

## TENDER DATA

Project title:	APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A NEW SENTECH WEBSITE, UPDATES AND STAFF TRAINING ON CMS FOR A PERIOD OF 12 MONTHS
Bid no:	SENT-047-2022-23

### 1. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

*SENTECH requires the development of a completely new website, temporary maintenance and training of staff on content updating and maintenance, for its corporate website.*

### 2. SUBMISSION OF BIDS and CLOSING

This Bid closes at the stipulated date and time as stated in SBD 1 Notice and Invitation to Bid. Bids must be submitted by hand to the Bid Administrator at SENTECH, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.

Bidders that choose to submit their bid documents before the closing date and time may do so during working hours only (08:30-15:30).

It is the Bidder's responsibility to ensure that their bid submissions reach the Bid Administrator before the bid closing time as no late submissions will be accepted.

Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted. Proposals may be opened in public. Bidders will be advised of the outcome by letter, facsimile or e-mail.

This is a two-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:

**Envelope One** "Original Technical Proposal" and one "Copy of Technical Proposal" together with a soft copy in PDF format of an electronic medium e.g. USB etc. The soft copy will consist of a single PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).

**No Financial Information must be included in Envelope 1.**

**Envelope Two** "Original Financial Proposal" (Contract Date and Pricing schedule/schedule of rates as applicable) together with 1 copy of "Financial Proposal" together with a soft copy in PDF format of an electronic medium e.g. Compact Disk (CD), USB etc. The soft copy will consist of a single PDF document containing the complete Financial Proposal. Bidders are required to place the sealed **Envelope 1** together **with** the sealed **Envelope 2** into one sealed envelope or container. The sealed envelope or container must be marked with the following information:

- **For Attention**
- **HEAD OF SUPPLY CHAIN MANAGEMENT**
- **BID REFERENCE NO:** ##
- **TECHNICAL AND FINANCIAL PROPOSALS**
- **INSERT CLOSING DATE AND TIME**
- **BIDDER'S NAME AND ADDRESS**

Bidders that combine their Technical Proposal with the Financial Proposal (or any financial information) will be automatically disqualified and not be evaluated further.

The financial proposal will only be opened and evaluated should the technical proposal be found to be responsive, being that the technical proposal has met the minimum technical evaluation criteria that are set out in the Bid Documents.

The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Late submissions will not be considered.

### 3. SIGN AND INITIAL

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Only original signatures will be accepted.

#### 4. COMPLETION OF BID DOCUMENTS

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

#### 5. COSTS OF PREPARING THE BID SUBMISSION

Bidders shall bear all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

#### 6. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

#### 7. BBBEE CODES AT SENTECH

Sentech complies with the codes of good practice as prescribed by the DTI, to advance Broad Based Black Economic Empowerment.

#### 8. Pre-qualification criteria

With the objective of advancing designated groups, the Bidding condition applicable to this Bid is \_\_\_\_\_ (Specify targeted companies (EME / QSE) or minimum B-BBEE status level of contributor) as contemplated in PPPFA regulations, 2017 sub regulation 4(1). A Bidder must provide documentary evidence to support their compliance with this prequalification criteria. A Bidder that fails to meet any pre-qualifying criteria stipulated in this Bid document is an unacceptable Bid.

#### 9. Subcontracting as a condition of Bid

The successful Bidder must subcontract a minimum of \_\_\_\_\_ % of the value of the contract to \_\_\_\_\_ (specify the designated group targeted) as contemplated in the PPPFA regulations, 2017 sub regulation 9(1);

#### 10. Transformation Plan

A transformation plan is a record of activities an entity intends to undertake to improve its BBBEE Level through Ownership, Management and Control; Skills Development; Enterprise and Supplier Development and Socio-Economic Development.

Sentech reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Bidder does not meet Sentech's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan must be submitted within 10 working days from the written request, failing which Sentech reserves the right to withdraw its appointment of the preferred recommended Bidder.

#### 11. LOCAL PRODUCTION AND CONTENT

In the case of designated sectors, where in the award of Bids, local production and content is of critical importance, such Bids will contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

Does this requirement fall under any designated sector as prescribed by the DTI?	Yes	No
If yes, specify the sector		
Specify minimum threshold applicable		

**\*Bidders must fill in the SBD6.2 for Local Content and Production**

#### 12. EVALUATION CRITERIA

The evaluation criteria are stipulated in 18 below. It is the Bidder's responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid.

#### 13. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

#### 14. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

#### 15. BID EVALUATION METHOD

This Bid will be evaluated as described in the table below.

<p># system will be followed for Technical and Price offer</p>	<p><b>1. Stage 1 – Administrative Responsiveness Evaluation</b> All the Technical Proposals will be evaluated against the <b>Administrative responsiveness requirements</b> as set out in the list of returnable documents.</p> <p><b>2. Stage 2 –Technical Evaluation</b> #</p> <p><b>3. Stage 3 – Price and Preference</b> Financial Proposals for Qualifying Bidders will be opened and evaluated. Bidder's financial offers and BEE certificates will be ranked according to price and preference points from the highest number of points to the lowest.</p>
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#### 16. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initialled. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1, 3.2, 3.3, 4, 5, 6.1, 6.2 8, and 9 depending on applicability.
- Complete and sign the Contract Data.
- Should this be a 2 envelope or 2 stage system, Bidders MUST separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.

#### 16.1. AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

#### 17. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass evaluation of:

- Mandatory Criteria
- Functional / Technical Criteria

#### 18. TECHNICAL EVALUATION CRITERIA

##### 18.1. Mandatory Eligibility Criteria

The follow in criteria are mandatory to ALL BIDDERS:

Mandatory Eligibility Criteria	Attach evidence	Provide reference page number in your proposal
Submit Drupal Certificate	Drupal certificate	#
Submit a signed letter of commitment: <ul style="list-style-type: none"> <li>• To meet the deadline of <b>02 May 2023</b></li> <li>• Listing and committing to the provision of a full team consisting of, but not limited to: Project Manager; Web Architect; Web Developer; Multi-Media Designer; Designer; Quality Assurance and testing specialists. Where one person is doing more than one portfolio, this must be clearly stated.</li> </ul>	Commitment letter	#

**NOTE: Bidders that do not comply with all the above criteria will not be evaluated further**

##### 18.2. Functional Criteria

Functionality criteria	Proof Required	Points
<b>Company UI &amp; UX Web Design and Development Experience:</b>  Provide web links with reference letters (on a company letterhead) confirming the websites developed using UX & UI design  i) 2 to 3 websites developed → 5 points ii) 4 to 5 websites developed → 10 points iii) 6 or more websites developed → 20 points	<b>Provide web links with reference letters (on a company letterhead) confirming the websites developed using UX &amp; UI design</b>	20
<b>Content Management System:</b>  Provide contactable company references where Drupal Content Management System has been used. No points will be allocated without reference letters  Web design experience in website development iv) Less than 2 Drupal CMS websites developed, and contactable company references → 5 points v) 2 to 3 Drupal CMS websites developed, and contactable company references → 10 points vi) 4 or more Drupal CMS websites developed, and contactable company references → 20 points	<b>Provide web links with reference letters (on a company letterhead) confirming the use of Drupal CMS</b>	20
<b>Project Plan:</b>  The service provider must provide a project plan of how the Website design project will be implemented at Sentech  i. The project plan has not been provided and no project timelines have been provided → 0 points ii. The project plan has been provided and the project will be delivered by 02 May 2023 → 15 points iii. The project plan has been provided and the project will be delivered in 1 week before 02 May 2023 → 20 points iv. The project plan has been provided and the project will be delivered 2 weeks before the 02 May 2023 → 30 points	<b>Submit detailed project plan with KEY MILESTONES, ACTIVITIES and RESOURCES for each task.</b>	30
<b>Resources</b>  Provide a list or table of the Project team and identify each person's role.  Provide CVs of all members of the SENTECH allocated project team and /or resources that will be working on the SENTECH Website design project.  The team must have at least the following role-players:  Project Manager; Web Architect; Web Developer; Web Designer; Quality Assurance and testing Specialists. Where one person is doing more than one portfolio, their experience in each must be clearly stated.  i. One resource/ capability missing → 0 points ii. All 5 required resources → 20 points	<b>Detailed CVs clearly depicting the number of websites development project worked on their role in the project</b>	20

<p><b>Web/graphic Designer (Visual designer with UI and UX experience):</b></p> <p>Provide detailed CV of the web designer that will be designing the SENTECH Website. The CV must clearly indicate the number of websites designed by individual and list the companies as well contactable references from those companies.</p> <p>iii. Less than 4 websites designed → 0 points          iv. 4 to 5 websites designed → 10 points          v. 5 to 6 websites designed → 20 points          vi. More than 7 websites designed → 30 points</p>	<p><b>Detailed CV clearly depicting the number of websites designed and companies</b></p>	<p><b>30</b></p>
<p><b>Web Developer:</b></p> <p>Provide detailed CV of the web developer that will be developing the SENTECH Website.</p> <p>NB: The CV must clearly indicate the number of websites developed by individual assigned to redevelop the Sentech website as well as list the companies and contactable references from those companies.</p> <p>i. Less than 4 websites developed → 0 points          ii. 4 to 5 websites developed → 10 points          iii. 5 to 6 websites developed → 20 points          iv. More than 7 websites developed → 30 points</p>	<p><b>Detailed CV clearly depicting the number of websites developed/built</b></p>	<p><b>20</b></p>
<p><b>Project Manager</b></p> <p>Submit a CV of the project manager with experience in website design to handle to oversee the project</p> <p>i) Less than 3-year project management of website design experience → 0 points          ii) 3 to 4 years project management of website design experience → 5 points          iii) 5 to 7 years project management of website design/ experience → 10 points          iv) More than 8 years project management of website design experience → 20 points</p>	<p><b>Submit a detailed CV clearly stating the web development/ design project management</b></p>	<p><b>20</b></p>
<p><b>Copywriter</b></p> <p>The copywriter must have knowledge in quality control: proofreading and editing, excellent writing communication skills and must be detail-orientated</p> <p>Minimum of a bachelor's degree in English Language and Literature is required. Submit a detailed CV containing the copywriting experience and contactable references on a company letterhead confirming the copywriting work done</p> <p>i) 1- 2 years' copywriting experience with experience in the telecommunications industry → 0 points          ii) 3 - 4 years' copywriting experience with experience in the telecommunications industry → 5 points          iii) 5 - 6 years' copywriting experience with experience in the telecommunications industry → 10 points          iv) 7 years' copywriting experience with experience in the telecommunications industry → 20 points</p>	<p><b>Submit detailed CV with contactable references on a company letterhead</b></p>	<p><b>20</b></p>
<p><b>Total Points:</b></p>		<p><b>180</b></p>

**Table 1: Functional Criteria**

Total minimum qualifying functional score is **#150** points. A Bidder must score more than 0 points in each criterion to be evaluated further.

**19. Evaluation of Price and Preference**

This Bid will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

**20. Preference Point allocation – 80/20**

Price / Preference	Weighting percentage
Preference:	20%
Price:	80 %
Total must equal:	100%

Sentech will award preference points as follows:

Goal	Points	Evidence required
Historically disadvantaged by unfair discrimination on the basis of Race	10	A valid BBBEE Certificate showing at least 51% black ownership
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	A valid BBBEE Certificate showing at least 30% women ownership
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability
<b>Total Points</b>	<b>20</b>	

**20. Price Calculation 80/20**

The following formula will be used to calculate the points for price.

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

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

**22. Declaration of Authority**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

Name of Bidder	Signature	Date	Designation

**TABLE 1: REFERENCES**

**Please complete the customer reference table and relevant Contact telephone number and attach reference letters.**

Customer		Service Provided	Contact Person	Contact no.	tel.	Contractual commencement date	Contractual completion date
1							
2							
3							
4							



5						
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<b>Name of Tenderer</b>	<b>Signature</b>	<b>Date</b>