter template based on new intranet branding	
	Review and finalise design	
	Create HTML template for use in Microsoft Outlook	
	Template training	
Content re-organise and Migration	<p>Re-organise the current content for both the Intranet and Extranet</p> <p>Migrate content from current SharePoint (MOSS) 2007 environment to SharePoint (MOSS) 2013 environment</p>	

Request for Proposal

(b)(1) Seda Website		
Feature	Task Name	Task Description
Responsive Layout		
Responsive Website redesign	Create 2 new prototype designs for Responsive implementation including redesign of the look and feel (only) of existing content and new content	Each design will consist of the following sub items: <ul style="list-style-type: none"> • Home page - Desktop, Tablet, Mobile • Secondary page - Desktop, Tablet, Mobile • Content Page - Desktop, Tablet, Mobile
	Review and refine final design	
	Build responsive JQuery Rotating Banner	This banner will read from a SharePoint list in order to enable authors to change the content
	Build responsive mega menu	
	Updating 2007 content query XSL rollups to be responsive	
	Implement the design	Design will be implemented to work seamlessly across all devices. It will be optimised for all browsers
	Ensure responsiveness of all existing web parts and content. Optimise and adjust where necessary	
	Testing and brand optimisation	Deploy the theme into the Seda environment, test the theme and fix any issues that may arise
Content re-organise and Migration	Re-organise the current content for the website Migrate content from current SharePoint (MOSS) 2007 environment to SharePoint (MOSS) 2013 environment	
At least one of the sub-sites must be able to allow visitors with write access to SharePoint list, in order to allow visitors to be able to provide feedback online.		

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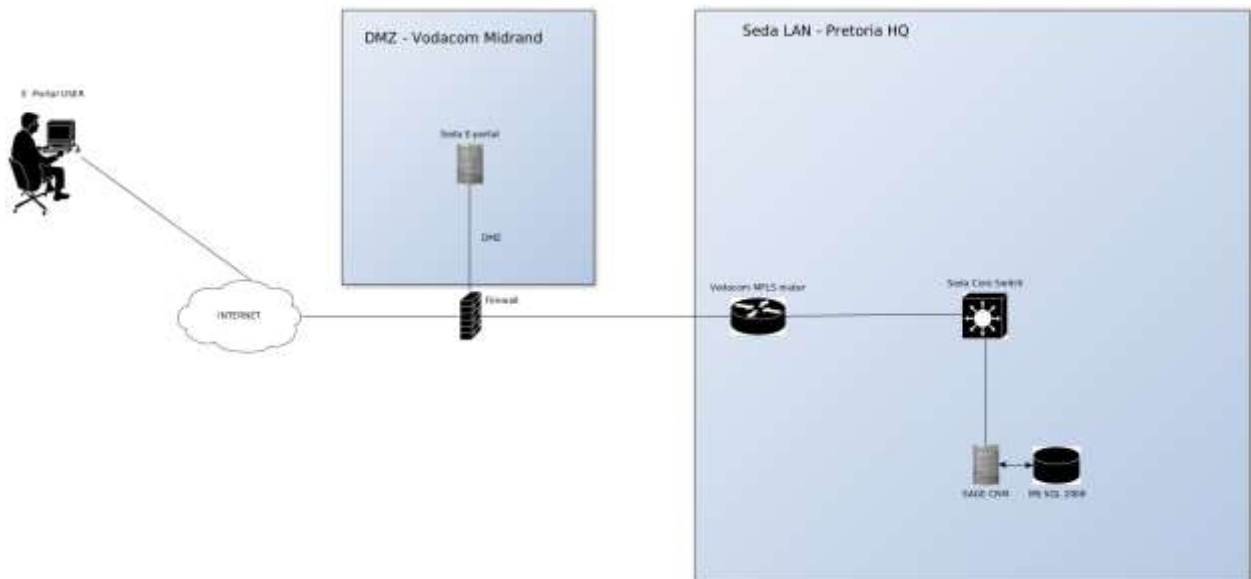
(b)(2) Website redesign: work breakdown		
Feature	Task Name	Task Description
Analysis	Analysis workshops with key Stakeholders	The workshops will help in understanding the purpose of the website, the target audiences, content, messages, user journeys and information flow
	Information architecture redesign	This is informed by the workshops, and results in a new Navigation structure for the website
	1st draft wireframes	Wireframes will outline the location and type of information key pages, ensuring navigation and user journeys are effective and optimised
	Home page content and design	Restructuring of the home page, including content prioritisation and design
	Build and Setup SharePoint (MOSS) 2013 Development Environment	Create an instance of the current SharePoint (MOSS) 2013 environment
	Content migration	Migrate all content and content databases

The service provider will be required to redesign the look and feel of all three platforms, being the Website, Intranet and Extranet to Seda Corporate Identity and approved layout by Seda's Branding Unit. The Seda Logo will be provided and facilitated through the Marketing and Customer relations Unit. Seda will provide the successful Service Provider with the Seda Corporate Identity Manual on award of this tender. Service Providers are therefore requested to provide Seda with a Proposal based on the prescribed project deliverables/specifications.

15.2 E-SERVICES PORTAL

Seda desires to expand access to offerings via the E-services portal which should be accessible on the Seda Website. The main objective of the portal is to provide ready access to a wide range of information and other offerings to small enterprises, thus ensuring that Seda visitors and clients can at least access business support services through the Website.

Diagram: E-Portal Architecture



Some of the core processes must be automated to enhance better engagements with the clients. The following preliminary requirements need to be catered for:

- Client Registration process automation (linked to existing CRM system)
- Captured information to be automatically linked to CRM and sent to the nearest Seda branch
- Automate basic self-assessments and provide access to an existing business planning tool (self assessment Criteria will be provided to the awarded bidder)
- Automation of a client needs assessment
- Synchronise data to CRM (SQL/ SAGE CRM) to automatically capture client data
- Create platform for structured referrals to partner organisations (partner organisations will be provided the awarded bidder)
- Automate provision of business information
- The portal should integrate / communicate with other Seda applications (e.g. CRM, tools website)

Request for Proposal

- Any updates to information, processes and procedures to be instantly updated across the access spectrum
- Information capturing to be mainly built on drop down menus (drop down criteria will be provided to the awarded bidder) and tick-boxes to reduce the quantity of information that would have to be captured via typed text
- A .mobi version of the portal to be developed to further expand access to information and services via web enabled cellular applications
- Portal must be able to “park/ hold” incomplete transactions for clients to continue/ resume at a later stage
- Access to “parked/ held” transactions must be managed through password protection.
- Clients should be able to provide feedback on the application for purposes of troubleshooting/ problem reporting and other communication.

15.3 INFORMATIONAL REQUIREMENTS

- The application shall be able to produce monthly reports
- The application shall be able to produce summary reports
- The application shall be able to produce trend reports, e.g. No of users interacting with the system
- The application shall be able to pull information from CRM and the tools website
- The application shall be linked to the report builder of CRM
- The application shall be able to provide immediate feedback to the client

15.4 NON-FUNCTIONAL REQUIREMENTS

- Usability - The application shall be easy to use by all Seda clients and employees
- Capacity and Performance - The application shall allow several Seda clients and employees to access it at the same time without downgrading performance
- Availability - The application shall be available 24/7 (95.5%) excluding planned scheduled maintenances
- Reliability - The application shall work as and when needed
- Security - only authorised users should be able to access certain features of the application
- Build and set up a development environment

16 PROJECT DELIVERABLES - SPECIFICATIONS

16.1 INTRANET, EXTRANET AND WEBSITE REDESIGN

16.1.1 Design and layout

- Project deliverable schedule/plan with deadlines
- Responsive Layout Prototypes (This must also reflect on the new navigational menus)
- Adherence to the Corporate Identity Manual.
- Preferred font to be used, Trebuchet MS.
- Implementation of the Design and Layout will be done on edited and approved Prototype.
- Logo and content to be supplied by Seda.

16.1.2 Testing of functionality and design

- Service provider to provide test cases that will detail all testing phases to be undertaken, and Seda will have to sign off the test cases
- Approved layout and theme to be tested and fix all the errors that might arise.
- On completion of this phase, the service provider must have made sure that there are no incompatibility issues and that the new theme works seamlessly in the 2013 SharePoint environment and are cross browser compatible.

16.1.3 Content migration

- Migrate content and all content databases to new 2013 SharePoint environment

16.1.4 Deployment of the Intranet, Extranet and Website

- Deploy the system into the 2013 SharePoint environment.

16.2 E-SERVICES PORTAL

The following phases will be followed in the implementation of the application:

16.2.1 Phase 1 - Analysis

16.2.2 Phase 2 - Design

16.2.3 Phase 3 - Development

16.2.4 Phase 4 - Testing

16.2.5 Phase 5 - Training (Training of approximately 9 users and 4 administrators on E-Services Portal based on Train the Trainer Methodology)

16.2.6 Phase 6 - Roll-out

17 DURATION OF PROJECT

- 17.1 Strict adherence to the project plan provided by the service provider will be a requirement where phased deliverables will be linked to payments based on work done.
- 17.2 A one year support and maintenance agreement will be required to be entered into after implementation of the E-services Portal.

18 DOCUMENTARY REQUIREMENTS

- 18.1 On completion of the project implementation, a documented “As Built” Manual must be provided for the Intranet, Extranet, Website and E-Services Portal.
- 18.2 On completion of the training of the E-Services Portal, an E-Services Portal Training Manual must be provided.
- 18.3 On completion of the project, the service provider will be required to provide Seda with the following final blue print:
- NEWSLETTER TEMPLATE AS WELL AS THE SOURCE CODE

19 COST OF PROJECT

Price is an important factor as Seda is required to ensure optimum value for money and Total Cost of Ownership. The price submitted must take into account the full cost of the project VAT Incl. A summary of the cost elements are described in (**Appendix II**) where a table has been developed for the purpose of convenience and ease of reference to be read with the proposal price required on (**page 15**) of the tender document.

However detailed costing by the bidder will be required to be broken down in a separate pricing/ costing schedule linked to the various delivery phases of the project plan presented depicting the value of the cost based on completion of work done for a particular phase of the project.

The cost for this project must be based on a Total Cost of Ownership to Seda, VAT inclusive, and must take into account all discounts offered.

20 EVALUATION OF THE TENDER

All tenders will be evaluated for functionality criteria which must meet the stipulated minimum threshold of 75% for functionality criteria, to qualify for the awarding of preference points for price and B-BBEE.

Qualifying bids will be evaluated in accordance with the 90/10 preference point system, as contemplated in the Preferential Procurement Regulations of 2011.

The following preference point system will be applicable to this bid which value is estimated to exceed R1,000,000 (all taxes included):

Preference Point System		
Description		Points Allocated
1	Price	90 Points
2	B-BBEE	10 Points

20.1 Pre-Qualification Criteria

The following pre-qualification criteria will form the basis of evaluating all bids received and failure to comply with the pre-qualification criteria will result in the disqualification of the bid:

1	A fully completed Tender Document with duly completed compulsory documents must be signed and certified where required and submitted together with the bidders tender proposal.
2	Attendance at the Seda briefing session for this project is compulsory and failure to attend will result in elimination of the bid.

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20.2 Functionality Criteria

The following functionality criteria will be used for evaluating all tender proposals, where proposals must score a minimum of seventy five percent (75%), being the stipulated minimum threshold, to qualify for the awarding of preference points.

20.2.1 Framework for Evaluation of Bids for Functionality Criteria

Functionality Criteria to be Evaluated		Points Allocated
1	Technical Ability, Capability, Capacity, Expertise and Track Record	60
2	Detailed project plan provided for the Seda project as described in the scope of work and the methodology/ approach of the project model	35
3	Training Methodology for “Train the Trainer” - E-services Portal/ CRM	5
	TOTAL	100
A FUNCTIONALITY SCORE OF LESS THAN SEVENTY FIVE (75) POINTS WILL ELIMINATE THE PROPOSAL FROM FURTHER EVALUATION		

Note:

Only qualifying proposals meeting the Stipulated Minimum Threshold of Seventy five percent (75%) will be considered for further evaluation for 90/10 Preference Points.

20.2.2 Detailed Functionality Criteria of Tender Proposal to be Evaluated

Detailed Functionality Criteria to be Evaluated													
1.	<p>Technical Ability, Capability, Capacity, Experience, Expertise and Track Record must be proven</p>												
1.1	<p>Company Capacity, Capability, Expertise, Experience and Track Record</p> <ul style="list-style-type: none"> • The company must prove that it is financially stable and provide the company's last two years audited financial statements proving this: <ul style="list-style-type: none"> One Year (2015/2016) - 2nd Year (2015/2014) <table border="1" style="margin-left: 40px;"> <tr> <td>Requirements fully met</td> <td>5 Points</td> </tr> <tr> <td>Requirements partially met</td> <td>2 Points</td> </tr> <tr> <td>Requirements not met</td> <td>0 Points</td> </tr> </table> • The company must prove internal capacity and skills to deliver on the Seda Website, Intranet, Extranet and E-Services Portal project by providing the following evidence: <ul style="list-style-type: none"> - Detailed company structure and organogram detailing human resource capacity and Skill. <table border="1" style="margin-left: 40px;"> <tr> <td>Requirements fully met</td> <td>5 Points</td> </tr> <tr> <td>Requirements partially met</td> <td>2 Points</td> </tr> <tr> <td>Requirements not met</td> <td>0 Points</td> </tr> </table> - A <u>minimum of three references</u> for each of the below-mentioned activities of completed projects where same/ similar work has been done within the public and private sectors which has been successfully undertaken by the company and/ or its staff, must be provided: <ol style="list-style-type: none"> (1) Website Development and Redesign (2) Intranet Development and Redesign (3) Extranet Development and Redesign (4) E-service Portal implementation 	Requirements fully met	5 Points	Requirements partially met	2 Points	Requirements not met	0 Points	Requirements fully met	5 Points	Requirements partially met	2 Points	Requirements not met	0 Points
Requirements fully met	5 Points												
Requirements partially met	2 Points												
Requirements not met	0 Points												
Requirements fully met	5 Points												
Requirements partially met	2 Points												
Requirements not met	0 Points												

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Note: The following Information is required to be provided for verification of the references provided:

- name of company
- name of contact person and their designation within the company
- telephone number/ Cell number
- e-mail address
- description of work done
- URL Links of work done for the referee
- dates when work was done
- duration of project

Requirements fully met	20 Points
Requirements partially met	10 Points
Requirements not met	0 Points

1.2 Staff Expertise, Experience and Technical Capability and Skill

- Detailed CV's of at least three (3) key staff/ personnel recommended/ assigned to the Seda project must be included in the proposal which clearly indicates their expertise/ relevant skills (refer to checklist of required skills - Attached as Appendix 1)

Note: CV's must be supported with credible, accredited qualifications/ certification which are relevant to the Seda project scope of work. Experience in project management is strongly recommended.

Requirements fully met	20 Points
Requirements partially met	8 Points
Requirements not met	0 Points

- Individuals recommended to the project must have expert knowledge and experience in developing web applications or solutions with a special focus of web applications built on Microsoft Office SharePoint Services 2007 to 2013, as well as experience in database development and management:
 - Five examples of the above experience must be referred to, which can be verified.

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		Requirements fully met	10 Points
		Requirement partially met	4 Points
		Requirement not met	0 Points
2.	Detailed Project Plan and Methodology/ Approach of Project Model		
2.1	Project Plan		
	<p>A <u>detailed</u> project plan is required to be submitted for the Seda project described in the Scope of Work for the implementation of the Seda Website, Intranet, Extranet redesign and E-Services Portal. The project plan must be:-</p> <ul style="list-style-type: none"> - Time bound; - Reflect all activities to be undertaken to deliverable conclusion and implementation of the Seda project which must be based on a phased approach; - Possible milestones and anticipated delays should be reflected if possible; - Human Resources allocated to each phase must be included; - Cost of deliverables of each phase must be included (which must be referenced to the total cost of the project as a Total Cost of Ownership to Seda as stated in the tender proposal); - User & Administrator Training must be included; - Documentary Requirements as stated in the TOR must be included; - E- Services Support and Maintenance for 12 months must be included. 		
		Requirements fully met	25 Points
		Requirements partially met	15 Points
		Requirements not met	0 Points
2.2	Methodology/ Approach of Project Model:-		
	<p>The service provider must provide their approach/ methodology which reflects alignment to the Seda Mandate and Small Business Services within the public sector.</p>		
		Relevance: Good	10 Points
		Relevance: Average	5 Points
		Relevance: Poor	0 Points

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3.	User Training Methodology	
	The service provider is required to provide Seda with a description of the “Train the Trainer” methodology for consideration for the E-Services Portal/ CRM, which will take into account the transfer of skills.	
	Relevance: Good	5 Points
	Relevance: Average	3 Points
	Relevance: Poor	0 Points
		TOTAL POINTS: 100

Note:

Only qualifying tender proposals meeting the Stipulated Minimum Threshold of seventy five percent (75%) will be considered for further evaluation for 90/10 Preference Points.

20.3 Awarding of Preference Points

Only qualifying proposals will be evaluated for preference points after meeting the Stipulated Minimum Threshold for functionality criteria in terms of the Preference Point System described in the PPPFA Regulations of 2011, as follows:

Preference Point System		
Description		Points Allocated
1	Price	90 Points
2	B-BBEE	10 Points
TOTAL POINTS		100 Points

20.3.1 Price

Price is an important factor as it ensures optimum value for money and Total Cost of Ownership to Seda. All bid prices will be brought to a common basis for evaluation and points will be allocated proportionately, and based on the lowest price.

20.3.2 B-BBEE

B-BBEE Preference claim form (SBD 6.1) must form part of all bids submitted. This form serves as a claim by the bidder for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution, and it must be completed by bidders claiming points in respect of B-BBEE Status Level of Contribution.

21 QUALITY OF PROPOSAL

Ensure that all the document attachments are clearly marked and the tender proposal is submitted in a clear, logical and well-marked format together with an index.

An introductory covering letter using the company's official stationary (letterhead) reflecting the company's name and address should accompany the tender proposal.

22 IMPORTANT DOCUMENTS TO BE SUBMITTED WITH THE BID

22.1 The following important documents must be submitted with the tender proposal:

- 22.1.1 The duly completed and signed returnable RFP/T Tender Document with all the required compulsory forms completed.
- 22.1.2 References of experience as requested.
- 22.1.3 CVs as requested.
- 22.1.4 Valid B-BBEE Certificate/ Exemption Certificate.
- 22.1.5 Valid, Original Tax Clearance Certificate.
- 22.1.6 Copy of Company Registration Certificate (CC or Pty Ltd), Articles of Association and Memorandum of Agreement, etc. whichever is applicable.
- 22.1.7 Company Profile that illustrates the core business and services being offered, which also includes an organogram and/or company structure reflecting the number of staff.
- 22.1.8 A copy of the last/ previous two years audited/ signed-off financial statements.
- 22.1.9 Copies of accreditation certificates requested etc.
- 22.1.10 A price schedule detailing the full cost breakdown, inclusive of VAT for the entire duration of the proposed contract.
- 22.1.11 The tender price proposal should be in South African Rands VAT Inclusive, and a Total Cost of Ownership to Seda (TCO).

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23 CLOSING DATE

Completed tender documents must be submitted in a sealed envelope clearly marked with the details as indicated on page 7 of this document and placed in the Seda Tender Box located at the address below. No late or electronic tenders will be accepted.

Tender Closing Date : 15th January 2016

Tender Closing Time : 12h00

Address : **The Seda Tender Box**
Small Enterprise Development Agency (Seda)
The Fields
Office Block A
Ground Floor
1066 Burnett Street
Hatfield
Pretoria, 0007

Telephone : (012) 441-1000 / 1218

All couriered/ posted tender proposals **MUST** reach Seda by the closing date and time.

CHECKLIST OF RELEVANT SKILLS, EXPERIENCE AND EXPERTISE REQUIRED BY NOMINATED PROJECT STAFF TO THE SEDA PROJECT

Instruction: Complete the checklist for each staff member nominated to the Seda project by indicating whether they have the required skills, experience and expertise.

Name of Person nominated to the Project:

Description		Yes	No
Web and System Development - 3 to 5 years			
1	SQL		
2	C#		
3	VB.NET		
4	HTML		
5	HTML5		
6	CSS 3.0		
7	XML		
8	XSL		
9	Javascript		
10	Jquery		
11	.NET Platforms		
12	Graphics		
13	Database Management		
System Migration			
14	Experience in migrating SharePoint 2007 to 2013		
15	Experience in developing mobile platforms		
16	Experience in developing systems in a distributed environment		
17	Experience in setting up development and test QA environments		
Other			
18	Project Management		

Table: Summary of Total Cost of Project

Description		Value VAT Incl.
1	Intranet, Extranet and Website Redesign including Outlook E-mailer	R
2	E-Services Portal (Inclusive of User Training)	R
3	Documented "As Built" Manual/s for the Intranet, Extranet, Website and E-Services Portal	R
4	Training Manuals (Users and Administrators) of Training conducted for E-Services Portal (Skills Transfer)	R
5	One year E-Services Portal Support and Maintenance Agreement	R
TOTAL COST OF OWNERSHIP TO SEDA		R

Instruction: To be included with proposal and must match up to Tender Price Declaration and Project Plan costing.

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ANNEXURE A: GENERAL CONDITIONS OF CONTRACT