

APPOINTMENT OF A SERVICE PROVIDER FOR WEBSITE HOSTING AND MAINTENANCE, AS WELL AS THE REDESIGN AND REBRANDING OF WEBSITE

BID NO.: IRBA01/2023/RFT

CLOSING DATE: 23/10/2023 at 12h00 (South African Time)

BID DESCRIPTION: Bidders are hereby invited to submit their proposals for the supply of the abovementioned services, according to the Terms of Reference and conditions that are outlined in this tender document.

- This bid is subject to the General Conditions of Contract (GCC) and, where applicable, any other special conditions of contract.
- Kindly note that the bid offers should be submitted as follows:
 - Via hand delivery and be deposited in the tender box on the Ground Floor of Building 2, Greenstone Hill Office Park, Emerald Boulevard, Modderfontein, 1609.
- No bids forwarded via email, fax or a similar medium will be considered.
- Late bids will not be accepted.



DIRECTOR: OPERATIONS

DATE: 22 September 2023

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SECTION A: GENERAL CONDITIONS OF THE BID

The Independent Regulatory Board for Auditors (IRBA) would like to invite suitably qualified independent bidders to submit their bids to provide website hosting and maintenance as well as the redesign and rebranding of IRBA website, for a period of three (3) years with an option of a two (2) year renewal, based on annual performance assessment.

1. PROPRIETARY INFORMATION

The IRBA will consider this Request for Tender (RFT) and all related information, either written or verbal, that is provided to the bidder to be proprietary to the IRBA. Such information shall be kept confidential by the bidder and its officers, employees, agents and representatives. The bidder shall not disclose, publish or advertise this RFT, or the related information, to any third party, without the prior written consent of the IRBA.

2. ENQUIRIES

2.1 All communication and attempts to solicit information of any kind relative to this RFT should be channelled **in writing** to:

RFT Enquiries

Phyllis Mualusi

Email address: pmualusi@irba.co.za

2.2 Enquiries in relation to this RFT will not be entertained after 16h00 on 12/10/2023.

2.3 All enquiries will be consolidated and the IRBA will then issue one response that will be posted on 13/10/2023 on the IRBA website (www.irba.co.za), under the section on tenders.

2.4 The IRBA may, in its absolute discretion, respond to any enquiry; and the bidder acknowledges that it will have no claim against the IRBA on the basis that its bid was disadvantaged by lack of information, or the inability to resolve ambiguities.

3. BID VALIDITY PERIOD

Responses to this RFT from bidders will be valid for a period of 120 days, from the bid closing date.

4. BACKGROUND

4.1 The IRBA was established in terms of Section 3 of the Auditing Profession Act, No. 26 of 2005, as amended (the Act), which had an effective date of 1 April 2006.

The objectives of the Act, as set out in Section 2, are as follows:

- a) To protect the public in the Republic by regulating audits performed by registered auditors;
- b) To provide for the establishment of an Independent Regulatory Board for Auditors;
- c) To improve the development and maintenance of internationally comparable ethical standards and auditing standards for auditors that promote investment and as a consequence employment in the Republic;
- d) To set out measures to advance the implementation of appropriate standards of competence and good ethics in the auditing profession; and
- e) To provide for procedures for disciplinary action in respect of improper conduct.

5. MINIMUM REQUIREMENTS FOR A BID

5.1 Interested bidders must comply with the minimum conditions set out below, for their proposals to be evaluated on functionality. Failure to submit or comply will render the bid non-compliant.

5.2 The IRBA maintains independence from the registered auditors it regulates. As such, no bids will be considered from any entity or person that is regulated by the IRBA, including network firms, as defined in the IRBA Code of Professional Conduct for Registered Auditors. In view of this, bidders must be free from any relationship that could result in any undue influence from auditors and audit firms regulated by the IRBA. Consequently, bidders are required to submit an affidavit confirming that they are independent of the auditing profession in that:

- They are not employed by an audit firm and/or a network firm; and
- They do not share, directly or indirectly, in any profits or interests of a registered auditor, an audit firm and/or any person related to a registered auditor and/or an audit firm.

5.3 Interested bidders are required to complete and submit the following **appropriately signed** (by authorised signatories) Standard Bid Documents (SBDs), **failing which their bid responses will be disqualified:**

- a) SBD 1: Invitation to Bid.
- b) SBD 3.3: Pricing Proposal.
- c) SBD 4: Declaration of Interests Form.

d) SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Policy Framework Act, 2022.

5.4 **National Treasury – Central Supplier Database (CSD):** Bidders must submit confirmation of the company or individual registration on the CSD. The IRBA will not award any contract to a bidder that is not registered as a supplier on the CSD, as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction Note 9 of 2017/2018. The CSD registration requirement applies to all companies/individuals. Bidders may register on the CSD through the National Treasury website (www.csd.gov.za).

6. INSTRUCTIONS ON THE SUBMISSION OF BIDS

6.1 The IRBA requires two (2) copies – one (1) original hard copy and one (1) soft copy (USB) – of the complete bid documentation that support the criteria, as stated in section B of this document.

6.2 The SBD 3.3, Financial Proposal, must be submitted in a separate sealed envelope, along with the printed copies of the bid documentation.

6.3 The bid document must be hand-delivered and placed in the bid box on the Ground Floor of Building No. 2, Greenstone Hill Office Park, Emerald Boulevard, Modderfontein, 1609, by no later than 12h00, South African time, on **23/10/2023**.

6.4 The bid register, which is located where the tender box is, must be signed by the person making the delivery.

6.5 The bid closing date, bidder's name and the return address must also be reflected on the envelope.

6.6 No bid response received by email, fax or similar medium will be considered.

6.7 Any bid response that is not in the bid box at the bid closing date and time will be regarded as a late bid. It is the IRBA's policy not to consider late bids for tender evaluations.

6.8 Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing date and time.

7. PREPARATION OF THE BID RESPONSE

7.1 All documentation submitted in response to this RFT must be in English.

- 7.2 The bidder is responsible for all costs that they shall incur regarding the preparation and submission of the bid document.
- 7.3 Bids submitted by bidders that are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable board of directors, a copy of which resolution, duly certified, must be submitted with the bid.
- 7.4 The bidder should check the numbering of the pages on their bid to satisfy themselves that no pages are missing or duplicated. No liability will be accepted by the IRBA regarding anything arising from the fact that pages of a bid are missing or duplicated.
- 7.5 The information required in paragraphs 5.2-5.4 above must be included in the bid response.
- 7.6 A project plan and timeframes must be part of the bid documentation and those details should address all the requirements that are indicated under paragraph 2 of section B.
- 7.7 Detailed curricula vitae (CVs) of the assigned team members must be included in the bid response.
- 7.8 Reference letters, as per the Functional Evaluation Criteria set out in section B, must be included in the bid response.
- 7.9 Details, as per Table A under Annexure A, must be included in the bid response for each of the individuals assigned to the project.
- 7.10 A financial proposal, as indicated in Annexure B, must be included in the bid response.

8. REQUIREMENT TO CONCLUDE A CONTRACT

- 8.1 This bid document, all the appended documentation and the proposal in response thereto, together with the General Conditions of Contract issued in accordance with Chapter 16A of the Treasury Regulations, shall form the basis for formal contracts to be negotiated and concluded between the IRBA and the successful bidder(s) to whom this bid will be awarded.

9. CONTRACT PERIOD

- 9.1 The contract shall be for a period of three (3) year with an option of a two (2) year renewal, based on annual performance assessment.
- 9.2 The successful bidder(s) shall, upon receipt of a written notification of an award, be required to conclude a contract with the IRBA, inclusive of a Service Level Agreement (SLA). The SLA

will serve as a tool to measure, monitor and assess the service provider's performance and ensure an effective delivery of the services, quality and value-add to the IRBA's business.

10. ASSIGNMENT OF OBLIGATIONS, INDEPENDENCE AND CONFLICT OF INTEREST

10.1 The successful bidder(s):

- a) May not assign their own obligations.
- b) Shall conduct their business from the Republic of South Africa.
- c) Shall, in rendering the services to the IRBA, maintain independence and must not have any conflicts of interest.
- d) Must immediately advise the IRBA, in writing, when it seems like unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances, as well as the period of delay, must be furnished to the IRBA.
- e) Shall restrict the use of the IRBA information and documentation to the purpose for which such information and documentation were disclosed to the bidder(s) by the IRBA.
- f) Shall ensure that the credentials of the individuals presented to the IRBA are in line with the proposals submitted, and that these individuals shall not be substituted without the prior approval of the IRBA.

11. REPORTING

- 11.1 The successful bidder(s) shall meet with the IRBA team to discuss reporting and account queries, as and when requested by the IRBA.

12. CANCELLATION OF THE CONTRACT

- 12.1 The IRBA may, in its sole discretion and without limitation to any of its other rights elsewhere in law, cancel the contract, if it is satisfied that any person (including an employee, partner, director or shareholder of the interested company or a person acting on behalf of or with the knowledge of the interested person or entity):

- a) Is executing a contract with the IRBA unsatisfactorily;
- b) Has, in any manner, been involved in a corrupt act or offered a gift or remuneration to any officer or employee of the IRBA in connection with obtaining or executing a contract;
- c) Has acted in bad faith, in a fraudulent manner or committed an offence in obtaining or executing a contract;
- d) Has, in any manner, influenced or attempted to influence the awarding of the IRBA's bid process;

- e) Has, when advised that their proposal has been accepted, given notice of their inability to execute or sign the contract;
- f) Has engaged in any anti-competitive behaviour, including having entered into any agreement or arrangement, whether legally binding or not, with any other person, entity or company to refrain from quoting for this contract, or relating to the bid to be submitted by either party; and/or
- g) Has disclosed to any other person any information relating to this bid, except where disclosure in confidence was necessary to obtain quotations required for the preparation of the bid.

12.2 The IRBA may, in its sole discretion, resolve that for a specified period it will not consider any bid from a bidder whose contract has been cancelled for fraud, dishonesty or contravention of supply chain management legislation. If the IRBA is satisfied that any person is or was a shareholder or a director of an entity or company, which in terms of paragraph 12.1 is one from which no bid will be favourably considered for a specified period, it may also decide that no bid from such a person, entity or company shall be favourably considered for a specified period.

12.3 Any restriction imposed upon any person/entity shall apply to any other person/entity with which such a person/entity is associated.

12.4 The IRBA reserves the right to unilaterally terminate the contract with the successful bidder on three (3) months' notice, in the event of circumstances beyond the IRBA's control and those that render continuation with the contract undesirable or unnecessary.

13. SUPPLIER PERFORMANCE MANAGEMENT

13.1 The IRBA views supplier performance management as a critical component in ensuring quality, in as far as the acquisition of services and the maintenance of good relations between the IRBA and all its service providers are concerned.

14. DISCLAIMER

14.1 Bidders must make and rely on their own investigations and satisfy themselves as to the correctness of any and all aspects of the bid. The IRBA will not be liable for any incorrect or potentially misleading information in relation to any part of this document and any accompanying bid documents.

14.2 The IRBA reserves the right to not appoint any bidder that does not comply with the conditions of this bid, or if it obtains information about the bidder that could put the IRBA at risk.

14.3 The IRBA reserves the right to cancel this bid, should the budget to cover its full costs not be available at the time of awarding the contract, or if the need no longer exists, or the specifications have changed.

15. ABSENCE OF OBLIGATIONS

15.1 No legal or other obligation shall arise between the bidder and the IRBA, unless and until the formal appointment, contract and SLA have been signed.

15.2 The IRBA is not obliged to proceed with any submitted bids.

16. EVALUATION CRITERIA AND POINTS ALLOCATION

Bids shall be evaluated in terms of the process and conditions that are detailed below.

16.1 Phase 1 – Initial Screening

During this phase, bid responses will be reviewed for the purposes of assessing compliance with the RFT requirements, including the general bid conditions that require the following:

- a) **National Treasury – Central Supplier Database (CSD):** Service providers must submit confirmation of their company or individual registration on the CSD, provide CSD registration summary report.
- b) Tax Compliance Status – valid tax clearance certificate or pin issued by the South African Revenue Service.
- c) Consortiums and Joint Ventures: If the bidding unit emanates from a joint venture (JV) or collaborative partnership (including a newly formed company), which does not have a joint track record, the individual entities that make up the tendering unit/ joint venture should each provide all the mandatory requirements. Should all the requirements in respect of the tendering unit or the individual entities (as the case may be) not be met, then the joint venture will be disqualified. It is recognised that Bidder may wish to form consortia to provide the Services. Submit JV agreement signed by both parties.
- d) Complete and submit the following appropriately signed (by authorised signatories) Standard Bid Documents (SBDs), failing which their bid responses will be disqualified:
 - SBD 1: Invitation to Bid.

- SBD 3.3: Pricing Proposal.
- SBD 4: Declaration of Interests Form.
- SBD 6.1: Preference Points Claim Form in terms of the Preferential Procurement Policy Framework Act, 2022.

Failure to comply with the requirements assessed in Phase 1 (compliance) will lead to the disqualification of a bid.

16.2 Phase 2: Functionality Evaluation

Bid responses will be evaluated in accordance with the functional criteria listed below section B of this RFT document, and the associated points are also indicated.

Bidders are required to achieve a minimum score of 75 points, out of the 100, to progress to the next phase; and will be evaluated in accordance with the weight scoring set out in paragraph 3.2 under section B below.

16.3 Phase 3: Specific Goals and Pricing

All bids that achieve the minimum qualifying scores for functionality (acceptable bids) and are shortlisted under Phase 2, will be evaluated further as follows:

Criteria	Points
Specific Goals	20
Pricing	80
Total Points	100

A maximum of 20 points will be awarded to a tenderer for the specific goals of people who were historically disadvantaged by unfair discrimination based on being an:

Specific goal allocated points in terms of this tender	Points allocated (80/20 system)
1. Enterprise with ownership of 51% or more by person/s who are black	10
2. Enterprise with ownership of 51% or more by person/s who are women	5
3. Enterprise with ownership of 51% or more by person/s who are youth	3
4. Enterprise with ownership of 51% or more by person/s with disability	2

TOTAL	20
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The documents required for the verification of points allocation are:

No.	Procurement Requirement	Proof Documents
A.	Black people/ownership	CSD Report/BEE Certificates/Sworn Affidavit
B.	Women	CSD Report/BEE Certificates
C.	Youth	CSD Report
D.	Disabled (living with a disability)	CSD Report Medical Certificate/Report
The CSD Report will be used to verify the ownership percentage		

Note: Please refer to the SBD 3.3 form, annexed to this document, for the pricing format in which the required proposal must be provided.

SECTION B: FUNCTIONAL REQUIREMENTS SPECIFICATIONS

1. BACKGROUND TO THE RFT

The purpose of this RFT is to appoint a service provider to host two websites under one domain. Each website requires redesign and rebranding and the IRBA website must maintain its integration into the IRBA's enterprise resource planning (ERP) system.

The organisation recently embarked on a rebranding project and the focus of this has been around the clarion call of integrity, public interest and audit quality. The website, therefore, is required to be redesigned and rebranded in such a way that they incorporate this vision.

2. SCOPE OF THE WORK

2.1 Redesign – Look and Feel

- a) The IRBA has the following main website: <http://www.irba.co.za/>. This website is utilised by the public, registered auditors, researchers, companies, search engines, government institutions and the IRBA staff, among others.
- b) The IRBA also has a secondary website (<http://www.irbalearning.co.za/>) that is mostly utilised by students, trainees, prospective candidates for the Audit Development Programme (ADP) and registered candidate auditors (RCAs) on the ADP. This website has a very different look and feel compared to the main IRBA website.
- c) In order for the project to be cost effective the service provider must aggregate the above two websites into one platform as to reduce the cost of design, implementation, hosting and maintenance. i.e. there should be two landing pages and only one backend.
- d) The successful service provider will meet with IRBA management to discuss the “new” branding and ‘look and feel’ concepts.
- e) The bidder will be required to comply with and adhere to the IRBA brand, as outlined in the corporate identity framework, Annexure F, with respect to logo use, exclusion zones, fonts, colours, photographic style and graphic design elements, among others. The brand corporate identity framework will be supplied to the successful service provider for easy reference.
- f) While there is no specified page layout for a website design in the corporate identity framework, the bidder should recommend the latest appropriate, modern and up-to-date layout designs that are suitable for a professional services website.

- g) Since the two websites have different target audiences and visitors, the look and feel for each site should be different, to maximise the appeal for the respective target audiences. However, both sites should still convey a strong brand identity link and demonstrate the overall IRBA brand values.
- h) The brand slogan – Integrity, Public Interest, Audit Quality – should be featured clearly on both sites.
- i) The website should have an uncluttered layout, with sufficient white space to convey transparency and openness; as well as a balanced use of primary, secondary and accent colours, to convey stability, professionalism and integrity.
- j) To convey the IRBA's commitment to its stakeholders, the functionality of the website should consider user-friendliness and accessibility for site visitors.
- k) Modern and intuitive design elements and functionalities (further outlined below) should be incorporated for the benefit of site visitors.

2.2 Website Development

- a) Selected information on the current websites will have to be transferred to the new site.
- b) The current basic layout of the main IRBA website (www.irba.co.za) is as laid out in Annexure D.
- c) The current basic layout of the IRBA Learning website (www.irbalearning.co.za) is as laid out in Annexure E.
- d) The hosting platform should be able to integrate into the IRBA's ERP.
- e) The current site security must be used as a base to further improve website security, including Open Web Application Security Project Top Ten for common vulnerabilities, TLS/SSL for encrypted data, HTTP security headers, Payment Card Industry Data Security Standard for payment data, strong password policies and multi-factor authentication, input validation, secure file uploads, data encryption, regular backups, secure coding, and incident monitoring, in addition to meeting privacy compliance requirements for Protection of Personal Information Act.
- f) These sites should be responsive, automatically adjusts for different-sized screens and viewports and have comprehensive search functionalities that includes but not limited to a well-placed search box with auto-complete function, search by categories, search results must have filter and sort functions, the number of search results per page to display and a nothing found page.

- g) The site should promote interactions with users by way of chatbots, contact user forms and a map to the IRBA offices.
- h) Social media integration (LinkedIn, WhatsApp, X (Twitter) and YouTube) will be another key functionality needed on the website.
- i) The sites will need an interactive events calendar.
- j) A subscription database for IRBA newsletter, other publications and distribution lists will have to be maintained on the sites (and this should include subscribe and unsubscribe functionalities).
- k) The website will have to be developed in Microsoft.Net Framework V4.5, or higher, or an equivalent; and they should be developed using the latest web development languages.
- l) All communication between the IRBA website and the ERP will have to be done via a web service and the integration should consist of the following integration points:
 - o RA Search;
 - o Firm Search;
 - o RA Personal Details Update;
 - o Firm Details Update;
 - o Annual Renewals;
 - o Reportable Irregularities; and
 - o Firm Assurance Declarations Submissions.

Additional functionalities to be added in due course will include, but not be limited to, the ability for RAs and firms to generate their own letters of good standing and confirmation of registration and the ability for applicants to submit their application forms and supporting documentation through the website functionality.

- m) The sites will need to incorporate CAPTCHA on interactive forms, to verify that the user is a human being not a machine.
- n) The IRBA website should also cater for an online payment facility.
- o) As the sites are accessed from personal computers and mobile devices (smartphones, tablets, etc.), they will need to remain responsive (automatically adjust to various screen sizes), with accessibility and adjusted display for different devices.

- p) For browser compatibility, the site must be compatible with current versions of the mainstream web browsers such as Google Chrome, Microsoft Edge, Safari and Firefox.
- q) The main website should have a secure portal where IRBA committee members can login to access committee documents.
- r) A source code must be provided to the IRBA when the website goes live and/or after major changes to the structure and/or look and feel have been effected. The medium to be used for transferring the source code to be agreed by both parties.

2.3 Website Hosting and Maintenance

The overall website hosting and maintenance services should include the following, but not be limited to:

- a) The hosting of the website.
- b) A minimum of 99% website monthly uptime (24 hours x 7 days a week, excluding scheduled maintenance periods).
- c) The hosting must be done on a high specification dedicated server and be fully redundant, with complete daily backups on all data, software and web pages. The hosting must include the following minimum but not limited to:
 - o Bandwidth allowance (upgradable) - 200 GB per month;
 - o Uptime and speed - 99% uptime, site should load in 5 seconds or less;
 - o Hard Disk Drive Size – 1TB;
 - o CPU - x 4;
 - o RAM - 16GB;
 - o Detect and Remove of Malware;
 - o Prevent denial-of-service (DDoS) attacks;
- d) Hosting infrastructure that is fully secure on a fault-tolerant data centre, with firewall protection this should include but not limited to:
 - o Physical server security measures e.g. controlled access is in place;
 - o Servers are protected against power outage or natural disaster;
 - o Fire suppression systems are installed;
 - o Secured server cabinets are installed;
- e) Disaster recovery and failover services for the websites will be needed.
- f) The management of MX records.

- g) Backup and restoration of data.
- h) Maintenance and updating of content on the websites regularly.
- i) Managing and maintaining the interface between the main website and the IRBA's ERP.
- j) Management of the project from commencement to signoff and when the websites go live.
- k) Providing the IRBA management team with useful usage and download statistics, e.g. browsing patterns, website performance, cyber security issues and vulnerabilities, data backup status, support calls logged and uptime statistics.
- l) Have a testing mechanism for broken hyperlinks on the site.
- m) Be able to notify the IRBA immediately when the site goes down.

2.4 Other Deliverables

- a) Successful transfer of the hosted sites.
- b) Transfer and hosting of MX records.
- c) Provide web administrator access and training to IRBA staff.
- d) Future developments and any new design implementation or changes, other than monthly maintenance, must be quoted on an hourly bases and approved before implementation.

3. EVALUATION CRITERIA

3.1 Pre-qualification Criterion

A proposal that fails to meet the pre-qualifying criterion, as set out in paragraph 16.1 under section A above, will be deemed unacceptable and not be further evaluated in terms of functionality.

3.2 Functional Evaluation Requirements

Proposals will be evaluated against the indicated criteria and points for functionality, as depicted in the tables below. The total points are 100.

The functional evaluation will be based on a threshold, where bidders which fail to achieve an overall minimum of 75 points on the functional stage will not be considered further in the evaluation. It should be further noted that a minimum qualifying score per criteria must be met as set out in the evaluation criteria. Failure to achieve any of the minimum score would result in disqualification for further consideration even if the overall minimum total score has been achieved.

Element	Minimum Points	Maximum Points
Response to the scope of work – Scope of Work (2.1 – 2.4) Implementation plan, costing, timeframes Minimum score of 30 points required	30	40
Experience of the key staff (project team) in the related area(s) of specialisation (CVs/profiles to be attached) Minimum score of 20 points required	20	25
Experience in comparative projects performed – bidders must supply reference letters from similar projects that are not older than five (5) years Minimum score of 10 points required	10	15
Assessment of three (3) websites designed/developed by the service provider. Minimum score of 15 points required	15	20
Total Points	75	100

3.2.1	Evaluation Criteria – Scope of Work	Scoring Points
	Response to the scope of work (implementation plan, costing, timeframes)	<p>Maximum of 40 Minimum score of 30 points required.</p> <p>Response to the scope of work as per 2.1 - 2.4</p> <p>Introduction (4 – 5)</p> <p>2.1 Redesign – Look and Feel (4 – 5)</p> <p>2.2 Website Development (4 – 5)</p> <p>2.3 Website Hosting and Maintenance (4 – 5)</p> <p>2.4 Other Deliverables (4 – 5)</p> <p>Implementation Plan (10 – 15)</p> <p>The bidder must submit a detailed project plan for the implementation of the project. The project plan should include all the required phases (hosting, development and maintenance, rebranding), from contracting to the handover and transition into the support and maintenance phase.</p>

3.2.2	Evaluation Criteria – Staff Experience	Scoring Points
	Experience of the key staff members (project team) in the related area(s) of specialisation (CVs/profiles to be attached)	<p>Maximum of 25</p> <p>Minimum score of 20 points required</p> <p>Project Manager (10 - 13)</p> <p>Graphic Designer (5 - 6)</p> <p>Senior Developer (5 - 6)</p>
		<p>Project Manager</p> <p>Detailed CV, with copies of qualifications; and this individual must have experience in website development and maintenance, as well as project management (ICT-related projects).</p> <p><i>Required qualifications.</i></p> <ul style="list-style-type: none"> • Degree/Diploma in any ICT qualification <p><i>Experience (with relevant qualifications) Not accumulated experience.</i></p> <p><u>Weight scoring</u></p> <ul style="list-style-type: none"> • More than 5 years (13) • More than 4 and up to 5 years (10) • Between 3 and 4 years (5) • Less than 3 years/No CV/Non-relevant experience (0) <p>Graphic Designer</p> <p>The IRBA requires the Graphic Designer to have a minimum of four (4) years' experience in the development and management/maintenance of websites.</p> <p>Detailed CV, with copies of qualifications; and this individual must have experience in website graphic designing.</p> <p><i>Required qualifications.</i></p> <ul style="list-style-type: none"> • Degree/Diploma in any graphic design qualification or equivalent. <p><i>Experience (with relevant qualifications)</i></p> <p><u>Weight scoring</u></p>

	<ul style="list-style-type: none"> • More than 5 years (6) • More than 4 and up to 5 years (5) • Between 3 and 4 years (2) • Less than 3 years/No CV/Non-relevant experience (0) <p>Senior Website Developer</p> <p>The IRBA requires the Senior Website Developer to have a minimum of four (4) years' experience in the development and management/maintenance of websites.</p> <ul style="list-style-type: none"> • Relevant experience (provide a track-record). • Detailed CV, with copies of qualifications; and this individual must have experience in website development and maintenance (ICT-related projects). • Certificates (valid and indicating when they expire, at least two or more of the certificate listed below) in: <ul style="list-style-type: none"> - Python, JavaScript, C++, HTML, PHP, WordPress, Web Design and other accepted languages (CSS and graphic design). - Database Administrator Certificates (valid and indicating when they expire, if applicable): Microsoft SQL Server/My SQL and Oracle. <p>Experience</p> <ul style="list-style-type: none"> • More than 5 years (6) • More than 4 and up to 5 years (5) • Between 3 and 4 years (2) • Less than 3 years/No CV/Non-relevant experience (0)
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3.2.3	Evaluation Criteria – References	Scoring Points
	Reference letters for previous similar work performed are required. Bidders must supply reference letters of similar projects that are not older than five (5) years.	Maximum of 15 Minimum score of 10 points required
	The reference letters should be able to respectively demonstrate experience in website hosting, maintenance and support,	Provide three (3) positive, written and contactable client references on the referee's letterhead in relation to website hosting,

	<p>as well as the redesign and rebranding of sites.</p>	<p>maintenance and support, all of which your company implemented, accompanied by contact details.</p> <p>The IRBA reserves the right to contact these companies, without prior notice to the bidder.</p> <p>a) Bidder with one (1) contactable reference letter for contracts for similar services (5)</p> <p>b) Bidder with two (2) contactable reference letters for contracts for similar services (10)</p> <p>c) Bidder with three and more contactable reference letters for contracts for similar services (15)</p> <p>Please refer to Table B in Annexure A of this document for the format in which the required information must be provided.</p>
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3.2.4	Evaluation Criteria – Qualitative Review of Websites	Scoring Points
	Assessment of three (3) websites designed/developed by the bidder. Implemented as per the scope of work.	<p>Maximum of 20</p> <p>Minimum score of 15 points required</p>
	<p>Qualitative assessment of three (3) websites designed/developed and maintained as per scope of work.</p> <p>1 website = minimum 5 points (based on 10-point guideline)</p> <p>The websites shall be evaluated based on the following requirements:</p> <ul style="list-style-type: none"> • Look and feel; • Ease of navigation; and • Website functionality. 	<p>Submitted developed website links that complies with the listed requirements below as a guideline.</p> <ol style="list-style-type: none"> 1. Simple home page design delivering only a few basic things: what will this website do for you? What kind of information are we giving the reader? And what do we want them to do?” and a single Call-To-Action on the home page to give the reader clear direction, a question/statement with a button “enter here”/” start here”. 2. Use of hover animations to bring people to sections that will be most of interest to

		<p>them to cut down the number of menu headings.</p> <ol style="list-style-type: none">3. Clarity, clear, uncluttered information for the visitor – menu navigations that are simple and logical.4. Website that is sorted by user segments, which helps direct the user to the right types of menus that they would be interested in versus having every menu available on the front page.5. Search assistant, chat bot capability that the user can post a question and the website returns the relevant documents to that question.6. Consistent use of brand colours, show how you used the client's brand palette to bring the website to life in a way that is consistent with the brand and made the website distinctive to that brand.7. Consistent fonts and sizes. Show examples where the fonts match the client's brand guide.8. Use of photos, especially images of people, the home page examples with 50/50 images and text.9. Examples of website integrations with ERP systems.10. Ease of use of chatbot
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ANNEXURE A

SUPPORTIVE INFORMATION

The information provided under this section must support the bidder's bid. The forms provided herein below may be reproduced and the information typed in.

Table A: Details of the Individual Assigned Team Members

Name	Position	Qualification	Relevant Experience

Table B: Relevant Previously Completed Projects

In the table below, list a minimum of four (4) previously completed projects (preferably, provide a detailed company profile, detailing the information mentioned below), as per the mandatory Evaluation Criteria under point 4.2.4 of this RFT. It will be helpful if the websites you include are projects that showcase all the services (website hosting, maintenance, redesign and rebranding) that the IRBA requires for this bid.

Project Description/Name	Client Contact Name	Client Email Address & Contact Number	Project Start Date	Project Completion Date

NOTE: The IRBA undertakes to keep the information provided confidential and to use it solely for the purpose of evaluating the bidder’s proposal in respect of the provision of the website-related services set out in this document.

SBD 3.3 FORM – FINANCIAL PROPOSAL

The bidder must provide their pricing proposal in line with the attached SDB 3.3 Form.

Pricing Proposal

Each bidder must complete the Pricing Proposal sheet below, which must be submitted in a separate sealed envelope, at the time of submitting the bid response, as a Returnable Schedule.

Quotations will be evaluated on the 80/20 bases. All pricing proposals must be **inclusive of VAT** and set out as follows:

Redesign & rebranding of websites	Fixed cost – Once-off
Maintenance of website – 20 hours, per month	Cost per month and an hourly rate for above 20 hours Year 1 Year 2 Year 3 Year 4 Year 5
Website / MX Records take-on and hosting – Initial cost	Fixed cost for the setup and transfer – Once-off
Hosting of website / Security / Backup	Cost per month Year 1 Year 2 Year 3 Year 4 Year 5
Web administrator training	Fixed cost – Once-off
Other	Other costs
website developments, any new design implementation or changes other than monthly maintenance as and when required.	Cost per hour Year 2 Year 3 Year 4 Year 5

COMPLIANCE WITH PERSONAL INFORMATION PROCESSING LAWS

The Protection of Personal Information Act 4 of 2013 (POPIA) restricts the processing of personal information to circumstances that are lawful, legitimate, responsible and that comply with the provisions of POPIA.

The IRBA will have to process certain personal information, which is owned or held by Bidders; and thus, in order to comply with POPIA, the IRBA must provide Bidders, whose personal information is processed, with a number of details pertaining to such processing, prior to the information being processed, which details are housed under the IRBA Procurement Processing Notice found on the IRBA website: <https://www.irba.co.za/library/popi-act>. You are requested to download and read the Notice. Please note that most of your personal information, which we will be processing, is required for lawful purposes and, as a result, your consent to process will not be required. Where we do, however, require your consent, which is indicated in the Notice, the handing over of such personal information to the IRBA will be viewed as consent to the IRBA's processing of such personal information.

Where the IRBA's personal information is provided for processing, the IRBA consents to the processing thereof, provided that you or any other recipient who processes it undertakes to process all and any such personal information strictly in compliance with POPIA, and subject further that where the IRBA's personal information is not processed in accordance with POPIA, then the person handling such information indemnifies and holds the IRBA and/or any third parties that may be or will be affected by such non-compliance harmless against all and any liabilities, loss or damages, including pecuniary, non-pecuniary and/or aggravated damages, which the IRBA or any data subject or other person may incur in consequence of such non-compliance, such person (who is processing the personal information) agreeing to pay to the IRBA and/or any affected data subject/s or third party/ies all and any such damages which they may have incurred as a result of such non-compliance, on demand, and NO LIMITATION OF LIABILITY CLAUSES housed under this document or elsewhere WILL UNDER ANY CIRCUMSTANCES LIMIT THE ABOVEMENTIONED DAMAGES.

Where the IRBA provides personal information to you in terms of this document and you are tasked with processing it on behalf of the IRBA in your capacity as an "Operator", as defined under POPIA, then in such case, the provisions set out under the IRBA standard "Operator Agreement/Addendum" found on the IRBA website will apply to such processing, which terms will be incorporated into and read together with this document.

ANNEXURE D

WEBSITE PAGES – IRBA website

Homepage	Consists of press releases, general news items, latest guidance to auditors as well as links to various other pages.			
	Header Links			
	Events			
	Fraud Prevention			
	Whistleblowing			
	Manual of Information			
	MAFR			
	Login	Registered Auditor	Login function for Registered Auditors Function integrates into ERP	Dashboard Reset password Update individual details Update firm details Annual Renewal Reportable Irregularities Assurance Work
		Committee Calendar	Document Library & Meetings Calendar Login function for Committee Members	
	About Us	Includes information on the functions of the IRBA, its Board, leadership, statutory committees, B-BBEE certificate, privacy statement and its procurement process. Guidance on how to log a complaint, the corporate social responsibility project and privacy statement are also available here.		
	What is the IRBA?	Board Members (photos and information) Leadership and Staff (photos and information) Statutory Committees		
	Contact Details			
	What We Do			
	Work For Us			

	Corporate Social Responsibility			
	Procurement			
	BEE Certificate			
	How to Lodge a Complaint			
	Privacy Statement			
	Guidance for RAs	Landing page with photos and links to sections.		
	Disciplinary Rules A landing page with photos and links to all the sections	Auditing Profession Act (Act 26 of 2005) Disciplinary Rules Rules regarding Improper Conduct Policy regarding Postponements		
	Inspections	Administration Communications The Act and Manual of Information Reports Relevant Links IRBA News Articles		
	Technical Guidance	A landing page with photos and links to sections. This section contains extensive information on auditing standards and guides.		
		Professional Scepticism		
		Auditing Standards and Guides A landing page with photos and links to sections	Suite of Quality Management Standards - a landing page with photos and links to sections	The Quality Management (QM) Standards Introduction To QM Standards QM Implementation Materials QM News and Events SAICA

			The New and Revised Auditor Reporting Standards - a landing page with photos and links to sections	The New and Revised Reporting Standards Communiqués KAM on a Page Questions and Answers Digital Media Resources, Magazine Articles and Slides IAASB's Dedicated Webpage Including Toolkits SAICA
			Handbooks of International Standards	
			South African Standards and Practice Statements	
			Guides and Circulars for Auditors	
			Status of Pronouncements, Due Process Policy and Adoptions of the Standards	
			Committee of Auditing Standards and Strategy	

		Industry Specific Guides, Regulatory Reports	A landing page with links and photos to each section
			<p>JSE-Related Engagements</p> <p>Reports to the Prudential Authority and the Exchange Control Department</p> <p>Legal Practitioners Trust Account Engagements</p> <p>Medical Scheme Engagements</p> <p>Estate Agents Trust Account Reports</p> <p>Retirement Fund Reports</p> <p>S19(3) FAIS Report and FAIS Audit Guide</p> <p>Insurance Reports</p> <p>Report to Strate</p> <p>National Credit Regulator (NCR) Guide and Report</p> <p>S12i Tax Incentive Programme Report</p> <p>Automotive Production and Development Programme (APDP) Reports</p> <p>Enterprise Investment Programme:</p>

			Manufacturing Investment Programme or Tourism Support Programme Reports Fresh Produce Agents	
		Small and Medium-size Practices		
		Staff Practice Alerts	IFRS 9 & ISA 720 Fraud	
		Public Sector		
		Other Assurance	A landing page with links and photos to each section	
			Assurance on Integrated Reports Assurance on Sustainability Reports Assurance on B-BBEE Verification Engagements	
		Exposure Drafts & Comment Letters		
		Transparency Report and Audit Quality Indicators		
		Technology		
	Reportable Irregularities			
	Education & Transformation	A landing page with photos and links to each section.		

		Continuing Professional Development (CPD) Audit Development Programme Accreditation		
	General Guidance	A landing page with photos and links to each section.		
	Ethics: The Rules & the Code	A landing page with photos and links to each section		
		The Rules & the Code Committee for Auditor Ethics NOCLAR Ethics Communications Useful Links		
	Library	This section contains newsletters, annual publications, legislation, videos, photos and podcasts. The newsletters are available in PDF and eBook formats.		
	IRBA News			
	Integrated Reports			
	Strategic Plan			
	Legislation			
	Manual of Information			
	Video Gallery			

	Photo Gallery			
	Podcasts			
	POPI Act			
	Become an RA			
	Link to www.irbalearning.co.za			
	Find an RA	This function allows the public to search for active registered auditors or firms by IRBA number, name, or in a particular area. This function integrates into ERP.		
	Registry	This section displays information on the registration of an RA and audit firm		
	Profile Updates			
	Annual Renewals			
	Registration	Changing the Registration Status and Assurance Individual Registration process and forms Firm Registration process and forms Documents and Processes Prescribed Additional integrative processes to be added in due course will		

		include the generation of letters of good standing by RAs and firms, and submission of application forms for registration plus supporting documentation through the website		
	News & events	This section displays a collection of communication issued by the IRBA.		
	General News			
	Press Releases			
	Communiques			
	Events			
	Calendars for Committees	A secure Document Library and Committee Calendar that allows committee members to login and view the necessary documents.		
	APAA Implementation Information			
Footer	Links to these sections: About Us Guidance to RAs Library Become an RA Find an RA Registry News & Events			

ANNEXURE E

WEBSITE LAYOUT: IRBA learning site

Homepage	The homepage contains a photo gallery of candidates who have completed the ADP, as well as links to news, publications, events and a “Did you know” section.		
	Header		
	About Us	This section includes information on the functions of the IRBA, its Board and leadership.	
		Who We Are	Board Members (photos and information) Leadership (photos and information)
		What We Do	
	What is an RA	This section provides information on the RA qualification and path to become an RA.	
		The RA Qualification The RA Path Learners Students Trainees Registered Candidate Auditor	
	The ADP	The ADP section has vital information and guidance on the programme.	
		What is the ADP ADP Reloaded – Phase One (1) ADP Digital Learning Content Registration as an RCA ADP Graduates	
	IRBA Website	Link to the IRBA website	
	Library	The library section contains newsletters, legislation, videos, photos and podcasts.	
		Publications Legislation Video Gallery Photo Gallery POPI Act	
	News & Events	This section contains news, events and a discussion forum.	

		News Events Discussion Forums	
	Contact		
	Footer	Links to several pages.	
	Social Media		
	Shortcut links	The RA Qualification The RA Path Learners Students Trainees What is the ADP News Legislation	
	About an RA	Become an RA	