



**TERMS OF REFERENCE FOR THE DEVELOPMENT, SUPPORT AND HOSTING OF THE WEBSITE
FOR THE INTERNATIONAL TRADE ADMINISTRATION COMMISSION OF SA**

RFP NO: ITAC 02-2024/2025

Date Issued: 22 November 2024

Closing date and time: 20 December 2024

Bid Validity period: 120

TENDER BOX ADDRESS:

The **dtic** Campus
Ground Floor, Block E
77 Meintjies Street
Sunnyside
0002

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1. Purpose

The purpose of this Request for Proposal (RFP) is to solicit proposals from suitably qualified and experienced service providers for the development, support and hosting of the ITAC website. This RFP does not constitute an offer to do business with ITAC but serves merely as an invitation to bidder(s), to facilitate a requirements-based decision process.

2. Background

2.1 Establishment of the International Trade Administration Commission (ITAC)

The International Trade Administration Commission (ITAC) was established in terms of Section 7 of International Trade Administration Act, 2002 (Act No. 71 of 2002).

ITAC was established with its own offices located in Tshwane, Sunnyside at *the dtic* campus in 2003. The current organisational structure provides for the employment of 131 employees. The said structure consists of Senior Management Service (SMS); Middle Management Service (MMS) and other employees.

2.2 ITAC's Key Strategic Objectives

To achieve its aims, ITAC has identified the following three key strategic objectives to guide its operations, namely to:

- 2.2.1 Ensure appropriate contribution to economic growth and development through provision of its international trade instruments.
- 2.2.2 Ensure strategic alignment and continued relevance within *the dtic* and national agenda; and
- 2.2.3 Ensure organisational efficiency and effectiveness through business support services.

2.3 Functional Areas of ITAC

There are three main functional areas of ITAC as listed below:

2.3.1 Core business

- Tariff Investigations.
- Trade Remedies.

- Import and Export Control.

2.3.2 Business Support Services

- Human Resources.
- Finance & Supply Chain Management.
- Communication Services.
- Information Technology.
- Internal Audit services.
- Legal Services.
- Policy and Research.
- Secretariat.
- Risk Management.

2.3.3 The Commission of ITAC

As compared to the other public entities in South Africa, ITAC has no Board of Directors but a Commission. The membership of the Commission is comprised as follows:

- Full time Chief Commissioner (CEO of ITAC).
- Full time Deputy Chief Commissioner.
- Part-time Commissioners (up to 10).

3. Project objective

To enable ITAC to achieve its mandate and strategic objectives, the services of a suitably qualified and experienced service provider are required to develop, design, maintain, support and host the ITAC website for a period of 36 months. The primary objective of the service required is, to use the ITAC website as the primary guide to access the services provided by ITAC.

ITAC's primary website is located at www.itac.org.za. The website is currently hosted on ITAC's own server(s) at their premises.

The current website functions as ITAC's primary communication tool to provide access to information about the services that ITAC provides. All the different ITAC business units are accommodated on the ITAC website and the same is expected in the design of the new

website. The current website was designed using open source as well as proprietary software.

ITAC is requesting proposals from qualified and suitable service providers for the design, development, hosting, maintenance and support of a new website for ITAC.

The goal of the project is to create a modern, user-friendly, and efficient website that significantly improves content search and accessibility of information.

ITAC will remain the primary owners of the website, and the prospective service provider will be required to facilitate a comprehensive handover of the website and the associated hosting environment at the end of the contract to ITAC.

4. Project Requirements and Deliverables

4.1. Project Requirements

- 4.1.1. The development, design, hosting, maintenance and support of a new website for ITAC.
- 4.1.2. The transfer of all existing content, as well as the uploading of new content to the new website.
- 4.1.3. Cyber Security principles must be integrated into the development and design of the website.
- 4.1.4. Service providers must ensure that the content as well as the functionality are not compromised.
- 4.1.5. All modern security tools and best practices must be implemented e.g. SSL certificates and IP filtering.
- 4.1.6. Website must be developed on a common and well-known platform, that. Allows for easy back-end navigation and compatibility with Microsoft (and other) applications and services.
- 4.1.7. The website must be informative, interactive, user-friendly, and eye-catching, as well as attractive and professional, and must clearly communicate the objectives of ITAC.
- 4.1.8. ITAC's corporate colours, and other images related to international trade must

be incorporated into the design.

- 4.1.9. The website user must be browser independent and can accommodate various devices and screen sizes.
- 4.1.10. The website must highlight events and other important occurrences that ITAC deems high public interest.
- 4.1.11. The website must have a Media Centre section where all press releases, media contacts, "ITAC in the Media" articles, advertorials, media interviews and other media and public relations-related content is located and easily accessible.
- 4.1.12. The website must have the ability to embed links for high resolution videos.
- 4.1.13. Visitors to the website must have the ability to subscribe to e-newsletters or any other information offered by ITAC from time to time.
- 4.1.14. Subscribers must be registered on a database in the website's CMS (content management system). User data must adhere to Protection of Personal Information Act (POPIA) rules and laws.
- 4.1.15. The website structure must be modern, accessible and intuitive for users as well as for the staff that manages the website content, i.e. content must be easy and intuitive to update.
- 4.1.16. The website must be fully searchable using the world's leading search engines.
- 4.1.17. The website must support a multi-language feature to enable the easy upload of content in all South African vernacular or native languages and associated characters i.e. English, Afrikaans, IsiZulu, Sepedi, SiSwati, Tshivenda, Sotho, Setswana, Xitsonga, Ndebele and Xhosa. *Please note that ITAC is not requiring automated translation services, but rather that the website have the ability to accommodate multiple languages.*
- 4.1.18. The website site must be designed for a 24/7/365 continuous operation. If a maintenance window is required, this must be clearly communicated to ITAC, and the relevant message should display when entering the website URL.
- 4.1.19. The website must allow the administrators to upload or amend content from anywhere and from any network.
- 4.1.20. It must have a customisable pop-up for important notices to stakeholders, with

the option to “close” or “read more”. This pop up must be visible on the front page.

- 4.1.21. The website should be able to collect cookies for analytics purposes to draw reports such as the number of visitors, demographics, visitor profile, etc.
- 4.1.22. The website layout and design must meet all the requirements from ITAC.
- 4.1.23. Categorization of the Tender section – open, awarded, cancelled, and closed. The “Tender section” should provide the ability to sort content position by date.
- 4.1.24. Each tender post should allow for the upload of multiple documents.
- 4.1.25. The section for “Executive and Senior Management” should allow for upload of standard size high resolution images. This must be pre-set with a standard design background as well.
- 4.1.26. The website must contain a “live chat” feature to facilitate and improve customer service. This feature should be provisioned, but not activated.
- 4.1.27. Provision must be made for web links and shortcuts to other ITAC stakeholders and systems.
- 4.1.28. The website must cater for all POPIA and other data privacy requirements.
- 4.1.29. An online application feature for candidates to securely upload application documents for advertised positions. The website must have the ability to screen applications based on the set criteria for the position.

4.2. Develop the website back-end

- 4.2.1. A new Content Management System (CMS) for the website is required.
- 4.2.2. The search function must have advanced capability to search with words and phrases within documents.
- 4.2.3. The website must provide filters and sorting options to refine search results, improving user experience.
- 4.2.4. Sufficient storage must be available for all the information, documents, forms and other content that is currently present on the website.
- 4.2.5. A periodic (twice per annum) search engine optimisation (SEO) report must be provided to ITAC, that shows the ranking of the website on the major search engines.
- 4.2.6. Enhance the ranking if needed through Search Engine Optimisation (SOE).

4.2.7. The CMS must incorporate encryption technology (128-bit).

4.2.8. Users must have tiered access into the CMS.

4.3. Website Maintenance and Support

Support hours amounting to **10 hours per month** must be included in the bid. These support hours accumulate over the contract period, i.e. hours must roll over from one month to the next.

The successful service provider is expected to be available weekdays (office hours) and weekends (only in case of emergencies) for maintenance and support.

The successful service provider is expected to provide pro-active checks on the website health, implement remediation if required and keep the website up to date.

The service provider is expected to respond within **one hour** of reporting by ITAC, with a fault resolution time of no more than **four hours** to remediate any interruption or degradation of services.

Only authorised users may have access to the content management system.

ITAC and the appointed service provider will enter into a Service Level Agreement that will require a **monthly** website uptime of **99.9%**.

The following services are required, but please note that this is not an exhaustive list:

- Website support and correction of issues encountered within required timeframes.
- Backup of all website data.
- The development and implementation of minor changes/enhancements to the website.
- The development and implementation of major changes/enhancements to the website.
- Hosting the website in a secure location in a secure server environment.
- Provide comprehensive website usage statistics (visitors per month etc.).
- The ability to ensure that the website is secure through the use of multiple security tools (e.g. IP based filtering).

4.4. Backup of website data

The successful service provider must ensure that daily backups of all website data are created and stored for a period of three (3) years. Restoration tests must be performed once a month, and a report must be provided to ITAC.

4.5. Post-implementation website development and change management

The appointed service provider is expected to make requested changes as and when the need arises, regardless of whether the required changes are minor or major **(the support hours must be utilised for this purpose)**.

Software upgrades, security implementations, maintenance as well as enhancements to the website must be made within the monthly support hours.

All changes to the website must be developed and tested by the responsible ITAC delegate before implementation.

4.6. Hosting Services

The website must be hosted in a secure location/datacentre within South Africa. The hosting location/datacentre/or platform (e.g. Azure) must include a minimum of twenty (20) gigabytes per second bandwidth (20Gbps) and adequate storage space to accommodate the website as well as the content management system (CMS).

Documented proof of all security measures, systems as well as methods used must be provided, including how user-uploaded documents will be stored, processed, and secured, addressing privacy concerns.

4.7. Filtering

Additional security measures like IP and content filtering must be implemented. These security measures are not exhaustive, and the service provider is expected to include the website security implementations as part of this bid.

4.8. Website statistics

Website statistics reports are required monthly.

4.9. Migration of data

The service provider is expected to migrate all data, documents and hyper-links to the new site. The website data is currently contained in a MySQL database (MySQL version 2.4.10) and the approximate data size equal to 5GB.

4.10. Major Milestones

The following will constitute the successful deliverables for this project.

- 4.10.1. The development and design of a user-friendly, interactive and informative website for ITAC.
- 4.10.2. A fully secured site with all the relevant cybersecurity features integrated from the start.
- 4.10.3. The site must be hosted in a secure environment and all data must reside within the geographical border of South Africa.
- 4.10.4. Migration of the current website data to the new website.
- 4.10.5. Training and support to the relevant ITAC staff members on how to upload content on the new website.
- 4.10.6. Training on basic troubleshooting and support for ITAC technical staff.
- 4.10.7. An integrated content management system.
- 4.10.8. Advanced search and indexing capabilities.

NB: ITAC RESERVES THE RIGHT TO AMEND THE PROJECT DELIVERABLES WITHIN REASONABLE LIMITS AND CARE PRIOR TO THE CLOSING OF THE BID.

5. Expertise Required

During the evaluation of this project, the evaluation processes of ITAC will, *inter alia* consider the experience and credentials of the personnel proposed by the service providers on this project.

Please note that bidders must attach certified copies (not older than 3 months) of all required qualifications, relevant certificates, and copies of comprehensive and updated curriculum vitae for the key personnel who will be utilised for this project.

Kindly note that the collection of personal information will be treated in accordance with section 19,20 and 21 of POPIA.

6. Time Frames and Duration of Appointment

The total contract period is **36 months**. The envisaged period is broken down below:

- 6.1. Website design, development and implementation = **6 months**.
- 6.2. From month seven (7) the hosting, support and maintenance period starts.

The completion of the website in less than six (6) months is acceptable to ITAC. This simply means that the hosting, support and maintenance period will start earlier.

The service provider must provide ITAC with a link for testing purposes.

7. Remuneration Condition

All claims for payment shall be submitted to ITAC monthly, on condition that sufficient proof is submitted on progress made in respect of tangible deliverables usable by ITAC, in terms of the project, unless parties to the contract mutually decide and agree otherwise. ITAC's payment term is 30 days from receipt of a valid invoice.

8. Contracting Process

- 8.1. The contracting between ITAC and the successful service provider shall come into effect upon receipt of the letter of appointment from ITAC, accompanied by a duly authorised copy of a purchase order from the Supply Chain Management Unit.
- 8.2. This Request for proposal and all its Technical and Administrative Annexures, together with the accepted Bidding Documents, duly completed and submitted by the successful bidder, shall form part of the Contract Documentation, according to which this project shall be undertaken, managed and completed.

9. Special Provisions of Contract

Bidders are required to take note of the contents of the **Special Conditions of Contract**, which must be taken into consideration in preparing bid submissions and which shall form an integral part of the Contract Agreement between ITAC and the successful bidder.

- 9.1 The proposed total cost of the project must be clearly indicated.
- 9.2 The proposal must clearly outline a detailed plan on how skills transfer will be done to the identified employees of ITAC.
- 9.3 The project and implementation plan must be included.
- 9.4 ITAC reserves the right to accept or reject the entire or parts of the proposals.
- 9.5 An overview of the project methodology to be used by the service provider must be provided.
- 9.6 Bidders must note that verification on the National Treasury Database of Restricted Suppliers and Register of Tender Defaulters will be conducted to ensure that, ITAC does not enter into any contractual agreements with the restricted service providers.

10. General Conditions of Contract

Bidders are required to take note of the contents of the **General Conditions of Contract**, as contained under **Annexure A**, which shall form an integral part of the Contract Agreement between ITAC and the successful bidder.

11. Bidding Documents to be Completed, Signed and Submitted

All the information contained herein, specifically that under **Clauses 3 to 12**; as well as all the **Annexure B** must be taken into account and used as a basis for the formulation of proposals and preparation of cost estimates.

All the required information under **Annexure B**, and all the annexure thereto, must be duly and comprehensively completed and submitted.

11.1. Declaration of Interest (SBD 4);

11.2. Preference Points Claim Forms (SBD 6.1);

11.3. Service Level Agreement SLA / SBD 7.2 to be signed on appointment with the preferred service provider.

12. LEGISLATIVE FRAMEWORK OF THE BID

12.1. Tax Legislation

(a). Bidder(s) must be tax compliant when submitting a proposal to International Trade Administration Commission of SA and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

(b). It is a condition of this bid that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

c). The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit bids.

(d). It is a requirement that bidders grant a written confirmation when submitting this bid that SARS may on an ongoing basis, during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.

(e). Bidders are required to be registered on the Central Supplier Database and the National Treasury shall verify the bidder's tax compliance status through the Central Supplier Database.

(f). Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

12.2. Procurement Legislation

The International Trade Administration Commission of South Africa has a detailed an evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section

76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000) and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003).

12.3. Technical Legislation and/or Standards

Bidder(s) should be cognizant of the legislation and/or standards specifically applicable to the services.

13. Evaluation of proposal received

The International Trade Administration Commission of South Africa has set minimum standards (stages) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Initial Screening process (Stage 1)	Technical Evaluation Criteria (Stage 2)	Price and Specific goals evaluation (Stage 3)
<p>Bidders must complete, sign and submit all Standard Bidding Documents (SBD), as outlined in paragraph 11. Bidders must also be Tax Compliant as per requirements of paragraph 12.</p> <p>NB: Bidders will be disqualified if SBD 4 form is not submitted, not fully completed and signed. Bidders will also be disqualified if they are not Tax Compliant.</p>	<p>Bids will be evaluated as per the evaluation criteria for functionality. Bidder(s) will be required to achieve a minimum of 70 points out of 100 points to proceed to Stage 3.</p>	<p>The 80/20 preference point system will be used to evaluate bids in Stage 3. Bidder(s) will be evaluated out of 100 points and Stage 3 will only apply to bidder(s) who have met and exceeded the minimum threshold of 70 points.</p>

13.1 ITAC reserves the right not to accept the lowest bid, as the elements listed in the evaluation matrix will play a major role, when evaluating bids. Additionally, ITAC is not bound to select any of the bidders or individuals submitting a proposal.

13.2 Prospective bidders are required to complete the SBD 6.1 form to qualify for specific goals as alluded under the evaluation criteria. The CSD report attached or printed by ITAC should also indicate same specific goals claimed as the points indicated on CSD would take precedent.

13.3 Prospective proposals will be evaluated in accordance with the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). Bidders who obtain 70 out of 100 points in stage 2 (technical evaluation) will qualify for stage 3 (Price and specific goals) evaluation wherein 80/20 preference points system will be used as follows: 80 points for price and 20 points for specific goals.

In respect to the evaluation matrix, prospective bidders will be rated from 1 to 5 in that: 1 = very poor, 2 = poor, 3 = average, 4 = good, 5 = very good.

13.4 To ensure meaningful participation and effective comparison, bidders are requested to furnish detailed information to substantiate compliance with the evaluation criteria.

Stage 2 (Criteria for Technical Evaluation)

Evaluation Criteria	Weight	Scoring
<p>Methodology and Project Approach</p> <p>The proposal must at the least address the following:</p> <p>Demonstrated website development capability that must include at a minimum the following: The architectural and solution design plan. A clear project and development plan. Website security plan and security measures. Staff training plan. The technology/platform/methodology that will be employed to complete the project. Website performance optimisation plan.</p>	<p>40</p>	<p>5 = > 8 capacity elements covered in detail. 4 = 7 - 8 capacity elements covered in detail. 3 = 5 - 6 of the capacity elements covered in detail. 2 = 3 - 4 of the capacity elements covered in detail. 1 = 1 - 2 of the capacity elements covered in detail.</p>

<p>Demonstrate data privacy compliance. Prove the integration capability of the website.</p>		
<p>Relevant experience in completing similar or related projects</p> <p>The bidder must at least have a minimum of 5 years' experience in delivering similar projects.</p>	<p>25</p>	<p>5 = 10 or more years' relevant experience. 4 = 7-8 years' relevant experience. 3 = 5-6 years' relevant experience. 2 = 3-4 years' relevant experience. 1 = 1-2 years' relevant experience.</p>
<p>Reference letters</p> <p>Bidders must include relevant reference letters from clients that they have successfully provided website development, support and hosting to in the last 10 years. The reference letters must be on company letterheads and must include the type and cost of the project, with contact details for ease of reference.</p>	<p>15</p>	<p>5 = 5 and more letters. 4 = 4 letters. 3 = 3 letters. 2 = 2 letters. 1 = 1 letter.</p>
<p>Experience of the Technical Team mentioned below (certified copies (not older than 3 months) of all qualifications, relevant certificates, and comprehensive and updated curricula vitae is required)</p> <p>Project leader Detailed curriculum vitae with a minimum of 5 years' expertise on similar projects.</p>	<p>5</p>	<p>5 = >10 or more years' combined experience in related area.</p>

<p>Lead developer Detailed curriculum vitae with a minimum of 5 years' expertise on similar projects</p>	<p>10</p>	<p>4 = 7-8 years' combined experience in related area. 3 = 5-6 years' combined experience in related area. 2 = 3-4 years' combined experience in related area. 1 = 1-2 years' combined experience in related area.</p> <p>5 = >10 combined experience in related area. 4 = 10 years combined experience in related area. 3 = 8 years combined experience in related area. 2 = 5 years combined experience in related area. 1 = <5 years combined experience in related area.</p>
<p>Hosting expert Detailed curriculum vitae with a minimum of 5 years' expertise on similar projects</p>	<p>5</p>	<p>5 = >10 or more years' combined experience in related area. 4 = 7-8 years' combined experience in related area. 3 = 5-6 years' combined experience in related area. 2 = 3-4 years' combined experience in related area.</p>

		1 = 1-2 years' combined experience in related area.
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NB: Bidders who obtain 70 out of 100 points in Stage 2 (Technical Evaluation) will qualify for the Stage 3 (Price and specific goals) evaluation wherein 80/20 preference points system will be used as follows: 80 points for price and 20 points for specific goals.

Stage 3 (Criteria for Price and specific goals)

Criteria	Points
Comparative Bid Price	80
Specific goals	20
TOTAL	100

$$Ps = 80 \left(1 - \frac{Pt - P \text{ min}}{P \text{ min}} \right)$$

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

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.

a. Specific goals (points) allocation

A maximum of 20 points will be allocated to a bidder for attaining their specific goals in accordance with the table below:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
100% Black Owned	6	
51% - 99% Black Owned	4	
100% Black Women Owned	6	
51% - 99% Black Women Owned	4	
5% Youth Owned	2	
2% Owned by Persons with Disabilities	1	
Business in township, rural or underdeveloped area	2	
Exempt Micro Enterprise (EME)	3	
Qualifying Small Enterprise (QSE)	2	

Points for specific goals will be allocated to bidders on submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and

- B-BBEE Certificate or Sworn Affidavit (originally certified copies)

The Price and Specific goals points will be consolidated.

ITAC will use the information in the duly completed Bidding Documents submitted as well as the required supportive documentation to evaluate each bid against the criteria provided in page 11 to 12.

b. Joint Ventures, Consortiums and Trusts

A trust, consortium or joint venture, will qualify for points for their specific goals as a legal entity, provided that the entity submits their B-BBEE status level certificate or Sworn Affidavit.

A trust, consortium or joint venture will qualify for points for their specific goals points as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. **International Trade Administration Commission of South Africa** will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

14. Closing Date and time

The closing date and time for the submission of proposals is 20 December 2024 at 11h00 am. Bidders to contact Ms. P Mkhungo on delivery to sign the delivery register.

- **Delivery address**

The DTIC Campus, Block E first floor 77 Meintjies Street, Sunnyside Pretoria 0002

15. Proposal Submission / Responses

Bidders are required to use the two-envelope system, whereby the technical proposal (stage 2) and pricing and specific goals (stage 3) are placed in two separate envelopes and clearly marked:

TECHNICAL PROPOSAL – Bidders must submit one (1) original and four (4) hard copies of the bid proposal. The original file / envelop must be packaged as follows and clearly marked as “Original”

	Part 1a – Standard Bidding Documents and Administrative Compliance
1	SBD 1-Invitation to Bid
2	SBD 4 – Fully completed and signed Bidder’s Disclosure
3	SBD 6.1 – Completed and signed Preference Points Claim Form
4	SBD 7.2 – Completed and signed form
5	General Conditions of Contract – signed
6	Bidder’s technical proposal
7	Certified copy (s) of academic or tertiary qualifications
8	Other supporting documents

NB: Bidders will be disqualified if SBD 4 – form is not submitted, not fully completed and signed. Bidders will also be disqualified if they are not Tax Compliant.

FINANCIAL / PRICE PROPOSAL

NB: The bidder must submit one (1) original financial / price proposal and four (4) hard copies and the envelop must be submitted separately from the technical proposal:

16. Non-compulsory briefing session (Hybrid)

Please see bid briefing session details below:

Date: 4 December 2024

Time: 10am

Venue: First floor, Block E, DTIC Campus, 77 Meintjies Street, Sunnyside, Pretoria

For bidders who wish to attend online, the link will be available on e-Tender portal (National Treasury) and on ITAC website

17. Enquiries

Supply Chain Management

Name: Ms. PS Mkhungo

Email: pmkhungo@itac.org.za

Technical Project

Name: Mr. Russel Nelson

Email: rnelson@itac.org.za

NB: ITAC RESERVES THE RIGHT TO AMEND THE PROJECT SPECIFICATIONS WITHIN REASONABLE LIMITS.

18. ANNEXURES:

ANNEXURE A: GENERAL CONDITIONS OF CONTRACT.

ANNEXURE B: STANDARD BIDDING DOCUMENTS.