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Request for Quotation

RFQ Number: IDT-HO-COMMUNICATIONSUNIT-27112025

Description: Request for Design, Layout, Development Hosting, and maintenance of the IDT website for the period for 36 Months

Closing Date and Time: 08 December 2025 @12:00pm

Submission of Quotations: All quotations must be emailed to quotations@idt.org.za on or before the closing date and time stipulated above. All quotations received after the closing date and time will not be considered.

Compulsory returnable documents that must be submitted with the response for this quotation are the following: and

1. National Treasury Central Supplier Database number MAAA_____
2. Name of Company_____
3. Unique SARS Tax Compliance Pin Number (submit valid letter)
4. Duly completed and signed: SDB 4 (**Bidder's Declaration**), attached in this RFQ document.
5. Duly completed and signed: SDB 6.1 (Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022) (Attached is the RFQ Document)
 - 5.1 Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022 and its associated Regulations for all procurement equal to or above R30 000.00 (Vat Included). At the

Detailed Specifications/ Terms of Reference for this RFQ

TERMS OF REFERENCE FOR THIS RFQ

Design, Layout, Development Hosting, and maintenance of the IDT website for the period for 36 Months

Description of item
<u>IDT WEBSITE DEVELOPMENT, HOSTING AND MAINTENANCE</u>
<p>1. OBJECTIVE</p> <p>The main objective of these terms of reference is to appoint a reputable, experienced and qualified service provider as a service contractor that will provide design, layout, development and maintenance of the IDT website for 36 months.</p> <p>2. SCOPE OF WORK</p> <p>The service provider shall be for providing the development/restructuring, design, layout, hosting, support and regular maintenance of the IDT website that have been deployed and signed off by the entity.</p> <p>Services required are:</p> <p>2.1 Website development</p> <ul style="list-style-type: none">➤ Interactive and appealing website➤ Content development➤ Website performance (Loading time for the website)➤ Secure and authenticated web access (Website must have locked padlock signage on the URL (SSL Certificate)➤ Chat board➤ Survey and poll➤ Wiki➤ Calendar➤ Dashboard➤ Documents management system➤ Photo & video bank (gallery)➤ Search functionality➤ Backup and archive➤ Analysis and reporting, etc.➤ Search engine optimization model➤ Enable website to open on platform such as tablet and mobile phone➤ Better usability that allows easy navigation of the website➤ Privacy policy➤ Cookie policy➤ Data protection authority registration➤ Cross browser optimization (Website needs to look the same across all browsers)➤ Create custom 404 error message

- Create a mini-website for careers (enable online job applications by registering a profile)
- The website must be built on a content management system, and not static.
- Creative designing on the website is that IDT is looking for Content of the website will be provided by the IDT (WordPress)
- Links to DPWIL and other DPWI entities
- IDT will supply high resolution logo and pictures

2.2 Hosting

- Application and data back-up
- Archives
- Failover
- Disruption must be minimized
- Unlimited bandwidth capacity SOE optimization
- Shortest turnaround times in case of disruption or error on the website

2.3 Maintenance and support

- Maintaining and supporting the website as and when required by the IDT
- Making adjustments on the landing page
- Bug fixes
- File transfer protocol (FTP) access
- Web analytical monthly report (Traffic management)
- Website linked or integrated IDT social media platforms
- Yearly updates inclusive of changes to the Home page
- Additions of tabs in the home page
- Constant and regular maintenance
- Service provider must provide a process for call logging and access to support

2.4 Web Admin - Create and change designs

- Publishing program (Wordpress) (CMS)
- Allow or provide communications and information technology staff full access to the web admin via content management system and allow for IDT staff to upload documents
- Maximum upload of file sizes set at 500MB (current size is at 128MB which is smaller for documents like, tender documents and Bill of Quantities).

2.5 Training

- Train the IDT employees covering functions that require IDT employees to upload including organize page hierarchies in a user-friendly manner. Ability to save any changes made to a page and PREVIEW the page prior to publishing
- Provide unpublishing functionality
- Ability for image uploading facility |provide training manual

2.6 Project Plan

- The service provider shall within 30 days of signature provide a project implementation plan for all phases of the project from contracting to hand-over and transition into support and maintenance phase.

3. WORK DETAILS

3.1 Functional and Design Requirements:

- **Clear navigation:** A well-structured menu and easy-to-find contact information.
- **Mobile-friendly design:** The site must look and work well on all devices, including phones and tablets.
- **Fast loading speed:** Pages should load in under two seconds to prevent users from leaving.
- **Clear calls to action (CTAs):** Guide visitors to take the desired next step, like contacting the IDT.
- **Professional branding:** A cohesive design and branding that reflects the IDT's corporate image.
- **Quality content:** Fresh, relevant, and well-written content that includes specific pages for each region and Head Office (Nine (9) regions in total).
- **Search engine optimization (SEO):** Optimize the site for search engines to be found more easily.
- **Analytics:** Integrate a tool like Google Analytics to track website performance.

3.2 Legal and Compliance Requirements

- **Privacy Policy:** A legally required policy explaining how user data is collected, used, and protected.
- **Cookie Consent:** Inform users about cookies and obtain their consent before placing them on their devices.
- **Accessibility:** Ensure the website is accessible to people with disabilities (e.g., using alternative text for images and proper keyboard navigation).
- **Data Security:** Implement security measures like HTTPS to protect user data, especially if handling transactions.
- **Copyright and IP:** Do not use copyrighted material without permission and protect the IDT's intellectual property.
- **Terms and Conditions:** Clearly outline the rules for using the website and its services.

- **Local Regulations:** Comply with all applicable local, national, and international laws, such as POPIA in South Africa or GDPR in the EU.

3.3 Strategic and Technical Requirements

- **Domain name:** A memorable and easy-to-spell domain name.
- **Secure hosting:** A secure and reliable hosting plan for the website.
- **Define purpose:** Clearly establish the goals and purpose of the website.
- **Content plan:** Create a plan for how and when you will create and update content.

Service providers must quote the IDT a total price inclusive of VAT for the service that will be rendered, and the quoted price must be valid for at least thirty (60) days after the closing date of this Request for Quotation.

- All SCM queries related to this RFQ must be submitted in writing to: JuniorM@idt.org.za
- All Technical related Queries must be directed in writing to tintswaloma@idt.org.za

NB: No query shall be allowed 12 hours prior to the closing date and time of this Request for quotation.

NB: The Independent Development Trust Reserve the right to withdraw or cancel this RFQ without prior notification to the respondents

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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 and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are 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. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state?

YES / NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

.....

2.3 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

2.3.1 If so, furnish particulars:

.....

.....

3 DECLARATION

I, the undersigned, (name)..... 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 I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.

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 No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

Position

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 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this tender is the **80/20** preference point system.

- a) **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 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.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women	3	6
Youth	3	6
People with Disabilities	2	4
Black People	2	4
Total points for Price and SPECIFIC GOALS	100	100

- 1.5 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.
- 1.6 The organ of state 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:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = 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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. 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.
- 4.2. 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.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	3	6		
Youth	3	6		
People with Disabilities	2	4		
Black People	2	4		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. **TYPE OF COMPANY/ FIRM**

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

[TICK APPLICABLE BOX]

4.6. 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:

CONFIDENTIAL