



TENDER DOCUMENT: HPCSA 05/2023

REQUEST FOR PROPOSAL WEBSITE DEVELOPMENT, HOSTING AND SUPPORT FOR THREE (3) YEARS RE- ADVERT

ON BEHALF OF THE HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA

Situated at: 553 Madiba Street, Arcadia, Pretoria

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1.PART 1 – GENERAL TENDER INFORMATION

TENDER ADVERTISED	28 January 2023
TENDER CLOSING DATE/TIME	20 February 2024 (12h00 – Local SA Time)
COMPULSORY BRIEFING DATE & TIME	07 February 2024 (10h00 – Local SA Time)
VENUE	(Online - Microsoft Teams)
TENDER BOX & ADDRESS	Tender Box, Reception Area HPCSA Main Building 553 Madiba Street Arcadia, Pretoria 0001 If the tender offer is too large to fit into the above-mentioned box or the box is full, please enquire at the Reception.
HPCSA TENDER REPRESENTATIVES	Mr. R Mawasane Email: Tenders@hpcsa.co.za
TENDER FEE:	N/A.
OPENING OF TENDERS: PLACE TIME	HPCSA Main Building, 553 Madiba Street 20 February 2024 (12h00 – Local SA Time)
PREFERENCE SYSTEM (Preferential Procurement Regulations)	80/20

2.PART 2 - DETAILS OF TENDERER

2.1 Type of Entity (Please tick one box)

Individual / Sole Proprietor
Company

Close Corporation

Partnership or Joint Venture or Consortium Trust

Other:

2.2 Required Details (Please provide applicable details in full):

Name of Company / Close Corporation or Partnership / Joint Venture / Consortium or Individual /Sole Proprietor	
Trading as (if different from above)	
Company / Close Corporation registration number (if applicable)	
Postal address	Postal Code _____
Physical address (Chosen domicilium citandi et executandi)	Postal Code _____
Contact details of the person duly authorised to represent the tenderer	Name: Mr/Ms _____ (Name & Surname) Telephone:(____) _____ Fax:(____) _____ Cellular Telephone: _____ E-mail address: _____
Income tax number	
VAT registration number	
SARS Tax Compliance Status PIN	

3.PART 3 – FORM OF OFFER AND ACCEPTANCE

TENDER NO: HPCSA 05/2023 WEBSITE DEVELOPMENT, HOSTING AND SUPPORT FOR THREE (3) YEARS RE-ADVERT

PART A (TO BE FILLED IN BY TENDERER):

Required Details (Please provide applicable details in full):

Name of Tendering Entity* ("the tenderer")	
Trading as (if different from above)	

AND WHO IS represented herein by:(full names of signatory)

duly authorized to act on behalf of the tenderer in his capacity as: (title/ designation)

HEREBY AGREES THAT by signing the *Form of Offer and Acceptance*, the tenderer:

1. confirms that it has examined the documents listed in the Index (including Schedules and Annexures) and has accepted all the Conditions of Tender;
2. confirms that it has received and incorporated any and all notices issued to tenderers issued by the HPCSA.
3. confirms that it has satisfied itself as to the correctness and validity of the tender offer; that the price(s) and rate(s) offered cover all the goods and/or services specified in the tender documents; that the price(s) and rate(s) cover all its obligations and accepts that any mistakes regarding price(s), rate(s) and calculations will be at its own risk.
4. offers to supply all or any of the goods and/or render all or any of the services described in the tender document to the HPCSA in accordance with the:
 - a. terms and conditions stipulated in this tender document.
 - b. specifications stipulated in this tender document; and
5. accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on it in terms of the Contract.

Signature(s)

Print name(s):
On behalf of the tenderer (duly authorized)

Date

FORM OF OFFER AND ACCEPTANCE (continued)

TENDER NO: HPCSA 05/2023 WEBSITE DEVELOPMENT, HOSTING AND SUPPORT FOR THREE (3) YEARS RE-ADVERT

PART B (TO BE FILLED IN BY THE HPCSA)

By signing this *Form of Offer and Acceptance* the HPCSA (also referred to as the 'Purchaser'):

1. accepts the offer submitted by (DETAILS OF SUCCESSFUL TENDERER, ALSO REFERRED TO AS THE "SERVICE PROVIDER")

_____, thereby concluding a contract with the Service Provider for a contract period from date of commencement of contract not exceeding 60 months.

2. undertakes to make payment for the goods/services delivered in accordance with the terms and conditions of the Contract.

SIGNED AT _____ ON THIS THE _____ DAY OF _____ 20_____
(PLACE) (DD) (MM) (YY)

Signature(s) and stamp of
Executive Director or his/ her delegated authority

Print name(s):
(duly authorized in terms of the
System of Delegations as
approved by Council)

FORM OF OFFER AND ACCEPTANCE (continued)

Schedule of Deviations

Notes:

- a) The extent of deviations from the tender documents issued by the HPCSA before the tender closing date is limited to those permitted in terms of the conditions of tender.
- b) A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
- c) Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded here.
- d) Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

- e) Subject
Details
.....
.....
.....

- f) Subject
Details
.....
.....
.....

- g) Subject
Details
.....

By the duly authorized representatives signing this agreement, the HPCSA and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to this tender document and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification, or changes to the terms of the offer agreed by the tenderer and the HPCSA during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

4. PART 4 - ADMINISTRATIVE INFORMATION

4.1 Purpose

4.1.1 The Health Professions Council of South Africa hereby invites suitably qualified and experienced bidders to submit proposals and quotations for website development, hosting and support for three (3) years, to ensure accessibility of the HPCSA to stakeholders whenever they visit the HPCSA website.

4.1.2 The Website to be informative, interactive, user-friendly, and eye-catching, as well as attractive and professional, and must clearly communicate the objectives of HPCSA as well as highlighting projects, events, quarterly newsletters, subscribe to newsletter, distribute newsletter via a database linked to the website, and resources.

4.1.3 The website must have the following key features.

- a) Mobile responsive & view orientation
- b) Meet internal demands: Ensure we meet corporate objectives balanced with the needs of stakeholder user groups. This includes being able to present content in an engaging and organised way on the website.
- c) Improve user experience: Serve a diverse range of audiences so that they can quickly find what they need and explore other content on a site that reinforces HPCSA's strategic positioning and value to the world.
- d) Maintain security and improve reliability:
- e) Easy access to other HPCSA portals (Annexure F: section 2.4)

4.2 HPCSA Terms & Conditions of the Tender

4.2.1 The HPCSA reserves the right without furnishing any reasons whatsoever, to cancel, withdraw or re-advertise, or to award or not to award this service/tender(s).

4.2.2 The HPCSA reserves the right not to accept the lowest tender or any tender, in part or in whole.

4.2.3 Successful applicants will be required to enter into service level agreements with the HPCSA in addition to contractual obligations.

4.2.4 Tenders should be submitted in a sealed package marked, **"HPCSA 05/2023"**

4.2.5 Bidders are required to provide hard copies of their bid submission/ regarding Envelope 1 – “Technical Proposal”, bidders must provide original proposal plus three (3) hard copies. The sealed envelope must be placed in the tender box at the Main Reception area of the HPCSA Building, 553 Madiba Street, Arcadia, 0002, South Africa.

Note: This Tendering Process will use a two-envelope system i.e., Bidders must submit the Administrative Requirements (Mandatory) and functional proposal in one envelope (together with relevant copies) and pricing and preference points proposals in a separate envelope (together with the relevant copies). BOTH ENVELOPES MUST BE CLEARLY MARKED.

4.2.6 No Tender received by telegram, mail, e-mail, or facsimile will be considered.

4.2.7 Where a tender is not submitted at the time of the tender closing, such a tender will not be assessed.

4.2.8 The HPCSA is entitled to amend any tender condition, validity period and specification of such a tender before the closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendment or of extensions, promptly.

4.3 Confidentiality

4.3.1 Both parties shall keep all information obtained by them in the context of the Contract confidential and shall not divulge it without the written approval of the other party.

4.4 Retention of Tenders

4.4.1 All tenders submitted shall become the property of the HPCSA.

4.4.2 The HPCSA will make all reasonable efforts to maintain tenders in confidence.

4.4.3 Proprietary information should be identified in each tender.

4.5 Cancellation and re-invitation of bids

4.5.1 The decision to cancel a bid will be published in the same media in which the original bid invitation was advertised.

4.6 Vendor Communications

- 4.6.1** During the tendering period, communications between vendors and the HPCSA will only be in writing through email for any queries and questions.
- 4.6.2** All communications, correspondence, documentation, manuals, tenders, presentations, demonstrations etc., must be in English.
- 4.6.3** All questions concerning the Tender must refer to the Tender page number, section number and paragraph number. All questions and correspondence must only be directed to the authorised HPCSA Tender Representatives, listed in PART 1 of the tender.

4.7 Prime Service Provider Relationship

- 4.7.1** The HPCSA intends to contract only with an identified vendor known as the Prime Service Provider when the Tender is issued.
- 4.7.2** Subcontracting assignments will be allowed. The subcontractors should adhere to the same requirements as set out for the Prime Service Provider. In the event of a subcontracting arrangement, the Prime Service Provider assumes all responsibility for delivery, installation, maintenance, and any support service including documentation that is supplied by the subcontractor.

4.8 Response Validity Period

- 4.8.1** Tender responses will be valid for a period of 90 days after the closing date.

4.9 Pricing Section

- 4.9.1** These guidelines are to assist you in submitting pricing data.
- 4.9.2** Provide a summary description of your standard estimating methods bearing the following in mind:
 - a. Prices based on currencies other than the South African Rand, the exchange rate utilised, and the date of the exchange rate must be clearly indicated.
 - b. Prices are to be inclusive of all applicable tax. An indication of those prices to which tax does not apply is also required.
 - c. Price must be fixed for all categories and inclusive of the three yearly increases.

Requirement	Description	Total price
Session Initiation Website development.	Setup, Development, and configuration of the Website and Content Manager	
Change management and user training.	Clearly outline training plan and change management plan. Training of business users on the Website. Training of contact center (users and team leaders).	
Webmaster and Administrator	Training for Webmaster and IT resource.	
Three-years Maintenance and Support	Product updates, support	
	Vat @ 15%	
	Total	

5.PART 5 – TERMS OF REFERENCE (SPECIFICATION)

5.1 Background

5.1.1 The Health Professions Council of South Africa (HPCSA) is a statutory body established under the Health Professions Act 56 of 1974 and is mandated to regulate the health professions in the Republic of South Africa and functions through 12 Professional Boards operating under its auspices. The Professional Boards control the professions falling within their ambit under the overarching coordination and guidance of the HPCSA and are responsible for:

- a. Setting standards for the Education, training and registration and practice of all health professions registered under the Act;
- b. Fostering compliance with the standards set;
- c. Ensure ongoing continuing professional development by practitioners; and
- d. Investigate complaints lodged against practitioners registered under the Act.

5.1.2 Current HPCSA Landscape

5.1.2.1 Current Website

HPCSA website is accessible via this address: www.hpcsa.co.za. The Website is managed by internal HPCSA resources supported by an external website contractor, who maintains, host the website and provides technical advice regarding updates or improvement to the Content Management System and hosting.

The current content management website is based on ASP.NET core MVC customizable bootstrap template with Ms SQL database, hosted on windows server platform.

- a. Windows Server 2016
- b. MVC 5.2.3
- c. MS SQL 2016
- d. ASP.NET 4.7.2

5.1.2.2 HPCSA Website Audiences

- a. Health Practitioners
- b. Members of the Public
- c. HPCSA Council, Professional Boards and Committee members
- d. Higher Education Institutions
- e. Health Professional Associations
- f. Government Department
- g. And other interested parties and stakeholders

5.2 Scope of Work

The Bidder will need to provide and manage the end-to-end development, hosting and maintenance of the mobile responsive website, including (but not limited to) the following items:

5.2.1 Functionality

- a. Development of the mobile responsive website based on HPCSA's requirements.
- b. Incorporate HPCSA portal links on the website.
- c. Improved user experience (UX)
- d. Adherence to web content accessibility guidelines 2.0 & 2.1 to increase accessibility to wider groups including people with disabilities, e.g, visually impaired
- e. Analytics
- f. Social network integration
- g. Creation, testing and deployment of the automated migration of relevant content.
- h. Testing and deployment of the website
- i. External secure hosting (99.999% uptime)
- j. Configuration and hosting setup

- k. Ongoing hosting, monitoring and fine-tuning
- l. Annual penetration test conducted
- m. Issue ssl certificate
- n. cookies
- o. Training of Administrators & webmaster
- p. Training of internal users.

5.2.2 Functionality requirements

The following requirements should be read in conjunction with **annexure F**.

5.2.2.1 General Requirements

- a. Website to be informative, interactive, user-friendly and eye-catching, as well as attractive and professional, and must clearly communicate the objectives of HPCSA as well as highlighting projects, events, quarterly newsletters, subscribe to newsletter.
- b. A photo slideshow on the home page, with ability to change out photos as needed and the ability to add countdown clock
- c. Photo header on other sections of the webpage with ability to have different photos for each section/department and the ability change out photos as desired.
- d. Ability to embed photographs of HPCSA facilities and events in the site.
- e. Integration of audio and video
- f. Standard website features while maintaining a unique and consistent look
- g. Easy maintenance by HPCSA staff, including making programmable changes internally without having to contact service provider
- h. Ability to plug in future technologies.
- i. Enable easy access to HPCSA Portals
- j. Search engine and web crawler optimized
- k. Detailed analytics reporting
- l. Multiple redundant backups for transparent downtime recovery
- m. Fully functional, both viewing and editing, with the major browsers and operating systems on personal computers and mobile devices.
- n. Website built using web standard coding that is platform and browser independent.
- o. HPCSA will own the website code
- p. Redesign and update website, using the existing content and new content but with a revised and updated look and feel and new functionality.
- q. Website to be secure and scalable.
- r. Website to be fully searchable using the world's top search engines.
- s. Website structure that is modern, usable, accessible and intuitive for users as well as easy to update
- t. Edit existing content as well as create new content that advances the vision of the website and HPCSA.
- u. HPCSA to provide logos, Corporate identity manual, HPCSA photographs and content.
- v. Provide new graphics design.

5.2.2.2 Development Objectives

HPCSA would like to create a customer-focused website using intuitive navigation controls that will allow for easy access to information by site visitors. The redesign should utilise the latest technology that is mobile responsive.

- I. **Balance Regulator Look and Feel with Unique Web Presence** – Regulator sites are informative in nature and should clearly portray that purpose on this website. The site should also portray a unique web presence that is attractive as well as functional to fulfil the model of online regulator services. The vendor will be expected to work with HPCSA staff to develop the “look and feel” of the site to convey the HPCSA’s unique brand. This shall include a cohesive graphic design incorporating the HPCSA’s brand, colours, logo, culture, etc.
- II. **Content Management System** - The bidder shall provide a comprehensive, widely used, CMS solution as an option of the proposal. The CMS software proposed should not be an open source, a beta, release candidate, other early adopter technology or easily susceptible to hacking. The CMS shall be accessible via external access. The service provider will provide a search engine solution to support indexing of all contents within the CMS.
- III. **Calendar/Event Program** – HPCSA is looking for a flexible calendar program. Desired features include the ability to view the calendar in either day or month format. In addition, the ability to add to specific days hyperlinked events that can lead to either a web page or a document (such as PDF) is required. It is preferable that the calendar maintain the look and feel of the new website but retain the standard calendar look.
- IV. **Online Newsroom** - Ability to post news to a page or pages on the site. News should have the ability to be automatically archived in an easily retrievable manner at a predefined time after publishing and scheduled to be published at a future date and time. News headlines should have the option to be displayed on the homepage in an order defined by administrators.
- V. **Audio and video embedding** - Ability to embed audio and video in website pages.
- VI. **Integrated RSS Feeds** - Integration with social networking applications so users can share HPCSA information with their social media contacts. The ability to integrate with future social media tools should also be provided.
 - a. RSS Feed Reader: Ability for staff to set up feed readers for important HPCSA information.
 - b. RSS Feeds: Ability for users to sign up to receive RSS feeds
- VII. **Browser/Device Compatibility** - Responsive site design. Any new website design for this project should be easily viewable from a desktop, tablet or mobile device of any manufacture. The user experience should be similar across all devices, allowing for differences in device layouts or requirements.
- VIII. **Fully functional**, both viewing and editing, with the major browsers and operating systems on personal computers and mobile devices. Ensure implementation is functional with the current versions and one version back of all browsers and operating systems.
- IX. **Website Analytics** – Analytics tracking and reporting must be integrated on the site to allow for website visitor tracking, page tracking, etc.

- X. **Search Engine Accessibility** - Search engine optimization (SEO) and site search functionality. The site should provide for search engine optimization to allow the highest possible ranking of the individual pages within the site from all major search providers, including but not limited to Bing, Google, MSN Search and Yahoo!
- a. The site should be accessible by spiders for the purpose of indexing the site.
 - b. The site should be structured in a manner that spiders can crawl easily.
 - c. The site should provide meta-title and meta-description tags that can be maintained by HPCSA staff.
 - d. The site should provide robust and prominent smart search functionality allowing users to type in a word or phrase to find information on the site.
 - e. The search feature should provide results for a single word, combination of words, or the exact phrase searching using quotation marks.
 - f. The search feature should auto correct and/or provide results that best match misspelled words or phrases.
 - g. The search feature should enable search of both HTML pages and documents, such as PDF files.
 - h. Results will be returned in order of relevance based on the frequency of the search words in the page content or metadata, and results can be browsed by category.
 - i. Users should be able to browse search results within different content types, such as documents, event calendar and news.
- j. **Data Migration** - Data and file migration from existing site and integration into new site: Understanding that this RFP provides the HPCSA with the opportunity to restructure and update its content, HPCSA has a significant investment in the existing content and files. Proposals should include the necessary process for migrating the data and files from the existing site into any new or upgraded CMS. This includes indexing and integrating existing content into the new design and navigation structure.
- k. **Knowledge Transfer and Skills Training** - The newly designed website will bring new technologies to the HPCSA and new ways to use existing technologies. HPCSA expects the service provider to work closely with the HPCSA's key staff members to answer questions and give demonstrations on the new site features. Describe how your company will provide initial training for the HPCSA's appointed content users. In addition, describe how you will provide on-going support by job title, including project management, development, help desk support and training as separate items. Preference will be given to bidders who provide support as an unlimited part of ongoing services, within reason, rather than a pay-per-use system that discourages customer questions and interaction.

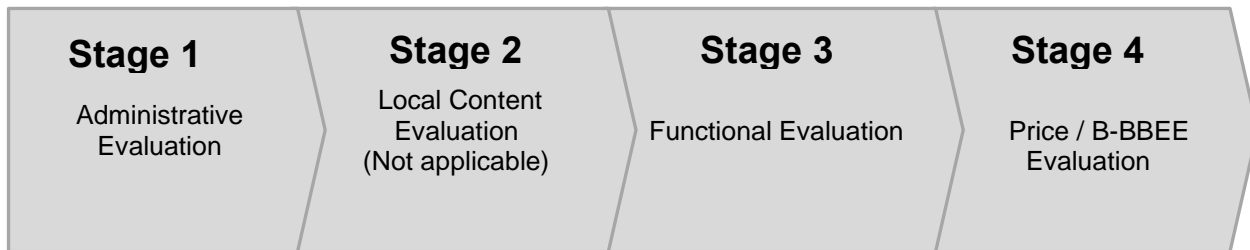
5.3 Duration of contract

- 5.3.1 The Service Provider would be required to enter into a support and hosting service level agreement for a period of three (3) years

6.PART 6 - EVALUATION PROCESS

This tender will be evaluated in accordance with the Preferential Procurement Regulations. The HPCSA will use a staged approach to evaluate the bids. The requirements of any given stage must be complied with prior to progression to the next stage. The HPCSA reserves the right to disqualify bidders without requesting any outstanding document/information.

The stages are outlined in the diagram below and further detailed in the paragraphs that follow.



6.1 Stage 1: Administrative Evaluation

- During this stage of the evaluation the bidders will be evaluated on whether they comply with the following:
 - a. Complied with all the conditions of tender; and
 - b. Submitted all mandatory documentation required.
- A bidder who fails to comply with the submissions of the mandatory administrative documentation as per criteria below will be disqualified at this stage and will not be considered any further
- The required mandatory administrative documentation includes the following:

Mandatory Document	Yes/No
Duly completed HPCSA Service Provider declaration form Annexure A	
Company Registration Certificates	
If applicable; a Joint Venture agreement (certified)	
A Company Profile	
Bidder's two (2) years financial statement or proof from the Financial Institution/ bank, not older than thirty (30) days, that the company has the financial stability to successfully execute the contract	

Proof that the bidder's tax affairs are in order with SARS (e.g., Valid Tax Clearance Certificate/ Status Pin number document)	
SBD4 – Declaration of Interest see Annexure B	
SBD8 – Declaration of bidders past Supply Chain Management Practices Annexure C	
SBD9 – Declaration of Independent Bid Determination Annexure D	
SBD6.1 Annexure E	

6.2 Stage 2: Local Content

- Local Content is **not** applicable for this Tender. Hence, all bidders who qualify for the Administrative Evaluation will be evaluated on Functionality.

6.3 Stage 3: Functional Evaluation

- Bidders who qualified for the previous stage(s) of the Evaluation will then be evaluated in terms of the functional requirements.

6.4 Stage 3A - Mandatory Functional Requirements.

A bidder will be disqualified if it does not comply with the mandatory functional requirements. The mandatory functional requirements are outlined in the table below:

Mandatory requirement	Yes/No
Proposed Content Management System software not an open source, beta, release candidate and not easily susceptible to hacking	

6.5 Scoring Criteria - Stage 3B

- All bidders who met all the mandatory functional requirements will now be evaluated further on functionality.
- A *minimum score of 90 points out of 100* will be required to pass stage 3A.

- c. The HPCSA will analyse and assess functional capability and therefore the bidder should demonstrate the following.

FUNCTIONAL EVALUATION CRITERIA			SUB-CRITERIA	MAX POINTS						
CRITERIA										
<p>Company Experience: Service provider should at least have 5 years' experience in website development. (Proof should be in the form of reference letter/(s)).</p> <ul style="list-style-type: none"> Name of the client; Contact Details. Dates when the websites were created (Start date and end date) <table border="1"> <tr> <td>Less than 3 years</td> <td>Above 3 years -10 years</td> <td>Above 10 years</td> </tr> <tr> <td>0</td> <td>10</td> <td>15</td> </tr> </table>			Less than 3 years	Above 3 years -10 years	Above 10 years	0	10	15	15	15
Less than 3 years	Above 3 years -10 years	Above 10 years								
0	10	15								
<p>Developers Experience: the developer should have at least 5 years' experience and be certified in the technology used to develop the website (Proof should be in the form of CV and relevant certificates)</p> <table border="1"> <tr> <td>5 years</td> <td>Above 5 years</td> </tr> <tr> <td>10</td> <td>15</td> </tr> </table>			5 years	Above 5 years	10	15	15	15		
5 years	Above 5 years									
10	15									
<p>Number of written references: Bidders must submit signed reference letters from their clients including the website links. Reference letter must be on client letterhead and not older than five (5) years.</p> <table border="1"> <tr> <td>3 - 4 Letters</td> <td>5 Letters</td> <td>More than 5 Letters</td> </tr> <tr> <td>5</td> <td>10</td> <td>20</td> </tr> </table>			3 - 4 Letters	5 Letters	More than 5 Letters	5	10	20	20	20
3 - 4 Letters	5 Letters	More than 5 Letters								
5	10	20								
<p>Architectural and Solution design of the Website and Content Manager</p> <p>Redundancy detailing the actual proposed solution.</p>			10	20						
<p>Training and change management</p> <p>Clearly outline training plan and change management plan.</p>			15	15						
<p>Outline business continuity capabilities of the proposed solution</p>			15	15						
TOTAL			100	100						

6.6 Stage 3C – Demo

- a. All bidders who met the Minimum score on **Stage 3B** will now be evaluated further.
- b. A *minimum score of 25 points out of 30* will be required to pass the Functional Evaluation stage 3C.

FUNCTIONAL EVALUATION CRITERIA	SUB-CRITERIA	MAX POINTS
CRITERIA		
Demo of website including CMS:		30
<ul style="list-style-type: none"> • Search functionality (only return results in the Demo website) • Demonstrate Mobile responsiveness & view orientation. • Demonstrate changing of menus and content by Webmaster. • Website Navigations 	10 10 5 5	
TOTAL	30	30

- All bids that qualify for this stage of the evaluation process are considered acceptable bids/tenders and will then be evaluated on Price and B-BBEE.

6.4 Stage 4: Price and B-BBEE

- Only bidders that passed the Functional Evaluation stage will be evaluated on price and preference (B-BBEE). The 80/20 preference point system will be applicable for this tender. the qualifying bids are evaluated in terms of 80/20 preference points systems, where 80 points must be used for price only and the 20 are used for B-BBEE .

6.4.1 Preference Scores

A bidder will only be awarded points for preference, provided:

The bidder has completed and signed the Preference Points Claim Form (SBD 6.1 Annexure E).

The bidder:

- a. Submitted a valid B-BBEE status level certificate issued by a SANAS accredited B-BBEE agency; or
- b. Submitted an affidavit stating the B-BBEE status level in the case of an EME and QSE
- c. 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.

- d. 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 B-BBEE scorecard is prepared for each and every separate bid.

B-BBEE Status Level of Contributor	Number of points (80/20 system) For procurement, up to R50 million
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

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

7. PART - 8 HPCSA CONTRACT Template (Attached separately)

ANNEXURE A



**SERVICE PROVIDER
DECLARATION FORM**

Health Professions Council of South Africa

This form must be completed and submitted with TENDER:

**Health Professions Council of South Africa
P O Box 205
PRETORIA
0001**

**553 Madiba (previously known as Vermeulen) Street
Arcadia
PRETORIA
0007**

Please complete the form fully and use a black pen. Illegible or incomplete forms will be rejected.

Direct enquiries to Procurement Officer

Email: Tenders@hpcsa.co.za

PLEASE KEEP COPIES OF REGISTRATION FORM AND ALL DOCUMENTATION SUBMITTED FOR YOUR RECORDS AS NO COPIES WILL BE MADE BY THE COUNCIL

Where applicable under mentioned documents must be attached with tenders

Please tick box

	Y	N	NA
Valid B-BBEE status level certificate issued by a SANAS accredited B-BBEE agency/Affidavit			
Company registration document (certified)			
Proof of ownership/ shareholder certificate (certified)			
If applicable; a Joint Venture agreement (certified)			
Proof that the bidder's tax affairs are in order with SARS (e.g., Valid Tax Clearance Certificate/ Status Pin number)			
Proof of banking document			
Comprehensive company profile			
Duly signed HPCSA Service Provider declaration form			
A copy of your audited financial statements			
SBD4 – Declaration of Interest			
SBD8 – Declaration of bidders past Supply Chain Management practices			
SBD9 – Declaration of Independent Bid Determination			
SBD6.1 – The bidder has completed and signed the Preference Points Claim Form			

Email address

Web page address

Contact person for correspondence address

Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

SALES AND ACCOUNTS DEPARTMENTS

Sales Department

Contact name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Telephone

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Fax

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email address

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Cell no

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

FINANCIAL DETAILS (BANKING)

Accounts Department

Banking institution name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Branch

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Town/City

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Banking account number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account type

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account holder's name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NB: Documentary proof of banking institution must be supplied confirming banking details, including either an:

- original cancelled cheque; or
- Original stamped letter from Bank.

HDI INFORMATION

Explanation of abbreviations used in the following tables:

Capacity		HDI status	
Director	D	HDI	H
Partner	P	Women	W
Member	M	Disabled	D
Priority	R		
Other	O		

Proof of disability provided by a recognized institution in the case of handicapped persons must be supplied.

NB: certified copy of shareholder certificates or proof of ownership must be supplied

Complete the following for the shareholders who are actively involved in the management and daily business operation of the business.

First name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Identification number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Capacity

D	P	M	R	O
---	---	---	---	---

M F (sex)

--	--

HDI status

H	W	D

Disabled (permanent impairment of a physical, intellectual or sensory function resulting in restricted or lack of ability to perform in a manner considered in a manner considered normal for a human being).

Are you actively involved in the management and daily business operations of the business? (Please provide a written breakdown e.g., company profile).

First name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Identification number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Capacity

D	P	M	R	O
---	---	---	---	---

M F (sex)

--	--

HDI status

H	W	D

First name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Identification number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Capacity

D	P	M	R	O
---	---	---	---	---

M F (sex)

--	--

HDI status

H	W	D

CONTACTABLE REFERENCES

Please supply a list containing the names, telephone numbers and client relationship of a minimum of three contactable references

Contact person 1

Contact number 1

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Client Relationship 1

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Contact person 2

Contact number 2

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Client Relationship 2

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Contact person 3

Contact number 3

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Client Relationship 3

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PREVIOUS CONTRACT OR TENDERING EXPERIENCE (Mark with X)

Do you have any previous contract work or tendering experience

Yes	No

If yes, please complete the table below. List the last two contracts awarded to you or previous experience with other businesses related to this of work or supply

Employer/ Department

Contact person

Contact number

Estimated contract value in rands

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Year awarded

--	--	--	--

Proof documents attached

Yes	NO

Did your business exist under a previous name?

If yes, what name did it trade under?

Previous business registration number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Certification of correctness of information supplied in this document

- 1. The information supplied is correct.
- 2. All copies of relevant information are attached.

Personal information in block letters

Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Telephone

Capacity

On behalf of the (Service Provider's Name)

Signed and sworn to before me at _____ on this the _____ day of 2023 by the Deponent, who has acknowledged that he / she knows and that understands the contents of this Affidavit, that it is true and correct to the best of his /her knowledge and that he /she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

Signature: Applicant on behalf of Service Provider

Signature: Commissioner of Oath

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Bank Account

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Branch number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Type of Account

Cheque	Savings	Transmission	
--------	---------	--------------	--

_____ **Date**

_____ **Signature**

For use of bank (in cases where a cancelled cheque or bank letter is not attached)

Above information checked and confirmed

Bank Stamp:

_____ **Signature:**

SERVICE PROVIDER QUESTIONNAIRE

In assessing the company's tender, the HPCSA tender committee will consider the information provided as outlined in all the sections of this tender document.

ANNEXURE B. SERVICES		
1.	Where are your offices located?	
2.	Number of years in business?	
3.	Are you involved in any community development programmes – if yes, please give details	
4.	Are you prepared to negotiate on price?	
5.	Do you accept payment <i>via</i> EFT?	
6.	Acceptance of the practise that the HPCSA will pay within an agreed time frame (30 Days term) as per the agreed price with the successful bidder upon receipt of a valid tax invoice	

QUESTIONNAIRE COMPLETED BY:

NAME:

SIGNATURE:

DATE:

COMPANY STAMP

ANNEXURE B SBD 4 (Attached separately)

ANNEXURE C SBD 8 (Attached separately)

ANNEXURE D SBD 9 (Attached separately)

ANNEXURE E SBD 6.1 (Attached separately)

