



## SOUTH AFRICAN TOURISM

### PART C: TENDER EVALUATION PROCESS FOR SAT TENDER NUMBER SAT 295/25 (RE-ISSUE) - CENTRAL EUROPE DIGITAL ACTIVATION AGENCY FOR SPECIFIC LOCALISATION NEEDS FOR THE CENTRAL EUROPE MARKETS (GERMANY, SWITZERLAND & AUSTRIA)

Summary of the Evaluation Phases (table below):

Phase 1 Evaluation Requirements	Phase 2A: Desktop      Technical Evaluation Criteria	Phase 2B Pitch Presentation	Phase 3 Price evaluation
Bidders' responses will be evaluated based on compliance with the listed administrative and mandatory bid requirements.	<p>Bidder(s) are required to achieve a minimum threshold of 70% to proceed to Phase 2B, for pitch Presentation</p> <p>Failure to meet the minimum threshold on this criterion will result in disqualification.</p>	<p>Bidder(s) are required to achieve a minimum threshold of 70% to proceed to Phase 3, evaluation on Pricing</p> <p>Failure to meet the minimum threshold on this criterion will result in disqualification.</p>	Bidders will be evaluated on price. The bidder with the lowest acceptable price will be the recommended bidder.

#### Phase 1: Evaluation Requirements

Without limiting the generality of South African Tourism's other critical requirements for this Bid, bidder(s) must submit all the documents required.

All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase, bidders' responses will be evaluated based on compliance with the listed administrative and mandatory bid requirements.

Document that must be submitted	YES/NO	Non-submission may result in disqualification?
Confirmation of valid Tax Status		Written confirmation from the country's tax authorities (ATO) that the company is tax compliant and may, on an ongoing basis during the tenure of the contract, disclose the company's tax compliance status.
Invitation (SBD 1)		Complete and sign the supplied pro forma document
-Declaration of Interest - (SBD 4)		Complete and sign the supplied pro forma document

#### Phase 2A: Technical Evaluation Criteria = Weighting out of 100 basis points

All bidders are required to respond to the technical evaluation criteria scorecard and provide information/portfolio of evidence that they unconditionally hold the available capacity, ability, experience, and qualified staff to provide the requisite business requirements to South African Tourism under this tender.

Bidders will be required to achieve a minimum threshold of 70% in order to proceed to Phase 2B for pitch presentation.

Deliverables / Performance Indicators Please refer to the detailed evaluation pointers under the scope of work shared above.	Value allocated	Reference page in submission
<p><b>Criteria 1: Expertise and experience in digital activation:</b></p> <ul style="list-style-type: none"> <li>Provide at least 3 client testimonials/contactable references on a client's letterhead (reference must show what piece of the work they have delivered within the last <b>36 months</b>). References must be relevant*, contactable, including contact person and email address as a minimum.</li> </ul> <p><b>*Relevant:</b> <i>relevant to Digital Activation for Specific Localisation Needs services, as per the scope of services. The reference letters should cover all three aspects as per the scope of work (Part B)</i></p> <p>1 Point = least 3 client testimonials/contactable references on letterhead  2 Points = 4 client testimonials/contactable references on letterhead  3 Points = 5 or more client testimonials/contactable references on letterhead</p> <p><b><u>NON-SCORING</u></b></p> <ul style="list-style-type: none"> <li>The bidder failed to provide 3 client reference letters</li> <li>The reference letters are older than 36 months from the closing date</li> <li>The reference letters do not have the any of the following <ul style="list-style-type: none"> <li>Contact name</li> <li>Contact email address</li> <li>Not on a client's letterhead</li> <li>No date</li> </ul> </li> </ul>	30	

<b>Criteria 2: Creativity and innovation in digital activation around consumer brands</b>		40
Please provide case studies reflecting your experience in delivering digital activation campaigns for previous projects, including the contact details of the clients. The case studies must be linked to the scope of work related to this tender.		
Show:		
<ul style="list-style-type: none"><li>• Brand/Client Name, contact details of the client plus business problem and objectives.</li><li>• Understanding of the client’s sector, business challenges and proposed solutions, including understanding and definition of target audiences and tactics.</li><li>• Innovative ideas across different platforms.</li><li>• Demonstrate results with comprehensive post-campaign reporting.</li></ul>		
<b>Scoring</b>		
<b>Excellent = 3</b>	The bidder provided 3 or more case studies that address the following criteria: <ul style="list-style-type: none"><li>• Brand/Client Name, contact details of the client plus business problem and objectives.</li><li>• Understanding of the client’s sector, business challenges and proposed solutions, including understanding and definition of target audiences and tactics.</li><li>• Innovative ideas across different platforms.</li><li>• Demonstrate results with comprehensive post-campaign reporting.</li></ul>	
<b>Acceptable = 2</b>	The bidder provided 2 case studies that address the following criteria: <ul style="list-style-type: none"><li>• Brand/Client Name, contact details of the client plus business problem and objectives.</li><li>• Understanding of the client’s sector, business challenges and proposed solutions, including understanding and definition of target audiences and tactics.</li><li>• Innovative ideas across different platforms.</li><li>• Demonstrate results with comprehensive post-campaign reporting.</li></ul>	
<b>Average = 1</b>	The bidder provided 1 case study that the following criteria: <ul style="list-style-type: none"><li>• Brand/Client Name, contact details of the client plus business problem and objectives.</li><li>• Understanding of the client’s sector, business challenges and proposed solutions, including understanding and definition of target audiences and tactics.</li><li>• Innovative ideas across different platforms.</li><li>• Demonstrate results with comprehensive post-campaign reporting.</li></ul>	
<b>Unacceptable = 0</b>	<ul style="list-style-type: none"><li>• The bidder failed to provide case studies</li></ul>	

	<ul style="list-style-type: none"> <li>The case studies don't show the requested quality - as per list</li> <li>Case studies not linked to our scope of work</li> <li>Case studies not showing clients contact details</li> </ul>			
<p><b>NB:</b> SAT will only contact the clients of bidders who made a minimum of 70% out of Phase 2A to verify the work shown in the case studies.</p> <p>During this verification process, should SA Tourism find the work referenced to be poor, SA Tourism reserves the right to not consider the case studies, OR may result in non-scoring on this criterion.</p>				
<p><b>Criteria 3: Expertise and experience of proposed team:</b></p> <ul style="list-style-type: none"> <li>Provide an organigram to show structure of proposed team to be allocated to the account</li> <li>Proven experience of the proposed team as per organigram to be deployed to the project (detailed relevant experience indicated on CV/or profile). Proposed team to consist of: <ul style="list-style-type: none"> <li>Account manager for account</li> <li>Creative director for account</li> <li>Copywriter for account</li> </ul> </li> <li>Number of years and level of experience of the proposed team member (Minimum 3 years' experience per proposed person)</li> <li>Minimum of 2 years with bidding agency (per proposed person)</li> <li>Provide the core team details as well as CVs/or profiles of those who will be responsible for the day-to-day requirements working on this account.</li> </ul>				
Scoring guideline:				
Excellent = 3	<ul style="list-style-type: none"> <li>Provide organigram of the proposed team to be allocated to the account</li> <li>CVs/profiles of all proposed core team (account management, creative director, copywriter) details as well as CVs/profiles of those who will be responsible for the day-to-day requirements working on this account provided.</li> <li>More than 4 overall years of experience in expert area (as per average*)</li> <li>More than 2 years with bidding agency/ working for the agency</li> </ul>	30		
Acceptable = 2	<ul style="list-style-type: none"> <li>Provide organigram of the proposed team to be allocated to the account</li> <li>CVs/profiles of all proposed core team (account management, creative director, copywriter) details as well as CVs/profiles of those who will be responsible for the day-to-day requirements working on this account provided.</li> <li>4 overall years of experience in expert area (as per average*)</li> <li>2 years with bidding agency</li> </ul>			
Average = 1	<ul style="list-style-type: none"> <li>Provide organigram of the proposed team to be allocated to the account</li> <li>CVs/profiles of all proposed core team (account management, creative director, copywriter) details as well as CVs/profiles of those who will be responsible for the day-to-day requirements working on this account provided but:</li> <li>3 overall years of experience in expert area (as per average*)</li> <li>2 years with bidding agency</li> </ul>			
Unacceptable = 0	<ul style="list-style-type: none"> <li>No submission of CV/profile, irrelevant experience/less than three (3) years experience; less than 2 years with bidding agency; no indication of years of experience on a provided list of past or existing experience. (as per average*)</li> <li>No submission of CVs/profiles for the required personnel/team</li> <li>No organigram of the proposed team to be allocated to the account</li> </ul>			

*Calculation of average: Total of all resources' years of experience will be added and divided by the number of requested resources (3). However, if any of the resources do not meet the minimum required years of experience, that resource will not be counted, and the average will still be calculated out of 3.		
Total Weight	100	

**Phase 2B: Pitch Presentation**

Only bidders who meet a minimum threshold of 70% from phase 2A will proceed to be evaluated on Phase 2B.

DELIVERABLES / PERFORMANCE INDICATORS	WEIGHTING	REFERENCE PAGE IN SUBMISSION
<p><b>Shortlisted agencies will be expected to present a short (45 minutes) pitch revert against the background, environment, and scope of work stated on Part 2B. The pitch presentation also needs to address the below:</b></p> <p><b>Bidders have been provided with a brief and info pack containing:</b></p> <ol style="list-style-type: none"> <li>1. A campaign development brief</li> <li>2. SA Tourism brand tracker data</li> <li>3. Global campaign guidelines for localisation</li> <li>4. Consumer insights for the hub</li> </ol> <p><b>THE FOLLOWING NEEDS TO BE INCLUDED IN THE PITCH PRESENTATION:</b></p> <ol style="list-style-type: none"> <li>1. Big Idea: Develop a digital activation idea for consumers that clearly shows how you interpret possible barriers and focus topics. Keep the product marketing funnel in mind.</li> <li>2. Outlining of insights to support big idea</li> <li>3. Creative execution elements of big idea,</li> <li>4. Outline how the idea will be executed over multiple years.</li> <li>5. Clearly indicate how this campaign will reposition</li> <li>6. The campaign/ideas should ensure a top-of-mind recall for the destination.</li> <li>7. The creative idea must be multi-platform, and integrated, and show how end-to-end solutions will be delivered.</li> <li>8. It is also crucial to show your understanding of the consumers' concerns and how SA Tourism should address them.</li> </ol>	100	

DELIVERABLES / PERFORMANCE INDICATORS	WEIGHTING	REFERENCE PAGE IN SUBMISSION
<p>9. Bidder must showcase the proposed team that will be allocated for SA Tourism.</p> <p>10. Bidder must show which kind of report they could deliver for a digital campaign.</p> <p><b><u>SCORING WILL BE AS FOLLOWS</u></b></p> <p><b>Excellent =3</b>      The bidder has submitted an excellent digital campaign, which met all the above elements and more</p> <p><b>Acceptable=2</b>      The bidder has submitted an Acceptable digital campaign, which met More than eight (08) of the above elements.</p> <p><b>Average =1</b>      The bidder has submitted an average digital campaign, which met at least three to seven (03-07) of the above elements.</p> <p><b>Unacceptable=0</b>      No Submission/The bidder has not met requirements/ met less than three (03) elements on digital campaign.</p>		
<b>TOTAL</b>	<b>100</b>	

Bidders must meet the minimum threshold of 70% from phase 2B to proceed to Phase 3: Price and Preference (specific goals) evaluation.

- Bids proposals will be evaluated strictly according to the bid evaluation criteria stipulated in this section.
- Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated in the Terms of Reference. The panel responsible for scoring the respective bids will evaluate and score all bids based on information presented in the bid proposals in line with the RFP.
- The score for functionality will be calculated in terms of the table below where each Bid Evaluation Committee (BEC) member will rate each criterion on the bid evaluation score sheet using the following value scale/matrix:

### **Phase 3: Price**

#### **Phase 3: Price Evaluation**

Only Bidders who meet the minimum 70% threshold of functionality in Phase 2B will be evaluated in Phase 3 for price evaluation.

A Bidder with the lowest acceptable price will normally be the recommended bidder.

#### **Objective Criteria:**

- (a) Should the recommended bidder and SA Tourism not reach an agreement on the SLA, regarding service performance, penalty may be implemented as a mitigating factor to address the non-performance issues, SAT reserves the right to move to the next acceptable bidder to be included to the panel.
- (b) In cases where SA Tourism had/has current/historic non-performances with a provider, SAT reserves the right to not appoint the specific provider, subject to demonstrable documentary evidence that supports the non-performance or the remedial

**Table 6: Price and Preference (SPECIFIC GOALS )**

ANNEXURES	DOCUMENT DESCRIPTION	YES	NO
<b>1. LIST OF RETURNABLES</b>  <b>BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS</b>  a) TICK APPLICABLE BOX  b) ENSURE THAT THE FOLLOWING DOCUMENTS ARE COMPLETED, SUBMITTED AND SIGNED WHERE APPLICABLE			
<b>SUPPLIER IS REQUIRED TO USE THE PRESCRIBED SEQUENCE IN ATTACHING THE ANNEXURES THAT COMPLETE THE BID OR RFQ DOCUMENT</b>			
ANNEXURE A	IS THE STANDARD BID DOCUMENT (SBD4) FORM BIDDER'S DISCLOSURE COMPLETED, SIGNED AND SUBMITTED?		
ANNEXURE B	IS BIDDER'S SWORN AFFIDAVIT - <b>EXEMPTED MICRO ENTERPRISE (EME)</b> - OR <b>QUALIFYING SMALL ENTERPRISE (QSE)</b> - STILL VALID (FOR A <i>PERIOD OF 12 MONTHS</i> ) FROM THE DATE SIGNED BY COMMISSIONER SUBMITTED TO CLAIM POINTS FOR SMME'S?	<b>NOT APPLICABLE</b>	
ANNEXURE C	IS THE BIDDER'S QUOTED PRICE OR FINANCIAL OFFER SUBMITTED AND ALIGNED WITH THE SCOPE OF WORK? OR STATED IN THE BELOW TABLE OF DESCRIPTION OF SERVICE/GOODS?		
ANNEXURE D	IS PROOF OF OWNERSHIP BY BLACK WOMAN ATTACHED IN THE FORM OF (A) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED, (B) COPY OF THE ID-DOCUMENT(S) OF THE BLACK WOMAN(E)	<b>NOT APPLICABLE</b>	
ANNEXURE E	IS PROOF OF OWNERSHIP BY BLACK PERSON (S) IN THE FORM OF, (A) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE BLACK OWNERSHIP IS LISTED, AND (B) COPY OF IDENTITY DOCUMENTS.	<b>NOT APPLICABLE</b>	
ANNEXURE F	IS PROOF OF OWNERSHIP BY BLACK YOUTH ATTACHED IN THE FORM OF (A) ) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED, (B) COPY OF THE ID-DOCUMENT(S) OF THE BLACK YOUTH.	<b>NOT APPLICABLE</b>	



	<b>ANNEXURE G</b>	IS THE LATEST REPORT FROM CENTRAL SUPPLIER DATABASE (CSD) SUBMITTED? THE REPORT WILL BE USED AMONGST OTHERS TO VERIFY TAX COMPLIANT AND BANKING DETAILS. TO FURTHER CONFIRM IF THE SHAREHOLDERS/DIRECTORS OF THE COMPANY ARE BLACK WOMEN, BLACK YOUTH OR BLACK-OWNED. INFORMATION AND DETAILS ON BLACK WOMEN, BLACK YOUTH AND BLACK OWNERSHIP SHOULD BE SIMILAR TO THE INFORMATION SUBMITTED ON ANNEXURES C, D,E AND F ABOVE.		
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## 2. APPLICATION OF PREFERENCE POINT SYSTEM **(NOT APPLICABLE FOR THIS TENDER)**

### 2.1. DEFINITIONS

HISTORICALLY DISADVANTAGED INDIVIDUALS (HDI) IS DEFINED AS A SOUTH AFRICAN CITIZEN -

- a) WHO, DUE TO THE APARTHEID POLICY THAT WAS IN PLACE, HAD NO VOTING RIGHTS IN THE NATIONAL ELECTIONS PRIOR TO THE INTRODUCTION OF THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1983 (ACT NO. 100 OF 1983) OR THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1993 (ACT NO. 200 OF 1993) (*“THE INTERIM CONSTITUTION”*) AND OR
- b) WHO IS A WOMAN AND/OR
- c) YOUTH

2.2. WITH THE UNDERSTANDING THAT ANY PERSON WHO RECEIVED SOUTH AFRICAN CITIZENSHIP ON OR BEFORE THE INTRODUCTION OF THE INTERIM CONSTITUTION, WILL NOT BE DEEMED TO BE HDI.

2.3. ANY REFERENCE TO WORDS “BID” OR “BIDDER” HEREIN AND/OR IN ANY OTHER DOCUMENTATION SHALL BE CONSTRUED TO HAVE THE SAME MEANING AS THE WORDS “TENDER” OR “TENDERER”.

2.4. **“A WOMAN”** REFERS TO A FEMALE PERSON WHO IS A SOUTH AFRICAN CITIZEN

2.5. **“HDI EQUITY OWNERSHIP”** REFERS TO THE PERCENTAGE OF A PARTNERSHIP OR BUSINESS THAT IS OWNED BY INDIVIDUALS, OR IN THE CASE OF A COMPANY, THE PERCENTAGE OF SHARES WHICH IS OWNED BY INDIVIDUALS WHO ARE ACTIVELY INVOLVED IN THE MANAGEMENT DECISIONS AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE COMPANY OR BUSINESS AND WHO EXERCISES CONTROL IN THE BUSINESS IN RELATION TO THEIR OWNERSHIP AT THE CLOSE OF TENDER. WHERE INDIVIDUALS ARE NOT ACTIVELY INVOLVED IN THE MANAGEMENT AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE BUSINESS AND WHO DOES NOT EXERCISE CONTROL IN RELATION TO THE PERCENTAGE OF THEIR OWNERSHIP, EQUITY OWNERSHIP POINTS CANNOT BE AWARDED.

2.6. **“BLACK PEOPLE”** IS A GENERIC TERM WHICH MEANS AFRICANS, COLOURED AND INDIANS WHO ARE CITIZENS OF THE RSA BY BIRTH OR DESCENT OR BY NATURALISATION BEFORE 27 APRIL 1994 OR AFTER.

2.7. **“SMALL ENTERPRISE”** MEANS A SEPARATE AND DISTINCT BUSINESS ENTITY, TOGETHER WITH ITS BRANCHES OR SUBSIDIARIES, IF ANY, INCLUDING COOPERATIVE ENTERPRISES, MANAGED BY ONE OWNER OR MORE PREDOMINANTLY CARRIED ON IN ANY SECTOR OR SUBSECTOR OF THE ECONOMY.

2.8. **“YOUTH”** IS A GENERIC TERM WHICH MEANS PERSONS BETWEEN 14 TO 35 YEARS OF AGE. (THE MAXIMUM AGE OF PERSON/DIRECTOR/SHAREHOLDER ETC MUST BE BELOW OR 35 YEARS ON OR BEFORE THE CLOSING DATE AND TIME OF THE RFQ)

2.9. **“EXEMPTED MICRO ENTERPRISE (EME)”** IN TERMS OF THE GENERIC CODES OF GOOD PRACTICE, IT REFERS TO AN ENTERPRISE WITH AN ANNUAL TOTAL REVENUE OF R 10 MILLION OR LESS.

2.10. **“QUALIFYING SMALL ENTERPRISE (QSE)”** IN TERMS OF THE GENERIC CODES OF GOOD PRACTICE, IT REFERS TO AN ENTERPRISE WITH AN ANNUAL TOTAL REVENUE OF BETWEEN R 10 MILLION AND R 50 MILLION

2.11. **“SPECIFIC GOALS ”**REFERS TO CONTRACTING WITH PERSONS, OR CATEGORIES OF PERSONS, HISTORICALLY DISADVANTAGED BY UNFAIR DISCRIMINATION ON THE BASIS OF RACE, GENDER OR DISABILITY AND IMPLEMENTING PROGRAMME AS PUBLISHED IN THE GOVERNMENT GAZETTE NO. 16085 DATED 23 NOVEMBER 1994.

## 2.12. PREFERENCE POINT SYSTEM

TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:

The points must be allocated and awarded as follows(80/20):

i. Total Tendered Price	: 80 points	} Specific Goals (Maximum points)
ii. Black Women Ownership	: 04 points	
iii. Black Ownership	: 10 points	
iv. Black Youth	: 02 points	
v. Small, Medium and Micro Enterprises (SMME's)	: 04 points	
<b>Total</b>	<b>: 100 points</b>	

## 90 / 10 PREFERENCE POINT SYSTEM

TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:

The points must be allocated and awarded as follows (90/10):

vi. Total Tendered Price	: 90 points	} Specific Goals (Maximum points)
vii. Black Women Ownership	: 02 points	
viii. Black Ownership	: 02 points	

- ix. Black Youth : 04 points
- x. Small, Medium and Micro Enterprises : 02 points  
(SMME's)

**Total : 100 points**

2.13. THE POINTS SCORED FOR SPECIFIC GOALS WILL BE ADDED TO THE POINTS SCORED FOR PRICE AND THE TOTAL MUST BE ROUNDED OFF TO THE NEAREST 2 DECIMAL PLACES

#### 2.14. TENDER PRICE

THE FOLLOWING FORMULA WILL BE USED TO CALCULATE THE POINTS OUT OF 80 FOR PRICE IN RESPECT OF TENDER WITH A RAND VALUE NOT EXCEEDING R 50 MILLION (INCLUSIVE OF ALL APPLICABLE TAXES). THE LOWEST ACCEPTABLE TENDER MUST SCORE 80 POINTS FOR PRICE, AND OTHER TENDERS WHICH ARE HIGH IN PRICE MUST SCORE FEWER POINTS , ON PRO RATA BASIS.

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

THE FOLLOWING FORMULA WILL BE USED TO CALCULATE THE POINTS OUT OF 90 FOR PRICE IN RESPECT OF TENDER WITH A RAND VALUE EXCEEDING R 50 MILLION (INCLUSIVE OF ALL APPLICABLE TAXES). THE LOWEST ACCEPTABLE TENDER MUST SCORE 80 POINTS FOR PRICE, AND OTHER TENDERS WHICH ARE HIGH IN PRICE MUST SCORE FEWER POINTS , ON PRO RATA BASIS.

$$P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

WHERE -

PS = POINTS SCORED (AWARDED) FOR PRICE OF TENDER UNDER CONSIDERATION

PT = PRICE OF TENDER UNDER CONSIDERATION; AND

PMIN = PRICE OF THE LOWEST ACCEPTABLE TENDER

#### 2.15. SPECIFIC GOALS

##### 2.15.1. % OWNED BY PEOPLE WHO ARE BLACK WOMEN (WO)

A MAXIMUM OF FOUR (04) POINTS WILL BE AWARDED TO A TENDERER WHO IS A BLACK WOMAN. EQUITY OWNERSHIP FOR BLACK WOMEN WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A

PERSON OR BY THE % OF SHARES OWNED BY MEMBER/S WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY MANAGEMENT OF THE COMPANY OR ENTERPRISE.

% OF ENTERPRISE OWNED BY BLACK WOMEN -----%

THUS, POINTS AWARDED:  $4 \times \frac{\% WO}{100} =$

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

- a) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED I.E. CIPC ETC;
- b) COPY OF THE ID-DOCUMENT (S) OF THE BLACK WOMAN(E)
- c) LATEST CENTRAL SUPPLIER DATABASE (CSD) REPORT OF WHICH OWNERSHIP OF THE BLACK WOMAN IS LISTED

#### 2.15.2. % OWNED BY BLACK PEOPLE (BO)

A MAXIMUM OF TEN (10) POINTS WILL BE AWARDED TO A TENDERER WHO IS A BLACK AND DID NOT HAVE VOTING RIGHTS ACCORDING TO THE DEFINITION OF AN HDI. EQUITY OWNERSHIP FOR BLACKS WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBERS WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY ACTIVITIES OF THE COMPANY OR ENTERPRISE.

% OF ENTERPRISE OWNED BY BLACK PERSON(S) WHO DID NOT HAVE VOTING RIGHTS.....%

THUS, POINTS AWARDED:  $10 \times \frac{\% BO}{100} =$

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

- a) COPY OF ID DOCUMENT.
- b) COPY OF THE FOUNDING DOCUMENTATION ON THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED I.E. CIPC ETC;
- c) LATEST CSD REPORT WITH BLACKS AS SHAREHOLDERS/DIRECTORS OF THE COMPANY

#### 2.15.3. SMALL, MEDIUM AND MICRO ENTERPRISES (SMME'S)

A MAXIMUM OF FOUR (4) POINTS WILL BE AWARDED TO A TENDERER WHO IS CLASSIFIED AS SMME

IS THE COMPANY CLASSIFIED AS EME OR QSE?

YES = 4 POINTS

=

NO = 0 POINT

PROOF OF DOCUMENTATION MUST BE ATTACHED IN THE FORM OF:

- a) SWORN AFFIDAVIT THAT IS VALID FOR A PERIOD OF 12 MONTHS FROM THE DATE SIGNED BY THE COMMISSIONER.

#### 2.15.4. % OWNED BY BLACK YOUTH

A MAXIMUM OF TWO (2) POINTS WILL BE AWARDED TO A TENDERER WHO IS BLACK YOUTH. EQUITY OWNERSHIP FOR BLACK YOUTH WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBERS WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY ACTIVITIES OF THE COMPANY OR ENTERPRISE.

% OF ENTERPRISE OWNED BY BLACK YOUTH.....%

THUS, POINTS AWARDED :  $2 \times \frac{\% DO}{100} =$

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

- a) A COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED I.E. CIPC ETC;  
b) A COPY OF ID DOCUMENT;

c) LATEST CENTRAL SUPPLIER DATABASE (CSD) REPORT OF WHICH OWNERSHIP OF THE BLACK YOUTH IS LISTED.

TABLE B: OWNERSHIP

<b>NAME AND SURNAME /ENTITY NAME</b>	<b>GENDER (MALE OR FEMALE)</b>	<b>AGE i.e., 32</b>	<b>CITIZENSHIP (RSA, OR SPECIFY OTHER)</b>	<b>ETHNIC GROUP (BLACK, WHITE, ETC.)</b>	<b>NUMBER OF SHARES PER SHAREHOLDER</b>	<b>PERCENTAGE OF OWNERSHIP (%) PER SHAREHOLDER</b>
Total						

(To be completed by bidder)

**TABLE- C: SPECIFIC GOALS**

OWNERSHIP	TOTAL PERCENTAGE OF OWNERSHIP	SPECIFIC GOALS POINTS CLAIMED
Black Woman ownership		
Black Ownership		
Black Youth Ownership		
Total		

2.16. THE SAT CAN ONLY AWARD POINTS PROVIDED SUFFICIENT INFORMATION AND REQUIRED DOCUMENTS ARE CORRECTLY COMPLETED AND RETURNED WITH THE PROPOSALS IN LINE WITH LIST OF RETURNABLE DOCUMENTS ON PARAGRAPH THREE (3) ABOVE. POINTS OBTAINED FOR PRICE SHOULD BE ADDED TO POINTS OBTAINED FOR SPECIFIC GOALS.

2.17. TENDER MUST BE AWARDED TO THE TENDERER SCORING THE HIGHEST POINTS. HOWEVER, A CONTRACT MAY BE AWARDED TO A TENDERER THAT DID NOT SCORE THE HIGHEST POINTS ONLY IN ACCORDANCE WITH SECTION 2 (1)(F) OF THE PPPFA 05 OF 2000.

### 3. CRITERIA FOR BREAKING DEADLOCK IN SCORING

- a) IF TWO OR MORE OF THE TENDERERS HAVE SCORED EQUAL TOTAL NUMBER OF POINTS, THE CONTRACT WILL BE AWARDED TO THE TENDERER THAT SCORED THE HIGHEST POINTS FOR SPECIFIC GOALS;
- b) IF TWO OR MORE TENDERS SCORE EQUAL TOTAL NUMBER OF POINTS IN ALL RESPECTS, THE AWARD WILL BE DECIDED BY THE DRAWING OF LOTS

### 4. DELIVERIES

- a. ALL DELIVERIES MAY BE ACCOMPANIED BY A DELIVERY NOTE OR AN INVOICE OF AN OFFICIAL PURCHASE ORDER NUMBER AGAINST WHICH THE DELIVERY HAS BEEN AFFECTED
- b. DELIVERIES NOT COMPLYING WITH THE PURCHASE ORDER FORM MAY BE RETURNED TO THE SUPPLIER(S) AT THE SUPPLIER'S EXPENSE. SAT WILL NOT BE LIABLE FOR PAYMENT OF INCORRECTLY DELIVERED GOODS OR SERVICE
- c. BIDDERS SHOULD INDICATE THE PLANNED DELIVERY PERIOD (IN DAYS) FROM THE DATE AN ORDER IS ISSUED

### 5. POPIA DISCLAIMER

#### 5.1. COMPLIANCE WITH THE PERSONAL INFORMATION ACT, 4 OF 2013

PERSONAL INFORMATION SHARED WITH THE SAT SHALL BE TREATED WITH CONFIDENTIALITY AND IN COMPLIANCE WITH THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA) AND OTHER APPLICABLE LAWS. FOR PURPOSES OF THIS DISCLAIMER, "PERSONAL INFORMATION" SHALL BE DEFINED AS DETAILED IN THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (PAIA) AND POPIA, AND "PROCESSING" AND "FURTHER PROCESSING" SHALL BE READ, INTERPRETED AND UNDERSTOOD AS DETAILED AND DEFINED IN POPIA.

**5.2. CONSENT TO PROCESSING AND FURTHER PROCESSING OF PERSONAL INFORMATION**

THE SATMAY PROCESS AND FURTHER PROCESS RECEIVED PERSONAL INFORMATION, INTERNALLY OR EXTERNALLY, IN THE EXECUTION OF ITS MANDATE AND/OR AS REQUIRED BY LAW. THE SATMAY SHARE PERSONAL INFORMATION WITH ITS SERVICE PROVIDERS, AGENTS, CONTRACTORS, LEGAL AND OTHER PROFESSIONAL ADVISORS AUTHORISED TO PROCESS THIS INFORMATION. THE SATMAY THUS PLACE RECEIVED PERSONAL INFORMATION IN THE PUBLIC DOMAIN DUE TO THE NATURE AND REQUIREMENTS OF ITS WORK.

**5.3. FURTHER PROCESSING OF PERSONAL INFORMATION**

YOU FURTHER GRANT THE SATEXPRESS AND/OR IMPLIED PERMISSION TO FURTHER PROCESS RECEIVED PERSONAL INFORMATION AND PLACE IT IN THE PUBLIC DOMAIN, IN THE EXECUTION OF ITS MANDATE AND STATUTORY OBLIGATIONS.

**5.4. DUTY OF CARE**

THE SAT VALUES YOUR PRIVACY AND SHALL TAKE ALL REASONABLE MEASURES TO PROTECT RECEIVED PERSONAL INFORMATION.

**5.5. EXEMPTION FROM LIABILITY**

THE SAT (INCLUDING ITS OFFICIALS AND/OR EMPLOYEES) ACCEPTS NO LIABILITY WHATSOEVER, FOR ANY LOSS, DAMAGE (WHETHER DIRECT, INDIRECT, SPECIAL, OR CONSEQUENTIAL), AND/OR EXPENSES OF ANY NATURE WHATSOEVER WHICH MAY ARISE AS A RESULT OF, OR WHICH MAY BE ATTRIBUTABLE DIRECTLY OR INDIRECTLY, FROM INFORMATION MADE AVAILABLE HEREIN, OR ACTIONS OR TRANSACTIONS RESULTING THEREFROM

**END**