

TRANSNET

delivering freight reliably

TENDER NUMBER: CRAC JHB 41869
FOR THE APPOINTMENT OF A MEDIA AGENCY ON AN AS AND WHEN
REQUIRED BASIS FOR A PERIOD OF ONE (1) YEAR (12 MONTHS)

JUNE 2023

RFP DESCRIPTION

**FOR THE APPOINTMENT OF A MEDIA AGENCY ON AN AS AND WHEN
REQUIRED BASIS FOR A PERIOD OF ONE (01) YEAR (12 MONTHS)**

RFP NUMBER : HOAC-HO-41869

ISSUE DATE : 19 June 2023

CLOSING DATE : 03 July 2023

CLOSING TIME : 12:00 AM

BID VALIDITY PERIOD : 90 BUSINESS DAYS FROM CLOSING DATE



NOTICE TO BIDDER

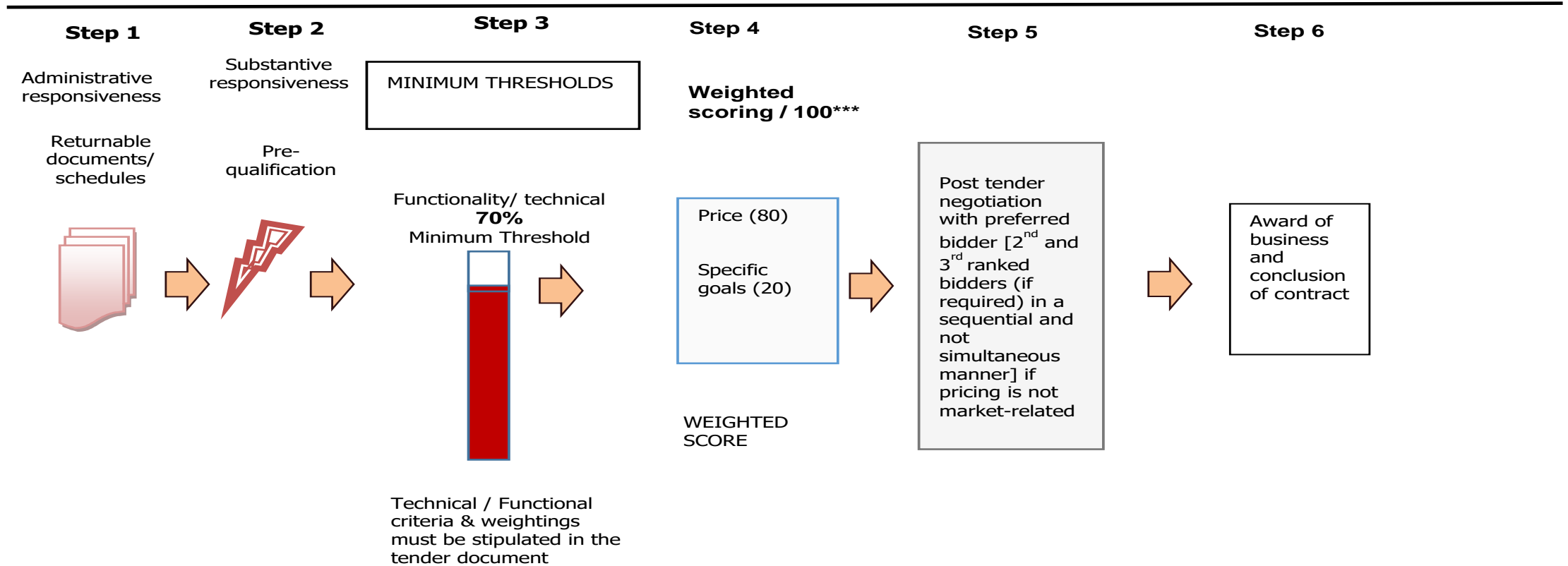
- The Bidder must ensure that the correct contact details are provided as TFR may need to communicate after the closing date of this RFQ.
- Ensure that all the RFQ document is **signed and stamped**.
- Complete the tender document **clearly** and in **black ink / electronically**.
- If mistakes are made – correct properly / legibly with the full signature of Bidder.
- Submit questions if clarity is required. Closing date for clarifications is **26 June 2023**
- No copies of the RFQ document should be distributed
- Validity period – 90 Business days from date of closing
- **Ensure that your submission is properly indexed and referenced for ease of adjudication (see last section of this presentation).**



EVALUATION METHODOLOGY



EVALUATION METHODOLOGY





EVALUATION METHODOLOGY

STEP ONE: Test for Administrative Responsiveness

Administrative responsiveness check	RFQ Reference
<ul style="list-style-type: none">Whether the Bid has been lodged on time	
<ul style="list-style-type: none">Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time	<i>Section 3</i>
<ul style="list-style-type: none">Verify the validity of all returnable documents	<i>Section 3</i>
<ul style="list-style-type: none">Verify if the Bid document has been duly signed by the authorised respondent	<i>All sections</i>

STEP TWO: Test for Substantive Responsiveness to RFQ

Check for substantive responsiveness	RFQ Reference
<ul style="list-style-type: none">Whether any general and legislation qualification criteria set by Transnet, have been met	<i>All sections</i>
<ul style="list-style-type: none">Whether the Bid contains a priced offer	<i>Section 4 - Quotation Form</i>
<ul style="list-style-type: none">Whether the Bid materially complies with the scope and/or specification given	<i>All Sections</i>
<ul style="list-style-type: none">Proof of registration on the National Treasury Central Supplier Database (CSD)	<i>Section 2, paragraph 13</i>

EVALUATION METHODOLOGY

STEP THREE: Minimum Threshold: 70% for Technical Criteria

Technical Evaluation Criteria (70% Threshold)		100%	
1. Technical Capacity and Capability		40%	Proof
Meeting all (4) requirements	4	40%	<p>Media agencies are required to demonstrate the following with a confirmation letter on the company letter head:</p> <p>Public Relation Services:</p> <ul style="list-style-type: none"> - Ability to create and develop media and communication strategies - Ability to perform writing of op-eds, articles, internal briefs etc. - Media Placement Services - Ability to provide creative support including photography, videography, and graphic design. <p>Marketing Communication:</p> <ul style="list-style-type: none"> - Audience strategy and prioritization (identify, define key audiences, build personas, and prioritise them). - Advertising, media planning and media buying <p>Website Development:</p> <ul style="list-style-type: none"> - Development and maintenance of TFR website - Work closely with Transnet Freight Rail Teams (Communications and Stakeholder) <p>Management</p> <ul style="list-style-type: none"> - Management Team to ensure website is able to work on existing platforms.
Meeting only (3) of the (4) requirements	3	30%	
Meeting only (2) of the (4) requirements	2	20%	
Meeting only (1) of the (4) requirements	1	10%	
Non – Responsive	0	0%	



EVALUATION METHODOLOGY

2. Resources to execute - previous experience of Teams	30%		Proof
≥7 years team experience	4	30%	CVs must reflect the relevant experience in the following areas (scoring will be based on the average experience of the team- minimum of 3 resources.): <ul style="list-style-type: none"> - strategic communication, general communication, and advisory services - Writing of op-eds, articles, internal briefs etc. - Provide creative support including photography, videography and graphic design.
5 to 7 years team experience	3	23%	
4 to 5 years team experience	2	15%	
3 to 4 years team experience	1	8%	
Less than 3 years team experience	0	0%	
3. References - Company Experience	30%		Proof
≥7 years company experience	4	30%	Service provider must provide their client signed and authenticated reference letters (on the Referee's Letterhead with contact details) demonstrating the following: <ul style="list-style-type: none"> - Number of years' delivering the same service. - Description of work delivered as per scope of work. - Reference of the quality of work delivered. - Strengths and weakness.
5 to 7 years company experience	3	23%	
4-5 years company experience	2	15%	
3-4 years company experience	1	8%	
Less than 3 years company experience	0	0%	



STEP FOUR: EVALUATION AND WEIGHTED SCORING

a) Price Criteria [Weighted score 80 points]:

Evaluation Criteria	RFP Reference
<ul style="list-style-type: none"> Commercial offer 	<i>Section 4</i>

Transnet will utilise the following formula in its evaluation of Price:

$$PS = 80$$

Where:

P_s = Score for the Bid under consideration

P_t = Price of Bid under consideration

P_{min} = Price of lowest acceptable Bid



EVALUATION METHODOLOGY: Step four continues

a) Specific Goals [Weighted score 20 point]

- Specific goals claim form
- Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in Section 7, paragraph 3.2 of the specific goals Claim Form.

STEP FIVE: Post Tender Negotiations (if applicable)

- The respondent is to note that Transnet may not award a contract if the price offered is not market related. In this regard, Transnet reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender.
- Should Transnet conduct post tender negotiations, the respondent will be requested to provide their best and final offers to Transnet based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the Respondent.

STEP SIX: Award of business and conclusion of contract

- Immediately after approval to award the contract has been received, the bidder will be informed of the acceptance of his/their Bid by way of a Letter of Award. Thereafter the final contract will be concluded with the Respondent.
- A final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.



SECTION 3:RETURNABLE DOCUMENTS

Mandatory Returnable Documents	<i>Failure to provide all these Mandatory Returnable Documents at the Closing Date and time of this RFQ <u>will</u> result in disqualification.</i>
Returnable Documents Used for Scoring	<i>Failure to provide all Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in disqualification. However, you will receive an automatic score of zero for the applicable evaluation criterion.</i>
Essential Returnable Documents	<i>Failure to provide essential Returnable Documents <u>will</u> result in Transnet affording you a further opportunity to submit by a set deadline. Should you thereafter fail to submit the requested documents, this may result in disqualification.</i>

All Returnable Sections, as indicated in the header and footer of the relevant pages, must be signed, stamped and dated by the Respondent.



RETURNABLE DOCUMENTS: MANDATORY DOCUMENTS

Mandatory Returnable Documents	Submitted [Yes or No]
SECTION 4: Quotation Form	

RETURNABLE DOCUMENTS: USED FOR SCORING

RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED [Yes or No]
Respondent's valid proof of evidence to claim points for compliance with Specific Goals' requirements as stipulated in Section 7 of this RFP (List all specific goals returnable document)	
Service provider must provide their client signed and authenticated reference letters (on the Referee's Letterhead with contact)	



RETURNABLE DOCUMENTS: USED FOR SCORING - CONTINUED

<p>Service provider to provide CV's that reflect the relevant experience in the following areas (scoring will be based on the average experience of the team- minimum of 3 resources.):</p> <ul style="list-style-type: none"> - strategic communication, general communication, and advisory services - Writing of op-eds, articles, internal briefs etc. - Provide creative support including photography, videography and graphic design. 	
<p>Service provider must provide their client signed and authenticated reference letters (on the Referee's Letterhead with contact details) demonstrating the following:</p> <ul style="list-style-type: none"> - Number of years' delivering the same service. - Description of work delivered as per scope of work. - Reference of the quality of work delivered. - Strengths and weakness. 	
<p>B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline</p>	

RETURNABLE DOCUMENTS: ESSENTIAL

ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES	SUBMITTED [Yes or No]
Latest Financial Statements signed by your Accounting Officer or latest Audited Financial Statements plus 2 previous years	
SECTION 1: SBD1 Form	
SECTION 5: Certificate of Acquaintance with RFQ Documents	
SECTION 6: RFQ Declaration and Breach of Law Form	
SECTION 7: Specific Goals Claim Form	
SECTION 8: Protection of Personal Information	
CSD Registration report	
Master Agreement (Signed)	



BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) PREFERENCE POINTS



BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE)

- Respondents must submit valid proof of their B-BBEE status in accordance with the B-BBEE Preference points claim form
- A trust, consortium or joint venture (including unincorporated consortia and joint ventures) **must** submit a **consolidated B-BBEE Status Level verification certificate for every separate bid**.
- Bidder are to ensure that they approach a SANAS accredited verification agency to issue them with a consolidated B-BBEE Certificate should they wish to bid as a trust, consortium or joint venture.
- Bidder **MAY NOT SUBMIT** a Sworn Affidavit if they are bidding as a trust, consortium or joint venture.
- Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTI. It is the Bidder's responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.
- A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- **Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTI. It is the Bidder's responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.**

VALID SWORN AFFIDAVIT

**Example:
VALID
SWORN
AFFIDAVIT**

**Name of respondent
and enterprise details**

**Annual Total Revenue and
Level of Black Ownership and
Black Women Ownership**

**FULL NAME, BUSINESS
ADDRESS AND STATE
DESIGNATION**

**Commissioner of Oath
signature and stamp were
applicable**

SWORN AFFIDAVIT FOR AN EXEMPTED MICRO ENTERPRISE

I, the undersigned:

Full name & Surname	SUNDHRAN NAIDOO
Identity number	7406165131089

Hereby declare under oath as follows:

- The contents of this statement are to the best of my knowledge a true reflection of the facts.
- I am a member / director of the following enterprise and am duly authorised to act on its behalf:


Enterprise Name	D S W PLANT AND CIVILS CC
Trading Name	SK PLANT AND CONSTRUCTION
Registration Number	2006/037956/23
Enterprise Address	32 PARAGON PLACE INDUSTRIAL PARK PHOENIX 4068

- I hereby declare under oath that:
 - The enterprise is 100% black owned;
 - The enterprise is 0% black woman owned;
 - Based on the management accounts and other information available on the 2016 financial year, the income did not exceed R4,000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

100% black owned	Level One (135% B-BBEE procurement recognition)	<input checked="" type="checkbox"/>
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	<input type="checkbox"/>
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	<input type="checkbox"/>

- The entity is an empowering supplier in terms of the dti Codes of Good Practice.
- I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
- The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Commissioner of Oaths Signature & stamp

Deponent Signature: 
Date: 16 August 2016

South African Police Service
COMMUNITY SERVICES CENTRE

**B-BBEE Status Level based
on Black Ownership**

**DATE BY BOTH DEPONENT AND
COMMISSIONER OF OATH MUST
BE THE SAME**

Deponent signature and date

**Certification Signature and/or
Stamp**

VALID B-BBEE CERETIFICATE

**Enterprise Name
(Cross referenced to Tax Clearance
Certificate &
Enterprise Registration No.)**

S.A.B.E.R.A
South African Black Economic Rating Agency

COMPANY NAME
CERTIFIED THAT
(REG No: 2003/007768/07**VAT No: 466021785) t/a
AQUA TRANSPORT AND PLANT HIRE (PTY) LTD
13 LEMANS ROAD, PINETOWN

**Example:
VALID B-
BBEE**

HAS BEEN INDEPENDENTLY RATED IN TERMS OF BROAD-BASED BLACK ECONOMIC
EMPOWERMENT ACT NO 53 OF 1996 AND AS PER THE CODES OF GOOD PRACTICE NO: 36928

AND IS DEEMED TO BE A

**LEVEL 2 CONTRIBUTOR
GENERIC ENTERPRISE**

AND HAS A RECOGNITION LEVEL OF 125%

**BBBEE level based on QSE/LE
(Generic status)**

Elements verified

B-BBEE STATUS	POINTS		STATUS
Ownership Equity	20.00	Black Ownership	100%
Management Control	14.27	Black Female Ownership	20%
Skills Development	16.00	ED Beneficiary	No
Supplier & Enterprise Development	42.00	Designated Supplier	No
Socio-Economic Development	05.00	Certificate Number	Gen 001/2017
Priority Elements achieved	Yes	Date issued	06/02/2017
Level discounted	No	Expiry Date	05/02/2018
Final Level	2		

Validity Period

Panagiotis
TECHNICAL SIGNATORY

02-03-17-05-31
MANMAN

sanas
BAAI Verification Agency
BVA 105

**Accreditation agency and
BVA Number**

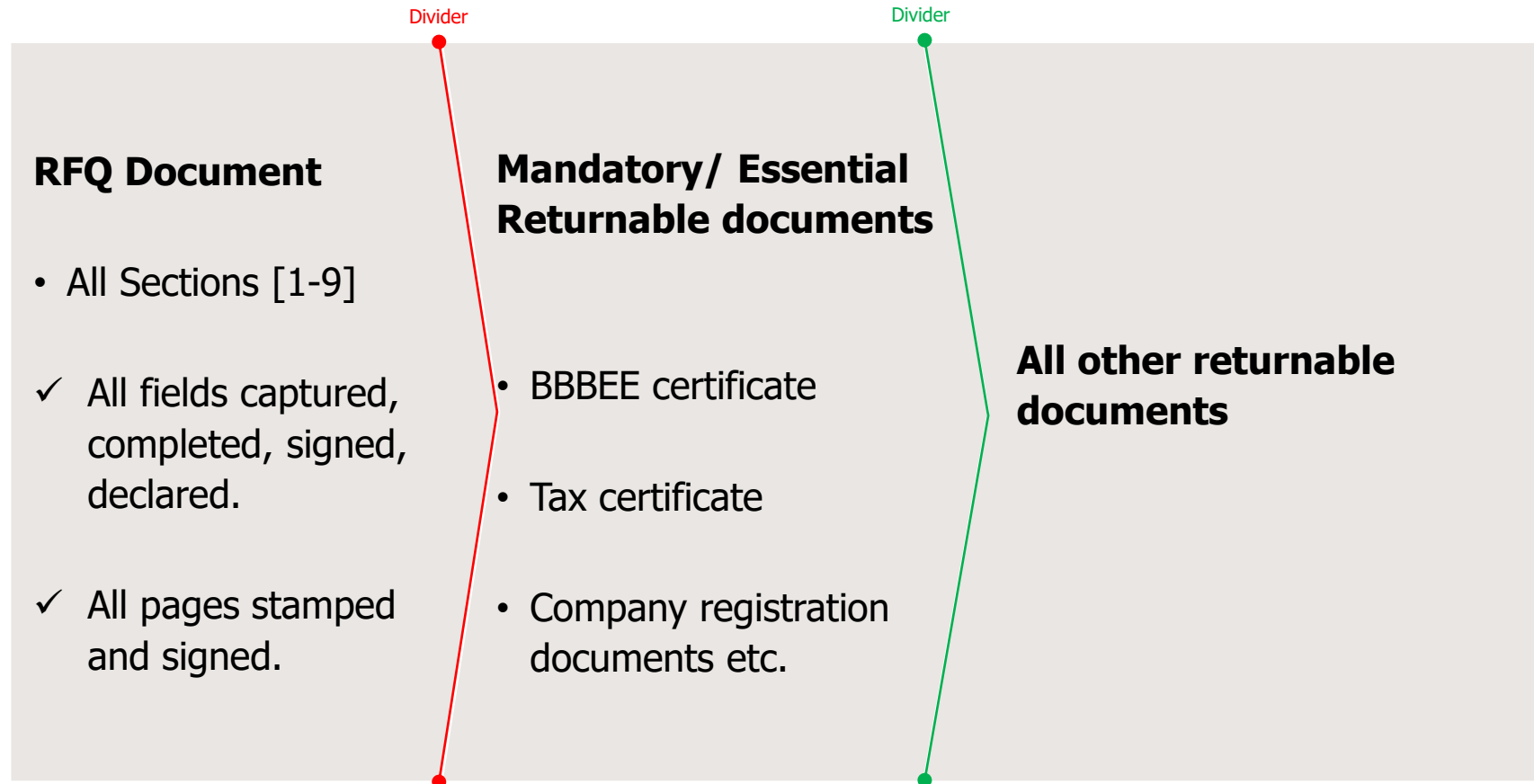


PROPOSAL SUBMISSION

Section 2, paragraph 3

- a) The Transnet e-Tender Submission Portal can be accessed as follows:
- Log on to the Transnet eTender management platform website/ Portal ((transnetetenders.azurewebsites.net) Please use **Google Chrome** to access Transnet link/site);;
 - Click on "ADVERTISED TENDERS" to view advertised tenders;
 - Click on "ADVERTISED TENDERS" to view advertised tenders;
 - Click on "SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information);
 - Click on "SIGN IN/REGISTER" - to sign in if already registered;
 - Toggle (click to switch) the "Log an Intent" button to submit a bid;
 - Submit bid documents by uploading them into the system against each tender selected.
 - No late submissions will be accepted. The bidder guide can be found on the Transnet Portal transnetetenders.azurewebsites.net

Bid Submission structure



THANK YOU

TRANSNET



delivering freight reliably

