



URGENT NOTICE!!!

REQUEST FOR PROPOSAL

**APPOINTMENT OF A SERVICE PROVIDER TO REDEVELOP THE WEBSITE FOR THE GPL F
PERIOD OF TWELVE MONTHS (12) MONTHS.**

RFP NO: PR10069056

CLOSING DATE: 14 September 2026

TIME: 11:00 AM

RFQ SUBMISSION: VLetshokota@gpl.gov.za

Please note the following amendments regarding this RFP.

1. STANDARD BIDDING DOCUMENT 3.3 (SBD 3.3) - PRICING SCHEDULE

SBD 3.3 - pricing schedule has been included in the RFQ document on page 4.

 GAUTENG LEGISLATURE Your View — Our Vision	ADMINISTRATIVE REQUIREMENTS BASIC COMPLIANCE	Section 1
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These are documents required for this bidding. Should the bidder fail to submit the following documents, the bid will be disqualified automatically:

These are documents required for this bidding. Should the bidder fail to submit the following documents, the bid may be disqualified:

Item	Description	Mandatory	Submitted	
			Yes	No
1.	Full Technical Proposal with supporting documents	Yes		
2.	Pricing Schedule (Firm Pricing) SBD 3.3	Yes		
3.	Bidders Disclosure (SBD 4) Original completed and signed.	Yes		
4.	Preference Point Claim form (SBD 6.1) Original completed and signed.	Yes		
5.	Copy of full Company Registration documents?	Yes		
6.	Copies of South African IDs' for Directors?	Yes		
7.	Company Profile	Yes		
8.	Joint Venture / Consortium agreement / Trust Deed (if applicable): - Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed? All documents listed below: ✓ Certified copies of shareholders certificates ✓ Certified copy of Company Registration documents ✓ Certified copy of ID documents of the Directors or Members	Yes		
Service Provider's Name:				
Completed by:				
Signature:				

BID NUMBER: RFQ 10069056

BID DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO REDEVELOP THE WEBSITE FOR THE GPL FOR A PERIOD OF TWELVE MONTHS (12) MONTHS.

BID CLOSING DATE : 14 September 2026

CLOSING TIME : 11H00am

NON-COMPULSORY BRIEFING SESSION: YES

Venue: Microsoft Teams

Date: 09 September 2026

Time: 11h00 am

I/We hereby declare that I/we attended the non-compulsory site visit to understand the requirements of the GPL to supply all or any of the supplies and/or to render all or any of the services described in the attached bid documents, on the terms and conditions and in accordance with the specifications stipulated in the bid documents.

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

CERTIFY THAT THE INFORMATION FURNISHED AT THE NON-COMPULSORY SITE VISIT WAS UNDERSTOOD.

SIGNATURE OF BIDDER OR ASSIGNEE(S)

DATE:

Position:

Name

Bidder:

Name of

Company:.....

SIGNATURE OF GPL OFFICIAL_____

DATE: _____

PRICING SCHEDULE 3.3**(Professional Services)**

NAME OF BIDDER:	BID NO.:
CLOSING TIME :	CLOSING DATE :

OFFER TO BE VALID FOR 7 DAYS FROM THE CLOSING DATE OF BID.

ITEM CURRENCY NO INCLUDED)	DESCRIPTION	BID PRICE IN RSA **(ALL APPLICABLE TAXES
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1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R
.....
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

PERSON AND POSITION	HOURLY RATE	DAILY RATE
-----	R-----	R-----
-----	R-----	R-----
-----	R-----	R-----

4. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

-----	R-----	----- days
-----	R-----	----- days
-----	R-----	----- days

- 4.1 Travel expenses (specify, for example rate/km and total km, class of air travel, etc.). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----			R.....
-----			R.....
-----			R.....

TOTAL:R.....

** " all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

- 4.2 Other expenses, for example accommodation (specify, e.g. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
-----			R.....
-----			R.....
-----			R.....
-----			R.....

TOTAL: R.....

5. Period required for commencement with project after acceptance of bid
6. Estimated man-days for completion of project
7. Are the rates quoted firm for the full period of contract? *YES/NO
8. If not firm for the full period, provide details of the basis on which adjustments will be applied, for example consumer price index.

***[DELETE IF NOT APPLICABLE]**

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

- 2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.3.1 If so, furnish particulars:
-
-

- 2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**

- 2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- ✓ the 80/20 system for requirements with a Rand value of up to R50 000 000.00 (all applicable taxes included); and
- ✓ The applicable preference point system for this tender is the 80/20 preference point system. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.3 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.5 The Gauteng Provincial Legislature reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. Points awarded for price

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

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

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{max} = Price of highest acceptable tender

3.2.2. Points awarded for specific goals

3.2.2.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

3.2.2.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

3.2.2.3 Specific Goals

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

GROUPINGS	POINTS	VERIFICATION
1. Black Ownership (7)		Registration documents and ID Copy
Enterprise is 100% Black Owned	7	
Enterprise is 51% Black Owned	5	
Enterprise is less 51% Black Owned	3	
Enterprise is not Black Owned	0	
2. Women Ownership (5)		Registration documents and ID Copy
Enterprise is 100% Women Owned	5	
Enterprise is 51% Women Owned	3	
Enterprise is less 51% Women Owned	1	
Enterprise is not Women Owned	0	
3. Youth Ownership (5)		Registration documents and ID Copy
Enterprise is 100% Youth Owned	5	
Enterprise is 51% Youth Owned	3	
Enterprise is less 51% Youth Owned	1	
Enterprise is not Youth Owned	0	
4. PWDs Ownership (3)		Letter from the doctor
Enterprise is 100% PWDs Owned	3	
Enterprise is 51% PWDs Owned	2	
Enterprise is less 51% PWDs Owned	1	
Enterprise is not PWDs Owned	0	

4. DECLARATION WITH REGARD TO COMPANY/FIRM

4.1 Name of company/firm.....

4.2 Company registration number:

4.3 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

4.4 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that

the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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

SURNAME AND NAME:

.....

DATE:

.....

ADDRESS:

.....

.....

**APPOINTMENT OF A SERVICE PROVIDER TO REDEVELOP THE WEBSITE FOR THE GPL
FOR A PERIOD OF TWELVE MONTHS – (12) MONTHS.**

1. BACKGROUND

- 1.1 The Gauteng Provincial Legislature (GPL) is the organ of state empowered by the Constitution of the Republic of South Africa to make Laws for the Gauteng province, Oversee the work of the Provincial Executive, foster Cooperative Governance among all spheres of government in Gauteng, and encourage Public Participation into legislative oversight.
- 1.2 The work of the GPL necessitates that the institution upholds transparency and accountability towards the residents of Gauteng. This is only possible if the institution establishes effective communication platforms to maintain continuous conversation with the residents it serves. By providing sufficient and timely information, the GPL can fulfil its mandate to enhance public participation in the governance of the province through adequate and timely information so that they are able to participate in a meaningful way.
- 1.3 The GPL's current website was developed in 2016 as an interim solution following the compromise and obsolescence of the previous website. Since then, the website has become outdated and no longer adequately meets the institution's evolving business, technological and public communication requirements.
- 1.4 The current platform presents increasing security risks due to its ageing technology and infrastructure and has experienced intermittent system instability and service interruptions, affecting its reliability and availability.
- 1.5 Therefore. The GPL wishes to appoint a suitably qualified service provider to redevelop its current website which is managed by the Electronics Communication division within the Communications Unit. Such a change should be aligned with the Institution's excellent external communication system and setup.
- 1.6 As a key digital platform through which the GPL communicates with the public, promotes transparency, and facilitates public participation, it is essential that the website remains secure, reliable, user-friendly and accessible. The redevelopment of the website is therefore necessary to provide a modern, resilient and future-ready digital platform that supports the Legislature's constitutional mandate, enhances public engagement, improves user experience, and aligns with current industry standards and cybersecurity requirements.

2. PURPOSE

- 2.1 The purpose of this Terms of Reference is to invite suitably qualified and experienced service providers to submit proposals for the redevelopment, maintenance and support of the Gauteng Provincial Legislature's website.

3. OBJECTIVES

3.1 The objectives of this assignment are to:

- 3.1.1 Appoint a competent service provider capable of delivering the required website development, provide maintenance and support in line with the prescribed scope and timeframe in line with Web Content Accessibility Guidelines (WCAG), Promotion of Access to Information Act (PAIA), Protection of Personal Information Act (POPIA), Electronic Communications and Transactions (ECT) Act, Cybercrimes Act and the requirements of any other legislation.

4. SCOPE OF WORK

The successful service provider will be required to perform, but not be limited to, the following:

4.1 Discovery and planning

- 4.1.1 Conduct a full audit of the current GPL website, including content and technical environment.
- 4.1.2 Conduct benchmarking research of comparable national and international legislatures, Parliament, government institutions, and recognised public and private sector organisations to identify industry best practices, innovative technologies, user experience (UX) design approaches, accessibility standards, digital service delivery models and public engagement features.
- 4.1.3 Perform stakeholder engagement and user research.
- 4.1.4 Define detailed functional and technical requirements.
- 4.1.5 Develop a sitemap and information architecture.

4.2 Website Design and Development

- 4.2.1 Redevelop the GPL website using an enterprise-grade Content Management System (CMS), such as Umbraco, October CMS or an equivalent Azure-compatible platform capable of seamless integration with Microsoft Azure, Microsoft 365 and SharePoint Online.
- 4.2.2 Develop the website in accordance with the Scope of Work and specifications contained in this Terms of Reference.
- 4.2.3 Follow a structured Software Development Lifecycle (SDLC) methodology.
- 4.2.4 Develop a modern, user-centric and visually engaging website that enhances usability, accessibility and public engagement.
- 4.2.5 Design an intuitive, responsive website aligned with the GPL Corporate Identity and compliant with WCAG 2.2 Level AA accessibility standards and recognised user-centred design principles.
- 4.2.6 Develop a homepage featuring a dynamic hero section and tile-based navigation.
- 4.2.7 Implement the approved content structure and information architecture.
- 4.2.8 Ensure the website achieves a page load time of less than two (2) seconds and complies with Google Core Web Vitals performance standards.
- 4.2.9 Ensure the solution supports future growth through scalable compute, storage and application resources within the Microsoft Azure environment.
- 4.2.10 Ensure the solution achieves a minimum service availability of 99.9%.
- 4.2.11 Ensure the website uses HTTPS/TLS encryption, complies with the Protection of Personal Information Act (POPIA) and follows secure coding and cybersecurity best practices.

4.2.12 Ensure the website is easy to maintain, fully documented and designed to support long-term sustainability. The service provider shall provide administrator training, technical documentation, source code, knowledge transfer and all necessary system documentation to enable the GPL to independently manage, maintain and enhance the website.

4.3 Website Functionality and Integration

- 4.3.1 Implement a Content Management System (CMS).
- 4.3.2 Implement advanced search functionality.
- 4.3.3 Provide multimedia capability (video, audio and livestreaming).
- 4.3.4 Integrate the website with YouTube, Facebook and Microsoft Stream.
- 4.3.5 Implement social media sharing and engagement tools.
- 4.3.6 Implement chatbot functionality (Microsoft Power Virtual Agents or equivalent).
- 4.3.7 Integrate the website with Microsoft Active Directory.
- 4.3.8 Integrate the document library with Microsoft SharePoint 365.
- 4.3.9 Implement website analytics and reporting tools.
- 4.3.10 Install a text-to-speech website reader solution.

4.4 Cloud Infrastructure, Security and Performance

- 4.4.1 Integrate the website with the Microsoft Azure and Microsoft 365 ecosystem.
- 4.4.2 Develop and host the website within the Microsoft Azure South Africa North (SA North) region.
- 4.4.3 Ensure the website is scalable, secure and high-performing (Azure SOC 2 compliant).
- 4.4.4 Ensure cross-browser compatibility and mobile responsiveness.
- 4.4.5 Secure website communications using HTTPS/SSL.
- 4.4.6 Optimise website performance using CDN and caching technologies.
- 4.4.7 Ensure the website has no High or Medium risks identified by Microsoft Defender for Cloud (Azure Defender).
- 4.4.8 Include the cost of all software licences for a period of two (2) years in the proposal.

4.5 Content Migration and Public Participation

- 4.5.1 Migrate all relevant content from the existing website.
- 4.5.2 Clean, restructure and optimise content where necessary.
- 4.5.3 Achieve and enhance public engagement and participation.
- 4.5.4 Develop the website content structure to include, but not be limited to:
 - About the Legislature
 - Members of the Provincial Legislature (MPLs) and Political Parties
 - Committees and Oversight Activities
 - GPL Business (including careers and tenders)
 - Legislative Process and Bills
 - Publications and Reports
 - Public Participation (including e-Petitions, submissions and consultations and integration with approved external platforms and systems).
 - Media, News and Livestreams
 - Contact Information
 - Copyright Details
 - Legal Links

4.6 Training, Knowledge Transfer and Documentation

- 4.6.1 Provide training and knowledge transfer to the Electronic Communications Team.
- 4.6.2 Provide training to website users and administrators.
- 4.6.3 Provide user manuals and Standard Operating Procedures (SOPs).
- 4.6.4 Provide technical documentation on the website architecture.

4.7 Post-Implementation Support and Maintenance

- 4.7.1 Following the official Go-Live date, the service provider shall provide post-implementation support and maintenance services for a period of two (2) years. During the two (2) year warranty and post-implementation support period, the service provider shall provide technical support, corrective maintenance, security updates, bug fixes, and performance monitoring for the website. The GPL shall assume responsibility for day-to-day content management and administration of the website following knowledge transfer and handover. The requirements set out in clauses 4.7.2 to 4.7.10 shall apply throughout this support period
- 4.7.2 Ensure all software is patched regularly and included in monthly SLA reports.
- 4.7.3 Support Hours: Monday to Friday, 08:00–17:00.
- 4.7.4 Urgent Requests: Response within two (2) hours.
- 4.7.5 Major issue resolution within eight (8) hours.
- 4.7.6 Minor issue resolution within two (2) business days.
- 4.7.7 Submit monthly support reports.
- 4.7.8 Maintain a minimum website uptime of 99.9%.
- 4.7.9 Complete minor system enhancements within five (5) business days.
- 4.7.10 Complete major system changes within thirty (30) business days.
- 4.7.11 Respond to all audits.

5 DELIVERABLES

5.1 Discovery and Planning Deliverables

- 5.1.1 Project Implementation Plan, including project methodology, work breakdown structure, implementation schedule, milestones, resource allocation, risk management approach, communication plan and quality assurance approach.
- 5.1.2 Website Audit Report.
- 5.1.3 Benchmarking Research Report.
- 5.1.4 Stakeholder Engagement and User Research Report.
- 5.1.5 Functional and Technical Requirements Specification.
- 5.1.6 Approved Sitemap and Information Architecture.

5.2 Website Design and Development Deliverables

- 5.2.1 Approved Website Design and Prototype.
- 5.2.2 Fully Developed Website in line with technical and none-technical requirements.
- 5.2.3 Content Management System (CMS) configured and implemented.
- 5.2.4 Website integrated with Microsoft Azure, Microsoft 365 and approved third-party platforms.
- 5.2.5 All approved website functionality implemented.

5.3 Content Migration Deliverables

- 5.3.1 Migrated, cleaned and optimised website content.
- 5.3.2 Approved website content structure.

5.4 Documentation and Knowledge Transfer Deliverables

- 5.4.1 Administrator Training.

- 5.4.2 Skills transfer and User Training.
- 5.4.3 User Manuals and Standard Operating Procedures.
- 5.4.4 Technical Architecture Documentation including Solution Architecture document, Data Flow Diagram, Integration Architecture, and Technology Stack justification for Enterprise Architecture review.
- 5.4.5 Knowledge Transfer to the GPL.

5.5 Go-Live and Support Deliverables

- 5.5.1 Successfully deployed website (Go-Live).
- 5.5.2 Final Project Close Out Report.
- 5.5.3 Product Acceptance by the GPL.
- 5.5.4 Two-year Technical Support, Maintenance Services and enhancement in accordance with the SLA.

5.6 Ownership and Handover

Upon successful completion and acceptance of the project, the Gauteng Provincial Legislature shall obtain full ownership of all deliverables developed under this contract, including but not limited to:

- 5.6.1 The website source code and all custom-developed components
- 5.6.2 The website domain name(s), where registered on behalf of the GPL
- 5.6.3 All website content, graphics, images, icons, multimedia and other digital assets developed for the project
- 5.6.4 Website databases and associated data
- 5.6.5 System configuration files and deployment scripts
- 5.6.6 Technical documentation, system architecture documentation and administrator manuals
- 5.6.7 All intellectual property rights in the custom-developed solution, except for third-party proprietary software or licensed components used with the GPL's approval
- 5.6.8 Administrative credentials and access to all hosting, domain, CMS and related services established for the project.
- 5.6.9 The service provider shall ensure that all source code, documentation, digital assets, access credentials and associated intellectual property required for the operation, maintenance and future enhancement of the website are transferred to the Gauteng Provincial Legislature upon project completion. The GPL shall retain full ownership and unrestricted rights to use, modify, maintain and enhance the solution without dependency on the original service provider.

6 DURATION AND TIMEFRAMES

- 6.1 The duration of the assignment will be twelve (12) months from the date of appointment and acceptance of the offer by the recommended bidder. As such the commencement and completion date may change with written consent of the Gauteng Legislature.

7 REPORTING AND GOVERNANCE

- 7.1 The service provider will report to the designated official in the Communications unit.
- 7.2 Progress reports must be submitted monthly as required.
- 7.3 All deliverables are subject to review and approval by the institution.

8 COMPETENCY AND EXPERIENCE REQUIREMENTS

8.1 Service providers must demonstrate:

- 8.1.1 A minimum of three website development projects completed in the past.
- 8.1.2 The assigned project manager has the appropriate experience and qualifications as detailed in the functional criteria.

- 8.1.3 The assigned project team has the appropriate experience and qualification/certificates in the areas of assignment.

9 EVALUATION CRITERIA

- 9.1 Proposals will be evaluated in accordance with the 80/20 preference point system, based on:

9.1.1 Functionality / Technical evaluation

9.1.2 Price and Specific Goals

- 9.2 The GPL needs to be satisfied, in all respects, that the service provider selected has the necessary resources, qualifications, experience, and technical ability to successfully execute the project. All proposals received will be evaluated in a fair, transparent, competitive, and cost-effective manner, in accordance with the prescribed evaluation criteria and approved evaluation process. The 80/20 Preference Point System will be applied to evaluate the received proposals. The evaluation process shall be conducted in the following sequential phases:

9.2.1 **Phase 1: Administrative Compliance (Pre-qualification)**

Proposals will be evaluated to determine compliance with all mandatory administrative and statutory requirements, including but not limited to:

9.2.1.1 Signed and completed bid documents.

9.2.1.2 Company registration documents

9.2.1.3 Any other mandatory documentation specified in the bid (e.g., affiliation certificates, qualifications, etc.)

- 9.3 Failure to comply with mandatory requirements may result in disqualification and the proposal will not proceed to the next phase.

9.3.1 **Phase 2: Functionality / Technical Evaluation**

Proposals that pass the administrative compliance phase will be evaluated on functionality against predetermined technical criteria and weightings. This may include:

9.3.1.1 Relevant experience and record of accomplishment

9.3.1.2 Technical approach and methodology

9.3.1.3 Qualifications and experience of key personnel

9.3.1.4 Capacity and resources to deliver the project.

- 9.3.2** Only bidders who achieve the minimum qualifying threshold for functionality will proceed to the next phase

FUNCTIONALITY EVALUATION CRITERIA

**A key score of 3-5 will be applied where:
3 = Satisfactory; 4 = Very Good and 5= Excellent**

	CRITERION	DESCRIPTION	SCORE	WEIGHT
1	Bidder Proven Track record Bidders must submit relevant signed reference letters for similar projects completed successfully. Only evidence submitted with the bid will be evaluated. A minimum of 3 reference letters for similar projects signed by the referee with contact details of the referee, contain details of the project implemented and period of the contract	3 reference letters	3	20
		4 to 6 reference letters	4	
		7 or more reference letters	5	
2.	Project Manager Experience and Qualifications The bidder shall nominate a dedicated Project Manager to be deployed for the website development project. The submission must demonstrate the Project Manager's relevant experience, qualifications in ICT related fields of study, professional certification(s). Minimum Documentary Evidence	The proposed Project Manager demonstrates relevant experience in leading three (3) similar website development projects, possesses relevant qualifications and recognised project management certification(s).	3	20
		The proposed Project Manager demonstrates relevant experience in leading four (4) similar website development projects, possesses relevant qualifications and recognised project management certification(s).	4	

FUNCTIONALITY EVALUATION CRITERIA

**A key score of 3-5 will be applied where:
3 = Satisfactory; 4 = Very Good and 5= Excellent**

	CRITERION	DESCRIPTION	SCORE	WEIGHT
	The bidder shall submit: ○ Curriculum Vitae (CV) of the proposed Project Manager. ○ Copies of the Project Manager's relevant qualifications in ICT related fields of study e.g. computer science, networking etc (Foreign qualifications must be accompanied by SAQA verification certificate). ○ Copies of recognised project management certification(s) (e.g. PMP®, PRINCE2® Practitioner, IPMA or equivalent) ○ Contactable references for the website development projects led by the proposed Project Manager. NB: Evaluation will be done using Annexure A: Proposed Project Manager Checklist	The proposed Project Manager demonstrates extensive relevant experience in leading five (5) or more similar website development projects, possesses relevant qualifications and recognised project management certification(s).	5	

FUNCTIONALITY EVALUATION CRITERIA

**A key score of 3-5 will be applied where:
3 = Satisfactory; 4 = Very Good and 5= Excellent**

	CRITERION	DESCRIPTION	SCORE	WEIGHT
3	Proposed Project Management Team The bidder must submit the CV(s) of the proposed project team to be deployed for the website development project. The proposed project team collectively must demonstrate ALL the required competencies named in the description column. NB: Competencies must be proved through a CV demonstrating relevant experience, and appropriate certification/s. NB: Evaluation will be done using Annexure B: Proposed Project Team Checklist	The bidder has submitted relevant CVs and certificates for the proposed project team demonstrating the following competencies required to undertake the project: ○ UX/UI design, ○ back-end/CMS development, ○ quality assurance (QA) and Testing, ○ cybersecurity, ○ information architecture and content migration.	3	20
		The bidder has submitted relevant CVs and certificates for the proposed project team demonstrating the following competencies required to undertake the project: ○ business analysis, ○ UX/UI design, ○ back-end/CMS development, ○ quality assurance (QA) and Testing, ○ cybersecurity, ○ information architecture and content migration,	4	

FUNCTIONALITY EVALUATION CRITERIA

**A key score of 3-5 will be applied where:
3 = Satisfactory; 4 = Very Good and 5= Excellent**

	CRITERION	DESCRIPTION	SCORE	WEIGHT
		The bidder has submitted relevant CVs and certificates for the proposed project team demonstrating the following competencies required to undertake the project: ○ business analysis, ○ UX/UI design, ○ front-end development, ○ back-end/CMS development, ○ quality assurance (QA) and Testing, ○ cybersecurity, ○ information architecture and content migration, and ○ training and change management	5	
4	Draft Project Plan for Website Development The bidder must submit a draft project plan for the proposed website development project. The project plan should include the following elements (1) implementation phases, (2) key activities, (3) deliverables, (4) milestones, (5) timelines, (6) dependencies, (7) resource allocation, (8) testing, (9) deployment, (10) training, and (11) post-implementation support.	The bidder submits a basic draft project plan that addresses the minimum requirements (6 of the 11 elements).	3	20
		The bidder submits a structured and generally realistic draft project plan that addresses most (between 7 and 9 of the 11 elements) of the minimum requirements.	4	
		The bidder submits a comprehensive, logical and realistic draft project plan that addresses all (11 of 11 elements) the requirements.	5	

FUNCTIONALITY EVALUATION CRITERIA				
A key score of 3-5 will be applied where: 3 = Satisfactory; 4 = Very Good and 5= Excellent				
	CRITERION	DESCRIPTION	SCORE	WEIGHT
TOTAL POINTS				80
CUT OFF POINTS				60

9.4 Phase 3: Presentation (20)

- 9.4.1 Bidders that score a minimum of **60 points and above in Phase 2** will be given an opportunity to prepare a PowerPoint presentation on their proposed project, duration, benefits, methodology and implementation plan as well as also outline key responsibilities etc.
- 9.4.2 Bidders will be expected to make a presentation at their own cost and the invites will only be forwarded to those who qualify with 60 points and above on phase 1 of Functional Evaluation.
- 9.4.3 The presentation must be aligned with the criteria as outlined below. The Tender Evaluation Committee (TEC) will interview bidders following the presentation should any clarity be required on the Proposal.
- 9.4.4 Presentations will be evaluated on the criteria below, out of a total of **20 points**.

#	CRITERION	DESCRIPTION	POINTS																								
1	Demonstration of Website Delivery Methodology (Presentation) Shortlisted bidder/s will be required to demonstrate to the evaluation committee its ability to demonstrate a practical, structured and proven methodology for delivering website development projects successfully, based on previous implementations. Assessment shall be done in line with this checklist:	The bidder demonstrated and addressed less than 3 of the 5 assessment items on the checklist	0																								
	<table><tr><th>No.</th><th>Assessment Item</th><th>Yes</th><th>No</th></tr><tr><td>1</td><td>The bidder demonstrated a clear and structured website delivery methodology.</td><td>☐</td><td>☐</td></tr><tr><td>2</td><td>The methodology covered the complete website delivery lifecycle from planning to post-implementation support.</td><td>☐</td><td>☐</td></tr><tr><td>3</td><td>The methodology was supported by evidence from previous successful website projects.</td><td>☐</td><td>☐</td></tr><tr><td>4</td><td>The bidder demonstrated how quality, security, testing and project governance are managed throughout the project.</td><td>☐</td><td>☐</td></tr><tr><td>5</td><td>The presentation provided sufficient confidence that the proposed methodology can successfully deliver the required website project.</td><td>☐</td><td>☐</td></tr></table>	No.	Assessment Item	Yes	No	1	The bidder demonstrated a clear and structured website delivery methodology.	☐	☐	2	The methodology covered the complete website delivery lifecycle from planning to post-implementation support.	☐	☐	3	The methodology was supported by evidence from previous successful website projects.	☐	☐	4	The bidder demonstrated how quality, security, testing and project governance are managed throughout the project.	☐	☐	5	The presentation provided sufficient confidence that the proposed methodology can successfully deliver the required website project.	☐	☐	The bidder demonstrated and addressed 3 of the 5 assessment items on the checklist	10
	No.	Assessment Item	Yes	No																							
	1	The bidder demonstrated a clear and structured website delivery methodology.	☐	☐																							
2	The methodology covered the complete website delivery lifecycle from planning to post-implementation support.	☐	☐																								
3	The methodology was supported by evidence from previous successful website projects.	☐	☐																								
4	The bidder demonstrated how quality, security, testing and project governance are managed throughout the project.	☐	☐																								
5	The presentation provided sufficient confidence that the proposed methodology can successfully deliver the required website project.	☐	☐																								
		The bidder successfully demonstrated and addressed all 5	20																								

		assessment items on the checklist	
	Maximum Points		20

9.5 Phase 3: Price and Specific Goals (80/20)

9.5.1 Only bidders that score a minimum score of **70 points and above out of 100 points on Functionality** will qualify for this phase which will determine the bidder (s) to be recommended for approval by the delegated authority. The 80/20 Preference points system will be applied using the below formula to calculate price:

The following formula will be used to calculate the points for price: Criteria	Points
Price Evaluation Ps 80	80
Specific Goals	20
TOTAL	100

Where,

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

9.5.1.1 Specific Goals (20 points)

Groupings	Points	Verification
5. Black Ownership (7)		Registration documents and ID Copy
Enterprise is 100% Black Owned	7	
Enterprise is 51% Black Owned	5	
Enterprise is less 51% Black Owned	3	
Enterprise is not Black Owned	0	
6. Women Ownership (5)		Registration documents and ID Copy
Enterprise is 100% Women Owned	5	
Enterprise is 51% Women Owned	3	
Enterprise is less 51% Women Owned	1	
Enterprise is not Women Owned	0	
7. Youth Ownership (5)		ID Copy
Enterprise is 100% Youth Owned	5	

Enterprise is 51% Youth Owned	3	
Enterprise is less 51% Youth Owned	1	
Enterprise is not Women Owned	0	
8. PWDs Ownership (3)		Letter from the doctor
Enterprise is 100% PWDs Owned	3	
Enterprise is 51% PWDs Owned	2	
Enterprise is less 51% PWDs Owned	1	
Enterprise is not PWDs Owned	0	

10 PRICING AND PAYMENT TERMS

- 10.1 Prices must be quoted in South African Rand (ZAR) and be VAT inclusive/exclusive.
- 10.2 The bidder shall submit a comprehensive financial proposal that includes all costs associated with the implementation of the project, including design, development, content migration, software licences (where applicable), training, testing, deployment, the mandatory two (2) year warranty, and post-implementation support and maintenance services.
- 10.3 Payment will be made upon satisfactory delivery of agreed milestones.
- 10.4 No advance payments will be made unless approved in writing.

11 CONFIDENTIALITY

- 11.1 All information provided by the institution must be treated as confidential and may not be disclosed without prior written consent.

12 GENERAL CONDITIONS

- 12.1 The Gauteng Provincial Legislature (GPL) reserves the right to appoint one or more service providers, to not make any appointment and use an objective criterion, or to establish a panel of service providers instead of appointing a single service provider.
- 12.2 The GPL is not bound to accept the lowest-priced bid or any bid received.
- 12.3 Late submissions will not be accepted and will automatically be disqualified from further consideration.
- 12.4 The GPL reserves the right to verify all information provided by bidders, including references, and past experience.
- 12.5 Any false, inaccurate, or misleading information provided by a bidder may result in immediate disqualification and may lead to further action in accordance with applicable legislation.
- 12.6 Bidders must comply with all applicable legislation, regulations, and policies, including Supply Chain Management (SCM), CIPC and SARS requirements.
- 12.7 All costs incurred by bidders in the preparation and submission of proposals will be for the bidder's own account, and the GPL will not be held liable for any such costs.
- 12.8 The GPL reserves the right to cancel this bid process at any stage, should it be deemed necessary and in the best interest of the institution.
- 12.9 The successful service provider shall provide a warranty period of two (2) years from the official Go-Live date of the website. During the warranty period, the service provider shall, at no additional cost to the Gauteng Provincial Legislature, investigate, rectify and

resolve any defects, faults, bugs, configuration errors or system failures attributable to the design, development or implementation of the website.

- 12.10 The successful service provider shall complete the redevelopment of the GPL website and deliver all project deliverables specified in this Terms of Reference to the satisfaction of the Gauteng Provincial Legislature. Upon successful Go-Live and formal acceptance of the website, the service provider shall provide warranty, technical support and maintenance services for a period of two (2) years from the official Go-Live date.

13 SUBMISSION REQUIREMENTS

- 13.1 Bidders may submit a duly signed proposal in electronic format (on email).
- 13.2 All Standard Bidding Documents (SBD Forms) must be fully completed, signed, and submitted as part of the bid. **Failure to submit a completed and duly signed SBD 3 will automatically disqualify a bidder.**
- 13.3 Copies of company registration documents must be provided with ID copies for all Directors or Directors or a holding company.
- 13.4 Bidders must submit proof of relevant experience, including reference letters and details of similar projects undertaken.
- 13.5 Late submissions will not be accepted and will be automatically disqualified.
- 13.6 Failure to submit all required documentation may result in disqualification.

Annexure A Assessment Checklist: Proposed Project Manager

No.	Assessment Item	Yes	No
1	The proposed Project Manager has submitted a CV demonstrating experience in leading similar website development projects.	☐	☐
2	Certified copies of the Project Manager's relevant qualifications in ICT related fields of study e.g. computer science, networking etc (foreign qualifications must be accompanied by SAQA verification certificate).	☐	☐
3	Certified copies of recognised project management certification(s) (e.g. PMP®, PRINCE2® Practitioner, IPMA or equivalent) have been submitted for the Project Manager .	☐	☐
4	Contactable references for the Project Manager's similar website development projects have been submitted.	☐	☐
5	CVs of the proposed project team to be deployed on the project have been submitted.	☐	☐

Annexure B: Assessment Checklist: Proposed Project Team

No.	Assessment Item	Yes	No
1	The proposed project team collectively demonstrates expertise in the following areas:		
1.1	Business Analysis	☐	☐
1.2	User Experience (UX) / User Interface (UI) Design	☐	☐
1.3	Front-end Development	☐	☐
1.4	Back-end / Content Management System (CMS) Development	☐	☐
1.5	Quality Assurance (QA) and Testing	☐	☐
1.6	Cybersecurity	☐	☐
1.7	Information Architecture and Content Migration	☐	☐
1.8	Training and Change Management	☐	☐

THE END