



Inspired Investing

**KZN GROWTH FUND TRUST  
REQUEST FOR PROPOSALS (RFP)  
RFP REFERENCE NUMBER – KGFT RFP 2022-17  
MARKETING AND COMMUNICATIONS AGENCY**

Closing date : 16 September 2022  
Time : 12:00  
Submission format : email [accounts@kznqf.co.za](mailto:accounts@kznqf.co.za)

**Name of the respondent: .....**

**Late bids will not be accepted**

## BID DETAILS

Bid title : Request for Proposals for Marketing and Communications Agency

Procurement Reference Number : KGFT - RFP 2022/17

Description of Goods & Services : Request for Proposals for Marketing and Communications Agency

Date of RFQ : 12 September 2022

Date of RFQ CLOSING : 16 September 2022

## CONTACT INFORMATION

Any enquiries regarding the bidding procedure may be directed to:

Procurement Officer: Sijabulile Ntshangase

Telephone: 031 372 3720

E-mail: [accounts@kzngf.co.za](mailto:accounts@kzngf.co.za)

## BIDDER'S DETAILS

NAME OF BIDDER.....

POSTAL ADDRESS .....

STREET ADDRESS .....

CONTACT PERSON .....

TELEPHONE NUMBER Code ..... Number .....

CELL PHONE NUMBER Code ..... Number .....

FACSIMILE NUMBER Code ..... Number .....

E-MAIL ADDRESS .....

Signature of Bidder ..... Date .....

## **1. PURPOSE**

The purpose of this Request for Proposals (RFP) is to invite proposals for Marketing and Communication Services for the Kwazulu-Natal Growth Fund Trust (KGFT) for a period of 12 (twelve) months

## **2. BACKGROUND**

KZN Growth Fund Trust (KGFT) is a Trust, established and capitalised by the Provincial Government to provide debt and equity. The main objective of the KGFT is to provide support for creating and enabling environment for activities that create jobs and accelerate the economic development of KZN whilst promoting Broad Based Black Economic Empowerment (B-BBEE).

### **2.1 Procurement Philosophy**

It is the policy of KGFT, when purchasing goods and obtaining services to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being given to the importance of:

- a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its BEE Policy;
- b) The promotion of national and regional local service providers and agents before considering overseas service providers and;
- c) The development, promotion and support for the moral values that underpin the above, in terms of KGFT Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behaviour within KGFT.

The KGFT wishes to engage with service providers who are equally committed to maintain high quality services and better pricing

### **3. SCOPE OF SERVICES REQUIRED**

Kwazulu-Natal Growth Fund Trust (KGFT) would like to appoint a qualified and exceptional Advertising Agency to develop highly effective marketing strategies and creative rollout, for a period of twelve (12) months that support the organisation's strategic objectives. The scope of the procurement applies to all the marketing activities as listed below as the message and audience should guide all concepts and marketing activities undertaken within the term of appointment.

#### **3.1 RESEARCH**

The Agency needs to:

- Always be cognizant of local and global issues, these include social and economic dynamics both within and external to KGFT's core business areas, taking into consideration matters of current affairs and market insights in order to ensure that the brand remains relevant to its various target audiences; and
- Have the ability to conduct qualitative and quantitative research, as well as desk-top research, to identify market insights that will inform all strategies and concepts; this is especially important as the organization aspired to attract new markets.
- Ability to translate market insight to align brand offering to market trends, profile target market and customer journey mapping.

#### **3.2 STRATEGY**

- Develop and implement a successful integrated marketing strategies;
- Develop a tailored 12-month brand strategy that responds to the needs of the brand and that is relevant to the target audience;
- Translate the strategy into a comprehensive marketing plan that outlines campaigns for the mother brand and sub-brands;
- Identify KGFT's unique selling points and create an identity tailored to the target market, as well as the tools to maximise lead conversion; and
- Proactive review and update of the strategic approach to position the brand, and sub brands, actively and create traction therein.

#### **3.3 CREATIVE**

- **Creative Direction**
  - Oversee every piece of communication created to ensure well-crafted, conceptually sound and relevant work is always delivered;
  - Develop a visually distinctive tone for the brand;
  - Ensure brand consistency and relevance of messaging and tonality across all distribution channels;

- Keep on top of global marketing trends and proactively propose suitable new marketing techniques and media solutions; and
- Demonstrate expertise conceptualizing digital campaigns as leading part of an integrated marketing solution.
- **Design:**
  - Interpret briefs to execute the creative requirements with cognisance of the message;
  - Conceptual illustration;
  - Immaculate layout skills and attention to aesthetics and detail;
  - Manage and execute Graphic Design, Desktop Publishing and Finished Art on all relevant work; and
  - Ensure graphics and layouts are visually appealing and on-brand.
- **Digital Marketing:**
  - Develop a digital calendar plan and execute well-crafted cross-channel digital communication, with an ongoing proactive review;
  - Implement, monitor and report on social media and communication strategies and campaigns.
  - Generate social content to support campaigns and various virtual and physical events (e.g. webinars, conferences and exhibitions);
  - Analyse digital campaigns in order to enhance results (reach and quality leads); o Identify new information portals and channels that match KGFT's marketing objectives through which to disseminate content;
  - Identify and create databases
  - Optimise landing pages and user funnels; and
  - Prepare detailed analytics reports.
- **Copy-writing:**
  - Create copy that is accurate and well-researched;
  - Gather various content and distil it in to a succinct and clear message;
  - Develop communication style for various mediums;
  - More than one copywriter may be required to cover the various styles and tones that KGFT requires (for example, a formal, financial tone is required for the Annual Report, while an inviting and engaging tone is required for a radio advert or communication to students);
  - Ability to write content in various languages: It is important that the agency has English and isiZulu writer(s) that are able to understand and write new content on behalf of KGFT(i.e. isiZulu copy may not be translated from English, but it is important that the

spirit and intent of the message is still conveyed in the isiZulu copy or it will need to be written afresh to capture the essence of the communication when required);

- Although different tones and styles are employed, consistency in messaging needs to be maintained in alignment to the communication strategy; and
- Proof-read all presented work for grammar, factual accuracy and alignment to KGFT's type standards.

### **3.4 PUBLIC RELATIONS**

- **Public Relations:**

- Manage a brand's public communication;
- Be proactive in communicating KGFT's achievements and developments, on an on-going basis, with stakeholders;
- Integrate public relations, and engagement with KGFT's stakeholders and communities, into marketing strategies and campaigns – ensuring that paid for communication is also shared to other public relations channels; and
- Draft press releases and speeches.

- **Media Monitoring:**

- Provide or procure daily media monitoring services, in order to monitor all media activity (solicited and unsolicited) across all media channels (website, print, radio, digital, social media etc);
- Provide responses and/or solutions to daily media activity (e.g. to capitalize on positive news and remedy negative news); and
- Compile monthly reports on all media activity along with clippings of all media coverage, as well as proposed pro-active and/ or remedial action as and when required.

### **3.5 PRODUCTION**

- Manage all production activities conducted by the agency's studio and/or external service providers, whether on- or off-site;
- Assess quality, quantity and alignment to the job requirements prior to hand-over to KGFT; and
- Source appropriate external service providers where required, evaluating their professionalism and quality of work or experience (for example, review of their portfolio prior to recommending them to KGFT), confirming availability of suppliers and presenting recommendations to KGFT.

### **3.6 MEDIA PLANNING**

- Translate the marketing strategy in to relevant and impactful media channels that are determined by the communication objectives and specific target audience; and
- Provide or procure media booking services for local and international media channels

### **3.7 PROJECT MANAGEMENT**

- Day-to-day hands-on account management: responding to all enquiries (calls and emails) from KGFT, within 2 hours;
- Point of contact for accepting verbal and written briefs, clarifying any queries, briefing into the agency's studio and/or external service providers;
- Facilitate weekly status meetings held with KGFT to keep track and discuss ongoing jobs, with weekly status reports compiled that include details of all active jobs; and
- Project manage a variety of briefed jobs, in line with the campaign strategy and activities plan; and ensuring delivery of all campaigns, activities and materials from all approved written and verbal briefs and across all disciplines.

### **3.8 FINANCIAL MANAGEMENT:**

- Cost jobs entirely before any work commences. Draft detailed cost estimate and check all figures and items thoroughly before sending to KGFT for approval;
- Where external service provider costs are required:
  - source competitive costs ensuring the best value-for-money and quality is achieved.
  - ensure that all external service provider costs are submitted, with the preferred service provider cost reflecting on the Agency's quote.
  - Comply with KGFT procurement policy, be registered on the Central Supplier Database (CSD) and be available to meet the project deadline.
- Value for Money: KGFT will assess value for money on all quotes received per job and sign off.
- Once KGFT approves the cost estimate, and the purchase order has been issued, the job is then approved to book into studio and/or with an external supplier; and
- Only once work is completed/ delivered (quality and quantity signed-off by both the Agency and KGFT) an invoice can be issued to KGFT. All external service provider invoices to accompany the agency invoice.

## **4. EXPECTED OUTCOMES AND DELIVERABLES OF THIS CONTRACT**

The project outcomes/ deliverables include, but are not limited to, the following:

- Complete strategic marketing and advertising support;
- Insight in to local, regional and global current affairs and market trends;
- Research: qualitative, quantitative and desk-top;
- Strategy development;
- Creative director;
- Digital Marketing (including digital channels and social media);
- Design team (strong conceptual illustration);
- Desktop publishing (including all types of multimedia design);
- Finished art;
- Copy-writing (various styles i.e. corporate communication and creative in both English and isiZulu);
- Proof-reading;
- Public Relations;
- Media Monitoring;
- Production Management;
- Media Planning and Buying;
- Project Management; and
- Financial Management (in line with KGFT's Finance Policies).

Any items paid for by KGFT (e.g. but not exclusive to, open files, fonts, images and materials, etc.) to be provided to KGFT on job completion or as and when required.

## **5. REPORTING**

The successful service provider(s) will report to the Acting CEO



## **6. CONDUCT OF WORK**

Engaging with KGFT should be done at:

303 Pixley Kaseme Street

28<sup>th</sup> Floor Delta Towers

Durban

4000

## **7. CONTRACT DURATION**

The contract period is for twelve (12) months

## **8. CONFIDENTIALITY OF THIS INFORMATION**

All the information contained in this document must be considered as confidential as per POPI Act 4 of 2013 as amended requirements. Bidders are requested not to copy or forward this document or part thereof to any third party for any purpose other than to prepare for the response of this tender invitation.

The successful bidder will be required to enter into a Non-disclosure agreement with KGFT and their prospective tenants.

## **9. AWARD OF THE RFQ**

KGFT is not obliged to accept and award this tender to the lowest bidder or any other bidder.

## **10. EVALUATION PROCESS AND CRITERIA**

- Evaluation will be conducted in various stages as stipulated hereunder.
  - Stage 1: Minimum Compliance assessment will be conducted first.
  - Stage 2: Technical and Functional Proposals will then be evaluated.
  - Stage 3: Price and Preference will be assessed only on qualifying Service Providers.
- Evaluation will be conducted in various stages as stipulated hereunder.

### **10.1 STAGE 1 – COMPLIANCE WITH MINIMUM REQUIREMENTS**

10.1 All proposals must be completed and accompanied by:

10.1.1 Company Profile

10.1.2 CV of the Team

10.1.3 Letters of Reference (minimum 4 letters) Letters must be on a company letterhead, signed and dated.

10.1.4 Evidence of registration on the National Treasury Central Supplier Database (or proof of registration);

10.1.5 Tax Compliance Status Pin

10.1.6 Valid BEE Certificate (Level 1, 2 and 3)

All bids duly lodged as specified in this RFP will be examined to determine compliance with the minimum requirements and conditions.

Bids with material deviations from the stipulated requirements/conditions as defined in this **RFP will be eliminated** from further consideration, and excluded from this Bid process.

## 10.2 STAGE 2 – FUNCTIONAL EVALUATION

Responses will be evaluated on the following basis:

- The evaluation criteria and weights for functionality are reflected in the table below: -

FUNCTIONAL EVALUATION CRITERIA		Weight
<b>1. Methodology and Approach:</b> Provide a methodology and approach. The methodology should demonstrate a clear understanding of the scope and terms of reference. <b>As a minimum the following should be taken into consideration:</b> <ul style="list-style-type: none"><li>• Description of your agency: what makes you unique, what you specialise in and what your agency culture is about;</li><li>• Organisational and management structure (organogram and what resources you have);</li><li>• A summary of your staff compliment: the number of employees you have, the skills covered by employees and the experience of employees; and</li><li>• Describe the methodology and approach of how work is managed from the time it is briefed through to delivery. This should demonstrate clear understanding of the scope and terms of reference and must include details of the scoping of the work, creative process, quality assurance, response times, feedback and reporting.</li></ul>		15%
Points will be allocated as follows:		
<input type="checkbox"/> The methodology and approach deals with all the objectives while covering all the elements of the scope in generic terms.	Max 3	
<input type="checkbox"/> The methodology and approach fully meets the above objectives, covers areas listed, technical ability and overview of the Agency, is well structured, presented and tailored to DTPC's requirements.	Max 4	
<input type="checkbox"/> The methodology and approach fully meets the above objectives, covers areas listed, specialist capabilities and overview of the Agency is well structured, presented, tailored to KGFT's requirements and includes additional value added initiatives.	Max 5	

FUNCTIONAL EVALUATION CRITERIA	Weight						
<p><b>2. References Letters:</b></p> <p>The company must be in operation for a minimum of five (5) years.</p> <p>Provide at least four (4) to six (6) reference letters from past and current clients for <b>advertising and communication</b> services rendered in an environment similar to that of KGFT. Reference letters must be aligned to the scope of work. (please note that these reference letters should be signed, dated and have the contact information of the writer.</p> <p>References letters must be submitted with the bid from clients for current and/ or successfully completed projects of similar size, nature and value (must be within the last five (5) years.</p> <p>Reference letters to include the following: -</p> <ul style="list-style-type: none"> <li>○ Name of the client (for which the same or similar services were rendered within the last 5 years);</li> <li>○ All letters must be on a letterhead / be stamped or signed by the client / Electronic signed letter / Client email confirmation with contact details i.e. telephone, email address;</li> <li>○ The reference letters should indicate positive performance rating of the bidder. Positively rated means rated as good, satisfactory, happy and excellent;</li> <li>○ Reference letters must only be for the scope of work detailed above. Letters that do not cover the scope of work will be not be considered; and</li> <li>○ Letters of appointment / contract award will not be accepted.</li> </ul>	<b>15%</b>						
<p>Company(s) reference letters must be included for any work submitted in the portfolios for criteria 3 and 4 (below).</p> <p>Points will be allocated as follows:</p> <table border="1" data-bbox="129 1294 1195 1478"> <tr> <td data-bbox="129 1294 1007 1361">☐ Four (4) positively rated relevant reference letters.</td><td data-bbox="1008 1294 1195 1361">Max 3</td></tr> <tr> <td data-bbox="129 1364 1007 1431">☐ Five (5) positively rated relevant reference letters.</td><td data-bbox="1008 1364 1195 1431">Max 4</td></tr> <tr> <td data-bbox="129 1433 1007 1478">☐ Six (6) or more positively rated relevant reference letters.</td><td data-bbox="1008 1433 1195 1478">Max 5</td></tr> </table>	☐ Four (4) positively rated relevant reference letters.	Max 3	☐ Five (5) positively rated relevant reference letters.	Max 4	☐ Six (6) or more positively rated relevant reference letters.	Max 5	
☐ Four (4) positively rated relevant reference letters.	Max 3						
☐ Five (5) positively rated relevant reference letters.	Max 4						
☐ Six (6) or more positively rated relevant reference letters.	Max 5						

FUNCTIONAL EVALUATION CRITERIA	Weight						
<p><b>3. PORTFOLIO: RESEARCH and STRATEGY:</b></p> <p><b>Demonstrate your Agency's experience and strength in research, and strategy development and implementation:</b></p> <p>Provide a portfolio of a project where your agency led great research, developed and implemented a strong strategy for a client, this should include:</p> <p>Headings:</p> <ul style="list-style-type: none"> <li>•Summary of the client's brief;</li> <li>•Research that was conducted;</li> <li>•The strategy that was developed;</li> <li>•Summary of the campaign, and the solution that was executed as a result of the strategy;</li> <li>•How the campaign/solution was measured after completion;</li> <li>•Clarify if the agency was involved in the whole process or if any aspects were outsourced; and</li> <li>•NB: please include the <b>team members involved</b> in all aspects of this portfolio – ideally please provide a portfolio that included the resources you have proposed to work on KGFT's account.</li> </ul> <p>The proposed portfolio need not contain sensitive or confidential information but it must be presented as a well articulated summarised presentation.</p> <p>Points will be allocated as follows:</p> <table border="1" data-bbox="132 1144 1198 1494"> <tr> <td data-bbox="132 1144 1054 1256">➤ All requirements listed under the correct headings and at least 60% of the resources (team assigned to the project) proposed for the KGFT's account included in the portfolio.</td><td data-bbox="1054 1144 1198 1256">Max 3</td></tr> <tr> <td data-bbox="132 1256 1054 1368">➤ All requirements covered under the correct headings and more than 60% of the resources (team assigned to the project) proposed for the KGFT's account included in the portfolio.</td><td data-bbox="1054 1256 1198 1368">Max 4</td></tr> <tr> <td data-bbox="132 1368 1054 1494">➤ All requirements covered under the correct headings and all resources (team assigned to the project) proposed for the KGFT's account are included in the portfolio with their roles defined.</td><td data-bbox="1054 1368 1198 1494">Max 5</td></tr> </table>	➤ All requirements listed under the correct headings and at least 60% of the resources (team assigned to the project) proposed for the KGFT's account included in the portfolio.	Max 3	➤ All requirements covered under the correct headings and more than 60% of the resources (team assigned to the project) proposed for the KGFT's account included in the portfolio.	Max 4	➤ All requirements covered under the correct headings and all resources (team assigned to the project) proposed for the KGFT's account are included in the portfolio with their roles defined.	Max 5	20%
➤ All requirements listed under the correct headings and at least 60% of the resources (team assigned to the project) proposed for the KGFT's account included in the portfolio.	Max 3						
➤ All requirements covered under the correct headings and more than 60% of the resources (team assigned to the project) proposed for the KGFT's account included in the portfolio.	Max 4						
➤ All requirements covered under the correct headings and all resources (team assigned to the project) proposed for the KGFT's account are included in the portfolio with their roles defined.	Max 5						

FUNCTIONAL EVALUATION CRITERIA	Weight
<p><b>4. PORTFOLIO: CREATIVE and other Reference:</b></p> <p>Provide a comprehensive portfolio of evidence, demonstrating your Agency's experience and strength in creative, taking into account KGFT's scope of work. The following competencies should be covered with the portfolio submitted:</p> <ul style="list-style-type: none"> <li>• <b>Creative direction:</b> demonstrate a visually distinctive tone carried out throughout a brand;</li> <li>• <b>Design:</b> demonstrate the ability to design various executions (include strong conceptual illustration, meticulous layout and multimedia design skills);</li> <li>• <b>Digital Marketing:</b> examples of well executed, measurable digital campaigns across various online platforms (including social media);</li> <li>• <b>Copy-writing:</b> demonstrate the ability to write in various styles (formal, brochure, social media, billboard);</li> <li>• <b>Copy-writing:</b> demonstrate the ability to write in English and isiZulu;</li> <li>• <b>Public Relations:</b> demonstrate the ability to craft various styles of press releases drafted. Also include the news articles published from said press releases;</li> <li>• <b>Media Monitoring:</b> example of a monthly media monitoring report generated; as well as a response/solution to a daily media activity/incident; and</li> <li>• <b>Media Planning and buying:</b> demonstrate your methodology and approach to media buying and include an example of how a communication need was solved with a creative media placement.</li> </ul> <p><b>Your portfolio should, include samples of the following items, ensuring that these items were fully conceptualised and designed by your agency (not just produced):</b></p> <ul style="list-style-type: none"> <li>• Annual Report/ Corporate Report/ Corporate brochure (hard copy) and a; Social media content (digital copy). The role of the agency must be clearly articulated. The copies must demonstrate the following requirements: - <ul style="list-style-type: none"> <li>o Polished, professional and stylised document;</li> <li>o Visually attractive; o Clear and legible font used;</li> <li>o Clean formatting lines and layout; and</li> <li>o Agency's ability to write in isiZulu and English.</li> </ul> </li> </ul> <p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>• For each example, include details of which part of the process the agency was involved in, and clearly state which elements were conducted in-house or outsourced to other specialists.</li> <li>• All samples must be submitted together with the bid proposal.</li> <li>• The proposed portfolio need not contain sensitive or confidential information but it must be presented as a well articulated summarised presentation.</li> </ul> <p><i>Points will be allocated as follows:</i></p>	<p><b>15%</b></p>

<input type="checkbox"/> <b>Portfolio which includes:</b> Annual Report / Corporate Report / Corporate brochure (hard copy) and Social media content (digital copy) submitted. Three (3) of the requirements demonstrated, as well as the agency's role clearly articulated in all work.	Max 3
<input type="checkbox"/> <b>Portfolio which includes:</b> Annual Report / Corporate Report / Corporate brochure (hard copy) and Social media content (digital copy) submitted. Four (4) of the requested requirements demonstrated as well as the agency's role clearly articulated in all work.	Max 4
<input type="checkbox"/> <b>Portfolio which includes:</b> Annual Report / Corporate Report / Corporate brochure (hard copy) and Social media content (digital copy) submitted. All of the requested requirements demonstrated as well as the agency's role clearly articulated in all work.	Max 5

## 5. Key Personnel:

FUNCTIONAL EVALUATION CRITERIA		Weight
Provide a narrative to elaborate on the expertise and qualifications and experience of the five resources who will be working on this project.		
<p><b>5.1. Proposals should give details of the relevant skills, experience and capacity of the resources in relation to the Scope of Work. The following resources are required:</b></p> <p><b>5.1.1 Strategist</b></p> <p>The following must be included:</p> <ul style="list-style-type: none"> <li>Detailed CV for the resource performing the scope of work as outlined in and qualifications must be attached.</li> <li>A minimum of 5 years' work experience (in the same role) is required for the resource.</li> </ul> <p><i>Points will be allocated as follows:</i></p>		4%
➤ CV for the resource submitted and demonstrate the ability to perform the scope of work, with minimum five (5) years' work experience for the resource and relevant qualifications (Degree in Marketing or equivalent).	Max 3	
➤ CV for the resource submitted and demonstrate the ability to perform the scope of work, with six and nine (6-9) years or more work experience for the resource and relevant qualifications (Degree in Marketing or equivalent).	Max 4	
➤ CV for the resource submitted and demonstrate the ability to perform the scope of work, with ten (10) years or more work experience for the resource and relevant qualifications (Degree in Marketing or equivalent).	Max 5	

FUNCTIONAL EVALUATION CRITERIA		Weight
<b>5.1.2 Creative Director</b> The following must be included: <ul style="list-style-type: none"> <li>○ Detailed CV for the resource performing the scope of work as outlined and qualifications must be attached.</li> <li>○ A minimum of 5 years' work experience (in the same role) is required for the resource.</li> </ul> <i>Points will be allocated as follows:</i>		4%
➤ CV for the resource submitted and demonstrate the ability to perform the scope of work, with minimum five (5) years' work experience for the resource and relevant qualifications (Degree in Marketing or equivalent).	Max 3	
➤ CV for the resource submitted and demonstrate the ability to perform the scope of work, with six and nine (6-9) years or more work experience for the resource and relevant qualifications (Degree in Marketing or equivalent).	Max 4	
➤ CV for the resource submitted and demonstrate the ability to perform the scope of work, with ten (10) years or more work experience for the resource and relevant qualifications (Degree in Marketing or equivalent).	Max 5	
<b>5.1.3 Public Relations Manager</b> The following must be included: <ul style="list-style-type: none"> <li>○ Detailed CV for the resource performing the scope of work as outlined and qualifications must be attached.</li> <li>○ A minimum of 5 years' work experience (in the same role) is required for the resource.</li> </ul> <i>Points will be allocated as follows:</i>		4%
➤ CV for the resource submitted and demonstrate the ability to perform the scope of work, with minimum five (5) years' work experience for the resource and relevant qualifications (Degree in Marketing or equivalent).	Max 3	
➤ CV for the resource submitted and demonstrate the ability to perform the scope of work, with six and nine (6-9) years or more work experience for the resource and relevant qualifications (Degree in Marketing or equivalent).	Max 4	
➤ CV for the resource submitted and demonstrate the ability to perform the scope of work, with ten (10) years or more work experience for the resource and relevant qualifications (Degree in Marketing or equivalent).	Max 5	



FUNCTIONAL EVALUATION CRITERIA		Weight
<p><b>5.2.</b> Proposals should give details of the relevant skills, experience and capacity of the resources in relation to the Scope of Work. The following resources are required:</p> <p><b>5.2.1 Digital Marketing Manager (including social media)</b></p> <p>The following must be included:</p> <ul style="list-style-type: none"> <li>o Detailed CV of the resource performing the scope of work as outlined and qualifications must be attached.</li> <li>o A minimum of 3 years' work experience (in the same role) is required for the resource</li> </ul> <p><i>Points will be allocated as follows:</i></p>		4%
➤ CV for each resource submitted and demonstrate the ability to perform the scope of work, with a minimum three (3) years' work experience for the resource and relevant qualifications (Diploma in Marketing or equivalent).	Max 3	
➤ CV for each resource submitted and demonstrate the ability to perform to perform the scope of work, with four (4) years or more work experience for the resource and relevant qualifications (Diploma in Marketing or equivalent).	Max 4	
➤ CV for each resource submitted and demonstrate the ability to perform to perform the scope of work, with five (5) years or more work experience for the resource and relevant qualifications (Diploma in Marketing or equivalent).	Max 5	
<p><b>5.2.2 Project Account Manager</b></p> <p>The following must be included:</p> <ul style="list-style-type: none"> <li>o Detailed CV of the resource performing the scope of work as outlined and qualifications must be attached.</li> <li>o A minimum of 3 years' work experience (in the same role) is required for the resource</li> </ul> <p><i>Points will be allocated as follows:</i></p>		4%
➤ CV for each resource submitted and demonstrate the ability to perform the scope of work, with a minimum three (3) years' work experience for the resource and relevant qualifications (Diploma in Marketing or equivalent).	Max 3	
➤ CV for each resource submitted and demonstrate the ability to perform to perform the scope of work, with four (4) years or more work experience for the resource and relevant qualifications (Diploma in Marketing or equivalent)	Max 4	
➤ CV for each resource submitted and demonstrate the ability to perform to perform the scope of work, with five (5) years or more work experience for the resource and relevant qualifications (Diploma in Marketing or equivalent).	Max 5	



FUNCTIONAL EVALUATION CRITERIA	Weight						
<p><b>6. Financial Soundness:</b></p> <p>Enterprises incorporated as companies must provide audited / signed financial statements for the last three (3) years. In the case of a closed corporation, sole proprietor, partnership, annual financial statements signed by the Public Accounting Officer must be provided.</p> <p>A. Where financial statements are not provided; the service provider must provide financial stats which are signed by the Auditors.</p> <p>B. Financial statements must be submitted for all JV Partners.</p> <p>C. Where both a &amp; b is not provided, the bidder will be scored zero.</p> <p>KGFT will conduct a financial analysis of the submitted financial statements in order to assess the financial soundness of the bidders. The assessment will focus on the five (5) major categories in the financial ratios which are the following:</p> <ul style="list-style-type: none"> <li>• Liquidity ratio;</li> <li>• Profitability ratio;</li> <li>• Activity ratio;</li> <li>• Return on Investment ratio; and</li> <li>• Financial leverage ratio</li> </ul> <p>Points will be allocated based on the financial soundness of the statements provided.</p>							
<p><b>7. Company Location:</b></p> <ul style="list-style-type: none"> <li>○ Provide proof (by way of municipal bill or similar) of your organisation's <b>office location</b> (head office and satellite office).</li> <li>○ Provide a "Google Maps" clipping of the distance from your office to KGFT, including the mode of transport (i.e. via car or flight) – this clipping should indicate the distance and travel time.</li> <li>○ Preferably to be located in the KwaZulu-Natal (KZN) region, but companies located further (but within South Africa) will not be excluded.</li> </ul> <p>Estimated scoring allocation is as follows and will be assessed by members on the contents of the company location:</p> <table border="1" data-bbox="132 1697 1198 1899"> <tr> <td><input type="checkbox"/> Company has location of operating offices within 150km of KGFT.</td><td>Max 3</td></tr> <tr> <td><input type="checkbox"/> Company has location of operating offices within 120km of KGFT.</td><td>Max 4</td></tr> <tr> <td><input type="checkbox"/> Company has location of operating offices within 50km of KGFT.</td><td>Max 5</td></tr> </table>	<input type="checkbox"/> Company has location of operating offices within 150km of KGFT.	Max 3	<input type="checkbox"/> Company has location of operating offices within 120km of KGFT.	Max 4	<input type="checkbox"/> Company has location of operating offices within 50km of KGFT.	Max 5	5%
<input type="checkbox"/> Company has location of operating offices within 150km of KGFT.	Max 3						
<input type="checkbox"/> Company has location of operating offices within 120km of KGFT.	Max 4						
<input type="checkbox"/> Company has location of operating offices within 50km of KGFT.	Max 5						
<b>TOTAL</b>	<b>100%</b>						
<b>MINIMUM THRESHOLD</b>	<b>70%</b>						

**Note: Failure to obtain the minimum of 70% of the maximum score on functionality will result in disqualification from further evaluation.**

### 10.3 PRESENTATIONS

10.3.1 Companies scoring more than 70% for Evaluation Criteria will be required to make presentations to a panel from KGFT

10.3.2 Companies must score a minimum of 25 points for the presentations to advance to the price scoring.

Detailed Presentation		
	Total Score	Providers Score
Proposed plan for the organization	15	
Previous work done and examples thereof	10	
Value ad	5	
<b>TOTAL</b>	<b>30</b>	

### 11. PRICE AND B-BBEE EVALUATION

11.1.1 Proposals will be subject to an evaluation based on an 80/20 price / BBBEE allocation - 80 points for price and 20 points for B-BBEE status of contribution.

11.1.2 Fixed price is required; price must be inclusive of VAT and all costs relating to disbursements and accommodation.

Evaluation	Maximum points to be awarded
Relative competitiveness of the price	80
B-BBEE*	20
<b>Total Price and B-BBEE Points</b>	<b>100</b>

### 12. THE INFORMATION REQUIRED

You are and required to provide the KGFT with a proposal, by **no later than 12:00pm on Friday 16 September 2022.**

### 13. SUBMISSION DETAILS

- Submissions must be emailed to [accounts@kzngf.co.za](mailto:accounts@kzngf.co.za) attention **Sijabulile Ntshangase** by no later than the stipulated time above.
- For queries, you can contact Nicolette Napier during business hours of 8:00am to 4:30pm, Monday to Friday on 031 372 3720.

Approved by

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned above a horizontal line.

Lwazi Zondi  
Chief Financial Officer

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER: KGFT – RFP 2022/17		CLOSING DATE: 16 September 2022		CLOSING TIME: 12pm	
DESCRIPTION Marketing and communications agency					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<a href="mailto:Accounts@kznqf.co.za">Accounts@kznqf.co.za</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON		Sijabulile Ntshangase		CONTACT PERSON	
TELEPHONE NUMBER				TELEPHONE NUMBER	
FACSIMILE NUMBER				FACSIMILE NUMBER	
E-MAIL ADDRESS		<a href="mailto:accounts@kznqf.co.za">accounts@kznqf.co.za</a>		E-MAIL ADDRESS	
				<a href="mailto:accounts@kznqf.co.za">accounts@kznqf.co.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER		CODE		NUMBER	
CELLPHONE NUMBER					
FACSIMILE NUMBER		CODE		NUMBER	
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE		TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No (IF YES ENCLOSE PROOF)		2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	
				<input type="checkbox"/> Yes <input type="checkbox"/> No (IF YES, ANSWER THE QUESTIONNAIRE BELOW )	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

## PART B TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

## 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<sup>1</sup> 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:

.....  
 .....

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

### 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<sup>2</sup> 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.
- 3.4 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.
- 3.5 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.
- 3.6 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

---

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Position

Name of bidder

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the **.....80/20.....** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.



## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“price”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) certificate issued by an authorized body or person; B-BBEE Status level
  - 2) prescribed by the B-BBEE Codes of Good Practice; A sworn affidavit as
  - 3) requirement prescribed in terms of the B-BBEE Act; Any other
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 4. POINTS AWARDED FOR PRICE

#### 4.1 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

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

### 4.3 POINTS AWARDED FOR PRICE

$$P_s = 80 \left( 1 + \frac{P_t - P_{\max}}{P_{\max}} \right) \text{ or } P_s = 90 \left( 1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$$

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

5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

14

## 8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

8.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

## 9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

9.6 COMPANY CLASSIFICATION

Manufacturer  
Supplier  
Professional service provider  
Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business:.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....