

BROADBAND INFRACO (SOC) LTD

Date : 07 May 2024
Enq. : Valentia Baloyi
Tel : 011 235-1621
E-Mail : Valentia.Baloyi@infraco.co.za

Dear Sir/Madam,

RFP INF/TEN 325: INVITATION TO SUBMIT A PROPOSAL FOR THE APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT AND IMPROVEMENT OF THE COMPANY WEBSITE AND SOCIAL MEDIA PRESENCE OF BROADBAND INFRACO SOC LIMITED FOR A PERIOD OF TWO (2) YEARS.

Please take note that this is a confidential request, and you are requested to treat all information, including this Request for Proposals as confidential and you must not discuss or divulge this information to any 3rd party without our written permission.

REQUEST FOR PROPOSALS : INF/TEN: 325
CLOSING DATE : 30 MAY 2024
CLOSING TIME : 12:00 PM (SOUTH AFRICA TIME).

1. BACKGROUND ON BROADBAND INFRACO

Broadband Infraco SOC is a licensed state-owned company in the telecommunications sector. It is intended to improve market efficiency in the long-distance connectivity segment by increasing the available long-distance network infrastructure. It will also avail capacity to stimulate private sector innovation in telecommunications services and content offerings.

2. OBJECTIVE

In terms of section 4(1) of the BBI Act, the main objective of Broadband Infraco (BBI) is to expand the availability and affordability of access to electronic communications, including but not limited to underdeveloped and under serviced areas, in accordance with the Electronic Communications Act and commensurate with international best practice and pricing, through the provision of electronic communications network services (ECNS) and electronic communications services (ECS).

3. LODGING OF TENDER AND CLOSING DATE

Your response under sealed cover and endorsed.

CONFIDENTIAL

RFP INF/TEN 325: APPOINTMENT OF SERVICE PROVIDER TO PROVIDE FOR THE DEVELOPMENT AND IMPROVEMENT OF THE COMPANY WEBSITE AND SOCIAL MEDIA PRESENCE OF BROADBAND INFRACO SOC LIMITED FOR A PERIOD OF TWO (2) YEARS.

REQUEST FOR PROPOSALS INF/TEN: 325

ATTENTION: VALENTIA BALOYI

Must be delivered to **Broadband Infraco** at Sentech Technology Park, 2040 Octave Road, Radiokop before **12h00 noon (RSA Time) on/before 30 May 2024.**

One original and one copy of the original tender and **must also** be provided on **USB**. All information as per the hard copy proposal must be saved on the **USB (no CD's please).**

NB* If you wish to use courier services, driver, or any other person to deliver your bid document, kindly make sure to inform them to register the bid on the bid register at reception as your bid will not be considered if it is not registered in the bid register.

Incomplete information will be rejected and Broadband Infraco will NOT accept late responses

3.1 Broadband Infraco's Representative's details for this RFP is:

Name : Valentia Baloyi
Address : Sentech Technology Park,
2040 Octave Road, Radiokop,
Tel No. : + 27 11 235 1621
E-Mail : Valentia.Baloyi@infraco.co.za

3.2 Please take note that all questions or queries on this RFP must be communicated in writing to Infraco's Representative at the above-stated electronic email address.

In terms of Broadband Infraco's Corporate Policy, all questions and queries received will be answered in writing. In the interests of fairness, the question together with Broadband Infraco's clarification and/or response thereto will only be made available to those *bidders* who have submitted a **Receipt of Invitation Form** indicating an intention to tender. The name of the *bidder* who requested clarification and/or posed a question will not be reflected in the clarification and/or response.

3.3 The tender documents are:

3.3.1 This RFP and the documents attached to this RFP as set out in the document list, and.

3.3.2 Such addendum, responses to *bidders'* queries and clarifications as may be issued by Broadband Infraco from time to time.

3.4 The provisions of this RFP and Broadband Infraco's Standard Conditions of Tender (**Annexure B**) are taken to be mutually explanatory of one another but in the event of ambiguity, discrepancy, divergence, inconsistency, or omission from or in or between this RFP and Broadband Infraco's Standard Conditions of Tender, the provisions of this RFP shall take precedence over the provisions of Broadband Infraco's Standard Conditions of Tender.

3.5 A *bidder* is a Person, Original, Partnership, Agent, Consultant, Joint Venture, Firm or Company eligible to submit a tender in response to this RFP.

- 3.6 Broadband Infraco deems that a submission of a proposal by a *bidder* in response to this RFP constitutes the *bidder's* acceptance of the Standard Conditions of Tender and the additional terms contained in this RFP.
- 3.7 Broadband Infraco's reservations of rights in respect of the tender:
- 3.7.1 *Bidders'* attention is specifically drawn to the fact that a contract in respect of the Employer's requirements will not necessarily result from the tender responses Broadband Infraco receives in response to this RFP. Broadband Infraco reserves the right to conduct a further procurement process with or without a request for tender or to enter into negotiations with any one or more of the *bidders*, should it decide to proceed with contract award.
- 3.7.2 Broadband Infraco reserves the right to subject *bidders* and their facilities to assessment as part of the evaluation process or as a condition of the contract award.
- 3.7.3 Broadband Infraco reserves the right not to evaluate and/or consider any proposal by a *bidder* that do not comply strictly with the requirements as set out in this RFP and/or who do not meet one or more of the prerequisite tender requirements set out in the technical criteria (**Annexure C**).
- 3.7.4 Broadband Infraco reserves the right to decide on the contract award based solely on the information received in the responses to this RFP. Broadband Infraco also reserves the right to use relevant information not contained in any tender, but which is within the knowledge of any employee or Board member of Broadband Infraco or its advisors, agents, or representatives for the purposes of making its decision.
- 3.8 **Disclaimer of liability for representations, warranties, or statements**
- Broadband Infraco believes all information contained in this RFP (and all its schedules and annexes) and all guidelines or in any other written material furnished or information orally transmitted to a potential *bidder* (including, but not limited to any opinion, information or advice that may be provided to a potential *bidder* by or on behalf of Broadband Infraco) to be correct but Broadband Infraco does not (save to the extent otherwise expressly provided for in a future written agreement with a successful *bidder*) make any representations or warranties, express or implied as to the accuracy or completeness of such information and

expressly disclaims any and all liability for such representations, warranties or statements.

3.9 Black Economic Empowerment

Broadband Infraco requires all interested parties to provide their valid Broad Based Black Economic Empowerment status from a verified agency, sworn affidavits from QSEs and EMEs to be eligible to claim BBEE points.

The *Employer* is committed to Broad-Based Black Economic Empowerment principles and as such complies to the BEE Codes of Good Practice published by the Department of Trade Industry (DTI). The bidder is expected to be evaluated on these principles and must present a valid B-BBEE status certificate and B-BBEE Scorecard based on the DTI Interpretative Guide to the Codes of Good Practice.

<http://www.thedti.gov.za/bee/InterpretiveGuide28june07doc.pdf>

4. KEY TENDER DATES

4.1 The following key tender dates apply to this tender:

Table 1: Key Dates

Activity	Key Tender Dates
Tender publication date:	07 May 2024
Closing date for written questions/clarifications	20 May 2024
Deadline for responding to questions	24 May 2024
RFP closing date	30 May 2024 at 12h00 noon (RSA Time)

Any questions which may arise with regards to the interpretation of the RFP, or additional information required to clarify the RFP are to be submitted to:

Attention: Valentia Baloyi
Broadband Infraco (SOC) Limited
Telephone no. : +27 11 235 1621
Email: Valentia.Baloyi@infraco.co.za

The bidder is requested to refer to the clause and sub-clause number(s) to which its questions relate. **The validity period of the tender is one hundred and twenty (120) days from the tender closing date** with the possibility of extension should it be necessary to allow the evaluation process.

4.2 BIDDERS OBLIGATIONS

4.2.1 Number of copies required.

Number of copies required: Two Envelope system.

A two-envelope system will be followed in which the **FIRST** envelope will contain all the mandatory requirements documents and the technical proposal, while the **SECOND** envelope will contain the financial offer/ Pricing. Non-compliance is a disqualification.

A hard copy of each tender must be submitted as an original along with one (1) additional hard copy and one electronic copy of the complete tender on **USB**.

4.2.2 Required information for evaluation.

Make available all information in the response indicating compliance and/or non-compliance of each item required by the bid. Acknowledging that non-submission of information required to evaluate of administrative and functionality will **disqualify or prejudice** the bidder in claiming and getting points where points are allocated.

4.2.3 Compliance and deviations

Indicate clearly which item of the bid is not quoted for or any deviations to the scope and specification of this bid.

Strict adherence to completing the price list provided by Broadband Infracore, which will be considered as the main offer. Any further pricing of items deemed necessary for execution may be priced on the company's own letterhead and template and will be considered as an additional/ alternative offer.

4.2.4 File presentation

The bidder must ensure that the bid file consists of the following:

- Index that clearly indicates where to find which document.
- File dividers to separate each section of your file as per your index.

5. CONDITIONS OF CONTRACT

Broadband Infraco will only accept proposals from interested parties that are prepared to accept and comply with the contract conditions as per the NEC3 Engineering Services Short Contract (ECSC3), as published by Thomas Telford Publishing on behalf of the Institution of Civil Engineers, United Kingdom. Copies available from Thomas Telford Ltd, 1 Heron Quay, London. (ISBN 0 7277 2634 X).

In South Africa, the published NEC can be purchased from Thomas Telford Publications, telephone number (011) 803 3008, and fax number (011) 803 3009.

6. SCOPE OF WORK

Appointment of service provider for the development and improvement of company website and social media presence of Broadband Infraco SOC Limited for a period of two (2) years

7. EVALUATION CRITERIA PHASES

Bidder/s proposal/s will be evaluated in four (4) phases evaluation by considering information requested in this RFP as follows.

Phase 1. Compliance to Mandatory administrative requirements

Mandatory administrative (gatekeepers) of the bid (see annexures C, for detailed mandatory administrative of the bid). **Failure to submit all mandatory administrative documents will result in disqualification.**

Phase 2. Technical Evaluation (80) minimum threshold.

Refer to Annexure I, for detailed technical requirements of the bid. Compliance to the technical requirements of the bid in terms of accreditations and submission of all required information is key to score minimum threshold points.

Phase 3. Presentation Evaluation

Bidders must obtain a minimum score of **15/20** to qualify to be evaluated further on price and specific goals. Bidders who obtain less than the minimum threshold will be eliminated from further evaluation.

Phase 4. 80/20 Price and Specific Goals evaluation

Price Evaluation (80 points)

Where:

Ps = Points scored for price of tender under consideration
Pt = Rand value of tender under consideration
Pmin = Rand value of lowest acceptable tender

a. Specific Goals Evaluation (20 points)

Bidders are required to submit valid CIPS documents, ID copies of directors and sworn affidavits together with their tenders to substantiate the claims.

8. INSURANCE

Provide details of local as well as international professional indemnity insurance

9. JOINT VENTURES/DISTRIBUTORS/AGENTS

If a proposal is submitted by a consortium/joint venture, each party, consultant and or sub-contractor of such consortium/joint venture must complete or provide each of the documents mentioned below: -

- Company Registration Document and certified ID copies of directors/partners/members.
- Fully completed SBD Forms.
- Tax Pin Compliance Status Letter obtainable from SARS.
- CSD Report.
- Company profile.
- JV Agreement.
- Valid consolidated B-BBEE certificate/affidavit

10. COMPANY INFORMATION REQUIRED

a. General Data

Registered Company Name	
Postal Address	
Contact Person	
Position in the Company	
Telephone number	
E-Mail address	

b. SARS Certificate (for South African registered companies only)

Bidder is required to provide Broadband Infraco with the Tax compliance status verification PIN (Third party authorization) to be used by Broadband Infraco to verify the bidder's tax compliance status.

Bidder is required to provide Broadband Infraco with the Central Supplier Database Master Registration Number (MAAA number) to verify the bidder's tax compliance status.

c. Shareholding and Directors

The firm must indicate the nature of the shareholding of the firm and provide the names of directors of the firm. *Bidders must indicate percentage owned by Black Women, Black youth and disabled people. This will be validated by the Company CK documents.*

d. National Treasury List of Restricted Service Providers

No bid will be awarded to a person or company who has been listed in the National treasury lists of restricted service provider/suppliers as updated by National treasury.

e. National Treasury's Central Supplier Database (NT - CSD)

With effect from 1 April 2016, accounting officers and accounting authorities may not award any bid to a supplier/service provider not registered as a prospective supplier on the National Treasury's Central Supplier Database. Bidder is required to provide Broadband Infraco with the Central Supplier Database Master Registration Number (MAAA number) or bidder's CSD report.

11. DISCUSSIONS

Broadband Infraco reserves the right to call upon any bidder to discuss or present its proposals as and when deemed necessary at the bidder's cost.

Broadband Infraco reserves the right to do physical site visits to ascertain facilities before award. This will be done on an appointment basis with the supplier prior to the visit. Under no circumstances will a presentation by or negotiation with any bidder constitute an award or promise / undertaking to award the contract.

12. YOUR PROPOSAL

To submit a valid and acceptable proposal to Broadband Infraco, your proposal/offer **must** include the following:

- Comply with all administrative and functionality evaluation requirements.
- A cover letter on your firm's official letterhead including acceptance of the requirements of the bid and the conditions in the bid document.
- Confirmation that all the mandatory compliance and requirements of the bid have been met with all the required documents submitted.
- Provide your Central Supplier Database report. (compulsory).
- Provide a valid Tax Clearance Pin (compulsory).
- Provide a valid B-BEE Certificate (compulsory).

13. SPECIAL CONDITIONS OF THIS BID

These special conditions must be read in conjunction with the general conditions and NEC3 conditions that are applicable to this bid.

- Broadband Infraco reserves the rights to suggest partnerships or joint venture to be formed between bidders, or that the assignment must be awarded to an exclusive BEE firm.
- Broadband Infraco reserve the rights to amend any conditions, validity period, etc. in the event of material changes to the procedures, all parties will be duly notified and be dealt with transparently and equitably.
- Other conditions additional to the ones mentioned above will be discussed and agreed between Broadband Infraco and the successful bidder/s prior contracting.

14. SIGNED CONFIDENTIALITY AGREEMENT

The attached confidentiality agreement included in Annexure E must be signed by the person who is authorised to sign on behalf of the firm and **returned** with the response to this RFP.

15. BID APPROVAL

RFP INF/TEN 325: APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT AND IMPROVEMENT OF THE COMPANY WEBSITE AND SOCIAL MEDIA PRESENCE OF BROADBAND INFRACO SOC LIMITED FOR A PERIOD OF TWO (2) YEARS.



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Mr. Mbulelo Hlobo

General Manager: SCM

Date: 07/05/2024

ANNEXURE A

DOCUMENT LIST

- 1. RFP Document**
- 2. Annexure A : Document list.**
- 3. Annexure B : Broadband Infraco Standard Conditions of Tender.**
- 4. Annexure C : Bid Evaluation Methodology**
- 5. Annexure D : Tender Returnable**
- 6. Annexure E : Confidentiality Agreement.**
- 7. Annexure F : Invitation to Bid (SBD1)**
- 8. Annexure G : Declaration of Interest (SBD) 4**
- 9. Annexure H : Preferential Procurement claim form SBD 6.1**
- 10. Annexure I : Technical Evaluation Criteria (attached)**
- 11. Annexure J : Scope of Work**
- 12. Annexure K : Pricing Schedule**
- 12. Annexure L : Invitation Form**

ANNEXURE B

BROADBAND INFRACO SOC LIMITED STANDARD CONDITIONS OF TENDER

January 2008

1 GENERAL

- | | | |
|-----------------------|---|--|
| Actions | 1 | Broadband Infraco (SOC) Ltd (Infraco), Broadband Infraco's <i>Representative</i> and each <i>bidder</i> submitting a tender shall act timeously as stated in these Conditions of Tender and in a manner, which is fair, equitable, transparent, competitive, and cost-effective. |
| Interpretation | 2 | Terms shown in <i>italics</i> vary for each tender. The details of each term for this tender are identified in the Tender Data. Terms shown in capital initials are defined terms in the appropriate conditions of contract. |
| | 3 | Any additional or amended requirements in the Tender Data and additional requirements given in the Schedules in the <i>tender returnable</i> are deemed to be part of these Conditions of Tender. |
| | 4 | The Conditions of Tender and the Tender Data shall not form part of any contract arising from this invitation to tender. |
| Communication | 5 | Each communication between Broadband Infraco and a <i>bidder</i> shall be to or from Broadband Infraco's <i>Representative</i> only, and in a form that can be read, |

copied, and recorded. Communication shall be in the English language. Infraco takes no responsibility for non-receipt of communications from or by a *bidder*.

**Broadband Infraco's 6
rights to
accept or
reject any
tender**

Broadband Infraco may accept or reject any variation, deviation, tender, or alternative tender, and may cancel the tender process and reject all tenders at any time prior to the formation of a contract. Broadband Infraco or Broadband Infraco's *Representative* will not accept or incur any liability to a *bidder* for such cancellation and rejection but will give written reasons for the action upon written request to do so. Broadband Infraco reserves the right to accept the whole of any part of any tender.

After the cancellation of the tender process or the rejection of all tenders Broadband Infraco may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time.

2 BIDDERS OBLIGATIONS

The *bidder* shall comply with the following obligations when submitting a tender and shall:

- | | | |
|---|---|---|
| Eligibility | 1 | Submit a tender only if the <i>bidder</i> complies with the <i>criteria</i> stated in the Tender Data and the <i>bidder</i> , or any of his principals, is not under any restriction to do business with Broadband Infraco. |
| Cost of tendering | 2 | Accept that Broadband Infraco will not compensate the <i>bidder</i> for any costs incurred in the preparation and submission of a tender, including the costs of any testing necessary to demonstrate that aspects of the tender satisfy the evaluation criteria. |
| Check documents | 3 | Check the <i>tender documents</i> on receipt, including pages within them, and notify Broadband Infraco's <i>Representative</i> of any discrepancy or omissions using the enclosed fax-back form. |
| Confidentiality and copyright of documents | 4 | Treat as confidential all matters arising in connection with the tender. Use and copy the documents provided by Broadband Infraco only for the purpose of preparing and submitting a tender in response to this invitation. |
| Standardised specifications and other publications | 5 | Obtain, as necessary for submitting a tender, copies of the latest revision of standardised specifications and other publications, which are not attached but which are incorporated into the <i>tender documents</i> by reference. |
| Acknowledge receipt | 6 | Complete the Receipt of invitation and submit the tender fax-back form, which is attached to the Letter of Invitation, and return it within five days of receipt of the invitation. |
| | 7 | Acknowledge receipt of Addenda to the <i>tender documents</i> , which Broadband Infraco's <i>Representative</i> may issue, and if necessary, apply for an extension to the <i>deadline for tender submission</i> , in order to take the Addenda into account. |

Site visit and / or clarification meeting	8	Attend a site visit and/or clarification meeting at which <i>bidders</i> may familiarise themselves with the proposed work, services or supply, location, etc. and raise questions. Details of the meeting(s) are stated in the Tender Data.
Seek clarification	9	Request clarification of the <i>tender documents</i> , if necessary, by notifying Broadband Infraco's <i>Representative</i> earlier than the <i>closing time for clarification of queries</i> .
Insurance	10	Be informed that the extent (if any) of insurance provided by Broadband Infraco may not be for the full cover required in terms of the relevant category listed in Section 8 of the <i>conditions of contract</i> , the <i>bidder</i> is advised to seek qualified advice regarding insurance.
Pricing the tender	11	Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except VAT), and other levies payable by the successful <i>bidder</i> . Such duties, taxes and levies are those applicable 14 days prior to the <i>deadline for tender submission</i> .
	12	Show Value Added Tax (VAT) payable by Broadband Infraco separately as an addition to the tendered total of the prices.
	13	Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the <i>conditions of contract</i> .
	14	State the rates and Prices in South African Rand unless instructed otherwise as an additional condition in the Tender Data. The selected <i>conditions of contract</i> may provide for part payment in other currencies.
Alterations to documents	15	Not make any alterations or additions to the <i>tender documents</i> , except to comply with instructions issued by Broadband Infraco's <i>Representative</i> or if necessary, to correct errors made by the <i>bidder</i> . All such alterations shall be initialled by all signatories to the tender. Corrections may not be made using correction fluid, correction tape or the like.

- Alternative tenders**
- 16 Submit alternative tenders only if a main tender, strictly in accordance with all the requirements of the *tender documents* is also submitted. The alternative tender is submitted with the main tender together with a schedule that compares the requirements of the *tender documents* with the alternative requirements the *bidder* proposes.
- 17 Accept that an alternative tender may be based only on the criteria stated in the Tender Data and as acceptable to Broadband Infraco.
- Submitting a tender**
- 18 Submit a tender for providing the whole of the works, services or supply identified in the Contract Data unless stated otherwise as an additional condition in the Tender Data.
- 19 Return the *tender returnable* to Broadband Infraco, completing without exception all the forms, data and schedules included therein.
- 20 Submit the tender as an original plus the number of copies stated in the Tender Data and provide an English translation for documentation submitted in a language other than English. Tenders may not be written in pencil but must be completed in ink.
- 21 Sign the original and all copies of the tender where indicated. Broadband Infraco will hold the signatory duly authorised and liable on behalf of the *bidder*.
- 22 Seal the original and each copy of the tender as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside Broadband Infraco's address and invitation to tender number stated in the Tender Data, as well as the *bidders* name and contact address.
- 23 Seal original and copies together in an outer package that states on the outside only Broadband Infraco's address and invitation to tender number as stated in the Tender Data. The outer package must be marked "CONFIDENTIAL"

- 24 Accept that Broadband Infraco will not assume any responsibility for the misplacement or premature opening of the tender if the outer package is not sealed and marked as stated.

Note:

Broadband Infraco prefers not to receive tenders by post and takes no responsibility for delays in the postal system or in transit within or between Broadband Infraco offices.

Where tenders are sent per fax, Broadband Infraco takes no responsibility for difficulties in transmission caused by line or equipment faults.

Where tenders are sent via courier, Broadband Infraco takes no responsibility for tenders delivered to any other site than the tender office.

Broadband Infraco employees are not permitted to deposit a tender into the Broadband Infraco tender box on behalf of a bidder, except those lodged by post or courier.

- Closing time** 26 Ensure that Broadband Infraco has received the tender at the address and in the tender box or fax specified in the Tender Data no later than the *deadline for tender submission*. Proof of posting will not be taken by Broadband Infraco as proof of delivery. Broadband Infraco will not accept a tender submitted telephonically, e-mail or by telegraph unless stated otherwise in the Tender Data.
- 27 Accept that, if Broadband Infraco extends the *deadline for tender submission* for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.

Tender validity	28	Hold the tender(s) valid for acceptance by Broadband Infraco at any time within the <i>validity period</i> after the <i>deadline for tender submission</i> .
	29	Extend the <i>validity period</i> for a specified additional period if Broadband Infraco requests the <i>bidder</i> to extend it. A <i>bidder</i> agreeing to the request will not be required or permitted to modify a tender, except to the extent Broadband Infraco may allow for the effects of inflation over the additional period.
Clarification of tender after submission	30	Provide, on request from Broadband Infraco's <i>Representative</i> during the evaluation of tenders, any other material that has a bearing on the tender, the bidders commercial position (including notarised joint venture agreements), preferencing arrangements or samples of materials, considered necessary by Broadband Infraco for the purpose of a full and fair risk assessment. This may include providing a breakdown of rates or Prices. No change in the total of the Prices or substance of the tender is sought, offered, or permitted except as required by Broadband Infraco's <i>Representative</i> to confirm the correction of arithmetical errors discovered in the evaluation of tenders. The total of the Prices stated by the <i>bidder</i> as corrected by Infraco's <i>Representative</i> with the concurrence of the <i>bidder</i> , shall be binding upon the <i>bidder</i>
Submit bonds, policies etc.	31	If instructed by Broadband Infraco's <i>Representative</i> (before the formation of a contract), submit for Infraco's acceptance, the bonds, guarantees, policies and certificates of insurance required to be provided by the successful <i>bidder</i> in terms of the <i>conditions of contract</i> .
	32	Undertake to check the final draft of the contract provided by Broadband Infraco's <i>Representative</i> and sign the Form of Agreement all within the time required by these Conditions of Tender.
	33	Where an agent on behalf of a principal submits a tender, an authenticated copy of the authority to act as an agent must be submitted with the tender.

Fulfil BEE requirements	34	Comply with Broadband Infraco's requirements regarding BBEE and Black Women-owned Suppliers.
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3. BROADBAND INFRACO'S UNDERTAKINGS

Broadband Infraco, and Broadband Infraco's Representative, shall:

Respond to clarification	1	Respond to a request for clarification received earlier than the <i>closing time for clarification of queries</i> . The response is notified to all <i>bidders</i> .
Issue Addenda	2	If necessary, issue Addenda that may amend, amplify, or add to the <i>tender documents</i> , to each <i>bidder</i> . If a <i>bidder</i> applies for an extension to the <i>deadline for tender submission</i> , in order to take Addenda into account in preparing a tender, Broadband Infraco may grant such an extension and Broadband Infraco's <i>Representative</i> shall notify the extension to all <i>bidders</i> .
Return late tenders	3	Return tenders received after the <i>deadline for tender submission</i> unopened to the <i>bidder</i> submitting a late tender. Tenders will be deemed late if they are not on the designated fax or in the designated tender box at the date and time stipulated as the deadline for tender submission.
Non-disclosure	4	Not disclose to <i>bidders</i> , or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tenders and recommendations for the award of a contract, until after the award of the contract to the successful bidder.
Grounds for rejection	5	Consider rejecting a tender if there is any effort by a <i>bidder</i> to influence the processing of tenders or contract award.
Disqualification	6	Instantly disqualify a <i>bidder</i> (and his tender) if it is established that the <i>bidder</i> offered an inducement to any person with a view to influencing the placing of a contract arising from this invitation to tender.

Test for responsiveness

- 7 Determine before detailed evaluation, whether each tender properly received.
- meets the requirements of these Conditions of Tender,
 - has been properly signed, and
 - is responsive to the requirements of the *tender documents*.
 - change Broadband Infracore's or the *bidder's* risks and responsibilities under the contract, or
 - affect the competitive position of other *bidders* presenting responsive tenders, if it were to be rectified.

Arithmetical errors

- 10 Check responsive tenders for arithmetical errors, correcting them as follows:
- Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
 - If a bill of quantities applies and there is a discrepancy between the rate and the line-item total, resulting from multiplying the rate by the quantity, the rate as quoted shall govern. Where there is an obviously gross misplacement of the decimal point in the rate, the line-item total as quoted shall govern, and the rate will be corrected.
 - Where there is an error in the total of the Prices, either as a result of other corrections required by this checking process or in the *bidder's* addition of prices, the total of the Prices, if any, will be corrected.
 - The corrected price will be communicated to the bidder. The bidder may withdraw the tender but may not change the tendered price.

11 Reject a tender if the bidder does not accept the corrected total of the Prices (if any).

Evaluating the tender	12	Evaluate responsive tenders in accordance with the <i>procedure and criteria</i> stated in the Tender Data. The evaluated tender price will be disclosed only to the relevant Infraco tender committee and will not be disclosed to <i>bidders</i> or any other person.
Clarification of a tender	13	Obtain from a <i>bidder</i> clarification of any matter in the tender which may not be clear or could give rise to ambiguity in a contract arising from this tender if the matter were not to be clarified.
Acceptance of tender	14	Notify Broadband Infraco's acceptance to the successful <i>bidder</i> before the expiry of the <i>validity period</i> or agreed additional period. Providing the notice of acceptance does not contain any qualifying statements, it will constitute the formation of a contract between Broadband Infraco and the successful <i>bidder</i> .
Notice to unsuccessful bidders	15	After the successful <i>bidder</i> has acknowledged Broadband Infraco's notice of acceptance, notify other <i>bidders</i> that their tenders have not been accepted, following Infraco's current procedures.
Prepare contract documents	16	Revise the contract documents issued by Broadband Infraco as part of the <i>tender documents</i> to take account of <ul style="list-style-type: none"> • Addenda issued during the tender period, • inclusion of some of the <i>tender returnable</i>, and • other revisions agreed between Broadband Infraco and the successful <i>bidder</i> before the issue of Broadband Infraco's notice of acceptance (of the tender). • The schedule of deviations attached to the form of offer and acceptance, if any.
Issue final contract	17	Issue the final contract documents to the successful <i>bidder</i> for acceptance within one week of the date of Broadband Infraco's notice of acceptance.

Sign Form of Agreement	18	Arrange for authorised signatories of both parties to complete and sign the original and one copy of the Form of Agreement within two weeks of the date of Broadband Infraco's notice of acceptance of the tender. If either party requires the signatories to initial every page of the contract documents, the signatories for the other party comply with the request.
Complete Adjudicator's Contract	19	Unless alternative arrangements have been agreed, arrange for both parties to complete, and sign the Form of Agreement and Contract Data for the NEC Adjudicator's Contract with the selected adjudicator.
Provide copies of the contract	20	Provide to the successful <i>bidder</i> the number of copies stated in the Tender Data of the signed copy of the contracts within three weeks of the date of Broadband Infraco's acceptance of the tender.

ANNEXURE C

1. BID EVALUATION METHODOLOGY

The Evaluation will be done in four (4) phases, as follows:

1.1 PHASE 1 – MANDATORY ADMINISTRATIVE REQUIREMENTS (GATEKEEPERS)

Below is a list of mandatory requirements that bidders must include in their response. Failure to comply and/or submit the below required documents will result in elimination from further evaluation.

Table 2: Mandatory Requirements

1.2.1 Completion and submission of SBD 1 - Annexure	Comply	Not comply
Bidders must provide completed SBD 1 – “Invitation to Bid”.		
Substantiate/Comment		
1.1.2 Completion and submission of SBD 4 - Annexure F	Comply	Not comply
Bidders must provide completed SBD 4 – “Declaration of interest”.		

Substantiate/Comment		
1.1.3 Completion and submission of SBD 6.1 - Annexure G	Comply	Not comply
Bidders must provide completed SBD 6.1 – “Preference Points Claim Form in terms of the preferential procurement regulations 2022”		
Substantiate/Comment <i>(Please indicate if portion of the contract will be subcontracted and what % will it be)</i>		
1.1.4 National Treasury Central Supplier Database (CSD)	Comply	Not comply
With effect from 1 April 2016, Accounting Officers and Accounting Authorities may not award any bid to a supplier/service provider not registered as a prospective supplier on the National Treasury’s Central Supplier Database. Please attach the full report of the Central Supplier Database (CSD) from National Treasury to the bid response. Please provide proof of registration with National Treasury.		
Substantiate/Comment		
1.1.5 South African Revenue Services Certificate	Comply	Not comply
Bidder is required to submit an authorisation PIN as provided by the tax authority as verification information to be used by Broadband Infracore to validate SARS matters on website.		

1.2 PHASE 2 – TECHNICAL EVALUATION

Bidders must obtain a minimum score of **80/100** to qualify to be evaluated further on Presentation. Bidders who obtain less than the minimum threshold will be eliminated from further evaluation. **(Technical Evaluation Criteria attached).**

1.3 PHASE 3 - PRESENTATION

Bidders must obtain a minimum score of **15/20** to qualify to be evaluated further on price and specific goals. Bidders who obtain less than the minimum threshold will be eliminated from further evaluation. (**Presentation Evaluation Criteria below**).

Table 3: Presentation Evaluation

Description	Score
Please note that all shortlisted candidates are to prepare a 20-minute presentation of their offering and the value that it will bring to the Company.	20
A bidder must obtain a minimum of 15 out of 20 points to advance to the next stage of evaluation.	

1.3 PHASE 4 – COMMERCIAL EVALUATION

Bidders will be evaluated on Price and Specific Goals using the 80/20 preference point system, as per the table below.

Table 4: Commercial Evaluation

COMMERCIAL EVALUATION	
CRITERIA/S	WEIGHT
Price	80
Specific Goals	20
TOTAL COMMERCIAL EVALUATION	100

1.3.1 PRICE EVALUATION

The 80/20 preference point systems will be applied:

A maximum of 80 is allocated for price on the following basis:

$$80/20 \quad P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where P_s = Points scored for comparative price of bid under consideration P_t = Comparative price of bid under consideration P_{min} = Comparative price of lowest acceptable bid**1.3.2 SPECIFIC GOALS**

A maximum of 80 preference points is allocated Specific Goals points as per table

below:

Table 5: Specific Goals points allocation

Specific goals	20	Acceptable Evidence
Black Owned Entity	6	CIPS documents + BBBEE Certificate/Certified Affidavit + Certified copy or copies of ID documents of the Owners
Woman Owned Equity	4	CIPS documents + BBBEE Certificate/Certified Affidavit + Certified copy or copies of ID documents of the Owners
Youth Equity Ownership	4	CIPS documents + BBBEE Certificate/Certified Affidavit + Certified copy or copies of ID documents of the Owners
People With Disability	3	CIPS documents + BBBEE Certificate/Certified Affidavit + Certified copy or copies of ID documents of the Owners + Medical Letter Confirming Disability
Military Veterans	3	CIPS documents + BBBEE Certificate/Certified Affidavit + Certified copy or copies of ID documents of the Owners + Certified Personal Registration (CPR) Number
Total Points	20	

- Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification.
- Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates. EMEs can also submit certified affidavit as prescribed by DTI.
- Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by SANAS.
- A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their **consolidated** B-BBEE status level certificate.
- A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B- BBEE Codes of Good Practice.
- **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.**

ANNEXURE D

(TENDER RETURNABLES CHECKLIST)

Supplier:

Bid Number: **INF/TEN:325**

Table 6: Tender Returnable Documents

Item Number	DESCRIPTION	YES	NO
Administrative requirements			
1.	Full copy of submission on USB		
2.	2 hard copies, (1 original, 1 copy) Two envelope system		
General data			
3.	Company profile covering all the administrative, technical and functionality requirements of the bid		
4.	Completion and submission of All SBD Documents		
5.	Valid SARS Tax clearance authorisation PIN as provided by the tax authority to each bidder.		
6.	Shareholding and Directors percentage ownership		
7.	Signed confidentiality agreement		
8.	Acceptance of validity of tender – 120 days from closing of bid		
9.	No bid will be awarded to a person or company who has been listed in the National treasury lists of restricted service provider/suppliers as updated by National treasury.		
10.	With effect from 1 April 2016, Accounting Officers and Accounting Authorities may not award any bid to a supplier/service provider not registered as a prospective supplier in the National Treasury’s Central Supplier Database. Please attach full Central Supplier Database (CSD) report from National Treasury as part of the bid response.		
11.	Valid B-BBEE status certificate from accredited verification agencies, accounting officers or accredited auditors, Sworn affidavits for QSEs and EMEs.		

ANNEXURE E

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

**CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT
“Agreement”**

Between

BROADBAND INFRACO SOC LIMITED

And

[NAME OF OTHER PARTY]

THE PARTIES TO THIS AGREEMENT ARE: -

- I. **BROADBAND INFRACO SOC LIMITED** a company incorporated under the laws of the Republic of South Africa, having its registered office at Country Club Estate, building 9, 21 Woodlands Drive, Woodmead, Sandton, Republic of South Africa, with registration number 1989/001763/07 [hereinafter referred to as the “Disclosing Party”).

- II. **NAME OF OTHER PARTY** a company incorporated under the laws of [insert name of country], having its registered office at [registered address], Republic of South Africa, with registration number [insert registration number] [hereinafter referred to as the “Receiving Party”).

Hereinafter individually referred to as a “Party” and jointly as the “Parties”.

NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

The Disclosing Party intends providing the Receiving Party with certain information relating to the Disclosing Party for tendering for –

RFP INF/TEN 325: APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT AND IMPROVEMENT OF THE COMPANY WEBSITE AND SOCIAL MEDIA PRESENCE OF BROADBAND INFRACO SOC LIMITED FOR A PERIOD OF TWO (2) YEARS.

- 1.1 The parties wish to record the terms and conditions upon which the Disclosing Party shall disclose Confidential Information to the Receiving Party, which terms and conditions shall constitute a binding and enforceable Agreement between the parties and their agents.

- 1.3 Notwithstanding the date of signature hereof, this agreement shall be binding upon the parties with effect from the date upon which the Disclosing Party shall have disclosed any Confidential Information to the Receiving Party, whichever date is the earliest.

- 1.4 Neither this Agreement nor the exchange of information contemplated hereby shall commit either party to continue discussions or to negotiate, or to be legally bound to any potential business relationship. The parties shall only be bound to a business relationship by way of a further definitive written Agreement signed by the Parties.

- 1.5 The party disclosing the Confidential Information shall be known as the “**Disclosing Party**” and the party receiving Confidential Information shall be known as the “**Receiving Party**”.

2. **THE CONFIDENTIAL INFORMATION**

“**Confidential Information**” shall for the purpose of this Agreement include, without limitation, any technical, commercial or financial information, know-how, trade secrets, processes, machinery, designs, drawings, technical specifications and data relating to the Project (including, but not limited to, the information set out in 1.1 above) in whatever form, relating to the disclosing Party's business practices or the promotion of the disclosing Party's business plans, policies or practices, which information is communicated to the receiving Party, or otherwise acquired by the Receiving Party from the Disclosing Party, during the course of the Parties' commercial interactions, discussions and negotiations with one another, whether such information is formally designated as confidential or not.

3. **DISCLOSURE OF CONFIDENTIAL INFORMATION**

- 3.1 The Disclosing Party shall only disclose the Confidential Information to the Receiving Party to the extent deemed necessary or desirable by the Disclosing Party in its discretion.
- 3.2 The Parties acknowledge that the Confidential Information is a valuable, special, and unique asset proprietary to the Disclosing Party.
- 3.3 The Receiving Party agrees that it will not, during or after the course of its relationship with the disclosing party under this agreement and/or the term of this Agreement, disclose the Confidential Information to any third party for any reason or purpose whatsoever without the prior written consent of the Disclosing Party and to the extent of such authorisation, save in accordance with the provisions of this Agreement. In this Agreement “**third party**” means any party other than the Receiving and Disclosing Parties or their Representatives.
- 3.4 Notwithstanding anything to the contrary contained in this Agreement the Parties agree that the Confidential Information may be disclosed by the Receiving Party

to its respective employees, agents, officers, directors, subsidiaries, associated companies, shareholders and advisers (including but not limited to professional financial advisers, legal advisers and auditors) ("Representatives") on a need-to-know basis and for the purposes of the Project; provided that the Receiving Party takes whatever steps are necessary to procure that such Representatives agree to abide by the terms of this Agreement to prevent the unauthorized disclosure of the Confidential Information to third parties. For purposes of this clause, the Receiving Party's Representatives shall be deemed to be acting, in the event of a breach, as the Receiving Party's duly authorized agents.

3.5 Except as otherwise contemplated in this Agreement, the Parties agree in favor of one another not to utilize, exploit or in any other manner whatsoever use the Confidential Information disclosed pursuant to the provisions of this Agreement for any purpose whatsoever other than the Project without the prior written consent of the Disclosing Party.

3.6 Accordingly, the Receiving Party agrees to indemnify, defend and hold the Disclosing Party harmless from and against any and all suits, liabilities, causes of action, claims, losses, damages, costs (including, but not limited to, cost of cover, reasonable attorneys' fees and expenses), or expenses of any kind (collectively, "Losses") incurred or suffered by the Disclosing Party and/or its Representatives arising from or in connection with the Receiving Party's unauthorized use or disclosure of the Disclosing Party's Confidential Information in violation of the Agreement.

4. TITLE

All Confidential Information disclosed by the Disclosing Party to the Receiving Party is acknowledged by the Receiving Party to be proprietary and the exclusive property of the Disclosing Party. This Agreement shall not confer any rights of ownership or license on the Receiving Party of whatever nature in the Confidential Information.

5. RESTRICTING ON DISCLOSURE AND USE OF THE CONFIDENTIAL INFORMATION

5.1 The Receiving Party undertakes not to use the Confidential Information for any purpose other than:

5.1.1 the Project; and

5.1.2 in accordance with the provisions of this Agreement.

6. STANDARD OF CARE

The Receiving Party agrees that it shall protect the Confidential Information disclosed pursuant to the provisions of this Agreement using the same standard of care that it applies to safeguard its own proprietary, secret or Confidential Information but no less than a reasonable standard of care, and that the Confidential Information shall be stored and handled in such a way as to prevent any unauthorised disclosure thereof.

7. RETURN OF MATERIAL CONTAINING OR PERTAINING TO THE CONFIDENTIAL INFORMATION

7.1 The Disclosing Party may, at any time, and in its sole discretion request the Receiving Party to return any material and/or data in whatever form containing, pertaining to or relating to Confidential Information disclosed pursuant to the terms of this Agreement and may, in addition request the Receiving Party to furnish a written statement to the effect that, upon such return, the Receiving Party has not retained in its possession, or under its control, either directly or indirectly, any such material and/or data.

7.2 If it is not practically able to do so, the Receiving Party shall destroy or ensure the destruction of all material and/or data in whatever form relating to the Confidential Information disclosed pursuant to the terms of this Agreement and delete, remove or erase or use best efforts to ensure the deletion, erasure or removal from any computer or database or document retrieval system under its or the Representatives' possession or control, all Confidential Information and all documents or files containing or reflecting any Confidential Information, in a manner that makes the deleted, removed or erased data permanently irrecoverable. The Receiving Party shall furnish the Disclosing Party with a written statement signed by one of its directors or duly authorized senior officers to the effect that all such material has been destroyed.

7.3 The Receiving Party shall comply with any request by the Disclosing Party in terms of this clause, within 7 (seven) business days of receipt of any such request.

8. EXCLUDED CONFIDENTIAL INFORMATION

The obligations of the Receiving Party pursuant to the provisions of this Agreement shall not apply to any Confidential Information that:

8.1 is known to, or in the possession of the Receiving Party prior to disclosure thereof by the Disclosing Party.

8.2 is or becomes publicly known, otherwise than because of a breach of this Agreement by the Receiving Party.

8.3 is developed independently of the Disclosing Party by the Receiving Party in circumstances that do not amount to a breach of the provisions of this Agreement.

8.4 is disclosed by the Receiving Party to satisfy an order of a court of competent jurisdiction or to comply with the provisions of any law or regulation in force from time to time; provided that in these circumstances, the Receiving Party shall advise the Disclosing Party to take whatever steps it deems necessary to protect its interests in this regard and provided further that the Receiving Party will disclose only that portion of the Confidential Information which it is legally required to disclose and the Receiving Party will use its reasonable endeavours to protect the confidentiality of such Confidential Information to the greatest extent possible in the circumstances;

8.5 is disclosed to a third party pursuant to the prior written authorisation and limited to the extent of such approval of the Disclosing Party.

8.6 is received from a third party in circumstances that do not result in a breach of the provisions of this Agreement.

9. TERM

This Agreement shall commence upon the date referred to in paragraph 1.3 and shall endure for a period of two (02) years after the date of termination of the relationship between the parties referred to herein.

10. ADDITIONAL ACTION

- 10.1 Each Party to this Agreement shall execute and deliver such other documents and do such other acts and things as may be reasonably necessary or desirable to give effect to the provisions of this Agreement.
- 10.2 Nothing contained in the Agreement shall be construed as creating an obligation on the part of either Party to refrain from entering a business relationship with any third party. Nothing contained in the Agreement shall be construed as creating a joint venture, partnership, or employment relationship between the Parties. Except as specified herein, neither Party shall have the right, power, or implied authority to create any obligation or duty (express, implied or otherwise) on behalf of the other Party. For the avoidance of doubt, nothing in this Agreement shall oblige either of the Parties to enter into any agreements or transactions whatsoever.

11. BREACH

In the event that the Receiving Party should breach any of the provisions of this Agreement and fail to remedy such breach within seven (7) business days from date of a written notice to do so, then the Disclosing Party shall be entitled to invoke all remedies available to it in law including, but not limited to, the institution of urgent proceedings as well as any other way of relief appropriate under the circumstances, in any court of competent jurisdiction, in the event of breach or threatened breach of the Agreement and/or an action for damages.

12. AMENDMENTS

No amendment, interpretation, or waiver of any of the provisions of this Agreement shall be effective unless reduced in writing and signed by the duly authorised representatives of both Parties.

13. ENFORCEMENT

The failure or delay by the Disclosing Party to enforce or to require the performance at any time of any of the provisions of this Agreement shall not be construed to be a waiver of such provision and shall not affect either the validity of this Agreement or any part hereof or the right of the Disclosing Party to enforce the provisions of this Agreement.

14. HEADINGS

The headings of the clauses of this Agreement are used for convenience only and shall not affect the meaning or construction of the contents of this Agreement.

15. REPRESENTATIONS & WARRANTIES

- 15.1 Each Party represents that it has authority to enter into this Agreement and to do all things necessary to procure the fulfilment of its obligations in terms of this Agreement.
- 15.2 The Disclosing Party warrants that disclosure of the Confidential Information to the Receiving Party:
 - 15.2.1 will not result in a breach of any other Agreement to which it is a party; and
 - 15.2.2 will not, to the best of its knowledge and belief, infringe the rights of any third party; and the Disclosing Party hereby indemnifies and holds the Receiving Party harmless against any liability for third party claims on such a basis.

16. ENTIRE AGREEMENT

This Agreement contains the entire agreement of the Parties with respect to the subject matter of this Agreement and supersedes all prior agreements between the Parties, whether written or oral, with respect to the subject matter of this Agreement.

17. GOVERNING LAW

This Agreement and the relationship of the Parties in connection with the subject matter of this Agreement and each other shall be governed and determined in accordance with the laws of the Republic of South Africa.

18. DOMICILIA AND NOTICES

- 18.1 The Parties hereby choose *domicilium citandi et executandi* ("domicilium") for all purposes under the Agreement the addresses set out below:

PARTY	PHYSICAL	POSTAL	TELEPH	CONTACT
-------	----------	--------	--------	---------

	ADDRESS	ADDRESS	ONE NO.	PERSON
BROADBAND INFRACO STATE OWNED COMPANY LIMITED	SENTECH TECHNOLOGY PARK 2040 OCTAVE ROAD, RADIOKOP 2040	POSTNET Suite 321, Private Bag X26, Sunninghill, 2157	011 235 - 1621	VALENTIA BALOYI
INSERT PARTICULARS OF OTHER PARTY				

18.2 Any notice given by one party to the other is deemed to have been received by the addressee:

18.2.1 on the date on which the same was delivered to the addressee's address if delivered by hand; or

18.2.2 on the seventh calendar day after the date of posting if sent by pre-paid registered post to the addressee's address; or

18.2.3 on despatch, if sent to the addressee's then telefax number.

18.3 A party may change that party's address for this purpose, by notice in writing to the other party, such a change of address being effective seven days after the deemed receipt by the addressee of such written notice, provided that the changed address must be a physical address. A notice will also be necessary in respect of new or changed telefaxes number.

19. SEVERABILITY

In the event of any one or more of the provisions of this Agreement being held for any reason to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, and this Agreement shall be construed as if such invalid, illegal or unenforceable provisions was not a part of this Agreement, and this Agreement shall be carried out as nearly as possible in accordance with its original terms and intent.

20. ASSIGNMENT

20.1 Neither Party may assign or otherwise transfer any of its rights or obligations under this Agreement to any third party without the prior written consent of the other Party.

20.2 This Agreement shall be binding on and shall inure for the benefit of the successors and permitted assigns and personal representatives (as the case may be of the parties).

21. PUBLICITY

SIGNED at _____ on _____

AS WITNESS:

BROADBAND INFRACO SOC

For: **LIMITED**

DULY AUTHORISED

(NAME OF WITNESS IN PRINT)

[SPECIFY FULL NAME OF SIGNATORY]

SIGNED at _____ on _____

AS WITNESS:

BROADBAND INFRACO SOC

For: **LIMITED**

DULY AUTHORISED

(NAME OF WITNESS IN PRINT)

[SPECIFY FULL NAME OF SIGNATORY]

SIGNED at _____ on _____

AS WITNESS:

For: [NAME OF OTHER PARTY]

DULY AUTHORISED

(NAME OF WITNESS IN PRINT)

[SPECIFY FULL NAME OF SIGNATORY]

ANNEXURE F

STANDARD BIDDING DOCUMENT 1 (SBD 1) - PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF BROADBAND INFRACO (SOC) LTD					
BID NUMBER:	INF/TEN:325	CLOSING DATE:	30 MAY 2024	CLOSING TIME:	12H00 NOON
DESCRIPTION	RFP INF/TEN 325: APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT AND IMPROVEMENT OF THE COMPANY WEBSITE AND SOCIAL MEDIA PRESENCE OF BROADBAND INFRACO SOC LIMITED FOR A PERIOD OF TWO (2) YEARS.				

BID RESPONSE DOCUMENTS SHALL BE SUBMITTED TO THE TENDER BOX.

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX CLEARANCE PIN NUMBER					
	TCS PIN:		OR CSD No:		
B-BBEE STATUS LEVEL VERIFICATION	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No	

CERTIFICATE [TICK APPLICABLE BOX]			
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR NAME:	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) SHALL BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B- BBEE]			

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]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	DATE	

<p><i>CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</i></p>	
--	--

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS SHALL BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS SHALL BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS SHALL REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE SHALL BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE SHALL BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS SHALL 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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY SHALL SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.

2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER AND PROOF SHALL BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?

YES NO

3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?

YES NO

3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

YES NO

3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?

YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

ANNEXURE G

SBD 4 DECLARATION OF INTEREST FOR TENDERS

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 interest¹ 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

1 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.

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3. DECLARATION

I,.....the undersigned, (name)... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1. I have read and I understand the contents of this disclosure;
- 3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring.

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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

ANNEXURE H SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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: NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of below R50 000 000 (all applicable taxes included); and

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the80/20..... preference point system shall be applicable.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific Goals

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

	POINT S
PRICE	80
B-BBEE	20

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 regarding preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the

organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\mathbf{80/20} \quad \mathbf{or} \quad \mathbf{90/10}$$

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\mathbf{80/20} \quad \mathbf{or} \quad \mathbf{90/10}$$

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

3. POINTS AWARDED FOR SPECIFIC GOALS

3.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based

on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of:

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below. (Note to organs of state: 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated. (80/20 system) (To be completed by the organ of state)	Number of points claimed. (80/20 system) (To be completed by the tenderer)
Black Owned Entity	6	
Woman Owned Equity	4	
Youth Equity Ownership	4	
People with Disability	3	
Military Veterans	3	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of company/firm.....

4.4 Company registration number:

4.5 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered because of having to make less favorable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be

restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

ANNEXURE I

Table 7: Technical Evaluation Criteria

Criteria	Scoring Guideline	Weight
<p>Understanding of Broadband Infraco's requirements as per provided scope of work.</p> <ul style="list-style-type: none"> • Understanding of BBI's requirements • Web Development & Management • Intranet Development & Management • Social Media Management & Website Integration • Photography & Graphic Design 	<ul style="list-style-type: none"> • No scope requirement response = 0 • Scope requirement is provided and meets two of the criteria = 10 • Scope requirement is provided and meets three of the criteria = 15 • Scope requirements is provided and meets four of the criteria = 20 • Scope requirement is provided and meets all criteria = 25 	<p>25</p>
<p>Company Experience</p>	<p>Provide reference letters on a client's letterhead for previous website development and design including social media integration. Please include contact information and a brief description of work done for those clients for the past 24 months.</p> <ul style="list-style-type: none"> • 0 Reference Letters and web designs link = 0 • 1 Reference Letter = 10 • 2-3 Reference Letters = 15 • 3- 4 Reference Letters = 20 	<p>25</p>

	<ul style="list-style-type: none"> • 5 or more Reference Letters = 25 	
Capabilities and experience of proposed team	<p>The bidder must demonstrate qualifications, experience and capabilities of their proposed team. The proposed team and its leaders must have, at least, 5 years' experience and include an indication of necessary certifications, where applicable. The team should cover web development & design, photography & graphic design and social media.</p> <ul style="list-style-type: none"> • 0 years of experience – 0 points • 1 years' experience – 5 points • 2- 3 years' experience – 15 points • 4-5 years' experience – 20 points • 5 and more years of experience – 25 points 	25
Approach and Methodology.	Detailed approach, methodology and process to be adopted in the project. Project Plan and timelines.	25
Total	A bidder must obtain a minimum of 80 out 100 of points to advance to the next stage of evaluation.	100

ANNEXURE J – SCOPE OF WORK

RFP INF/TEN 325: APPOINTMENT OF SERVICE PROVIDER FOR THE DEVELOPMENT AND IMPROVEMENT OF THE COMPANY WEBSITE AND SOCIAL MEDIA PRESENCE OF BROADBAND INFRACO SOC LIMITED FOR A PERIOD OF TWO (2) YEARS.

1. BACKGROUND

A company website and social media platforms are crucial in presenting company information, including products and services to its customers and other stakeholders. It is vital as it acts as a source of current, up-to-date information that can be used to promote the company and help keep ahead of competitors and to retain existing and attract new customers. The business is working on creating awareness and extending the reach of its products and services and messaging to a diverse public and private target audience.

The service will contribute towards focused messaging that will assist with publicity and management of reputation, brand, media and stakeholder relations. Creating and maintaining the Company's online presence will go a long way in ensuring 24/7 accessibility to the Company's information and its service offerings and provide extended reach to a greater customer base.

2. OBJECTIVES

The Broadband Infraco website is currently outdated and requires a content refresh to ensure that all irrelevant and invalid content is reviewed and updated. The IT team recently conducted a technical project on the website that did not include content update nor the graphic work that focuses on the website look and feel. The purpose of this motivation is to request budget approval to appoint a service provider to assist with the design, development and management of the Company's website and social media platforms for a period of twelve months.

Broadband Infraco requires the services of a company to provide specialist skills in website and social media design, development (sharepoint) and management to assist the business to create presence on these platforms which have proven to be perfect to showcase a Company's brand, its products and services and to connect to its customers and other stakeholders. There will be a sponsorship amount received from Broadband Access Fund to contribute towards the appointment of the service provider.

3. SCOPE OF WORK

The service provider shall undertake to provide the following back-end requirements for both the intranet and internet:

- Utilise the word press template in development
- Admin: Provide for login credentials
- Admin: Ability to update content on the site (video, pictures and text)
- Intranet Development & Management
- Security: Site to be secured
- Google Maps Plug-In
- Search Engine Optimization
- Contact Us Form
- Location Form
- Chatbot/Live Interaction Button
- Conduct Surveys
- Support and hosting of the website
- Annual review and update of the look and feel
- Quarterly review of the current content
- Unlimited update of required content on an intermittent basis
- Training of site administrator and other employees who will be given user rights
- (Integration) with CRM and Billing for SA Connect Project
- Interaction with Google earth or Google Maps

SERVICE	INVOLVES	INITIAL GOALS
Blogg ing/ Conte nt	Publish relevant, engaging, conversion- optimised content with enabling the right tools, keep formatting consistent and optimise for search.	<ul style="list-style-type: none"> • Attract new visitors to Broadband Infraco website and intranet. • Increase visits to Broadband Infraco website and intranet • Generate leads from visits • Educate target audience • Inspire target audience • Inform target audience • Increase subscriber levels

<p>Search Engine Optimisation</p>	<p>Find high-traffic keywords, then optimize your blog posts, landing pages, and website with as-you-type SEO suggestions, and measure your impact with integrated tracking..</p>	<ul style="list-style-type: none"> • Search Engine ranking • Keyword targeting • Increase referring links • Monetize traffic (Adwords Grant Dependent) • Ensure accessibility and best practices throughout Broadband Infraco site • Develop highly crawlable link structure • Ensure getting all Broadband Infraco content indexed • Application of SEO for branding purposes.
<p>Pages/Landing</p>	<p>Launch Broadband Infraco landing pages that look perfect across devices, add forms to Broadband Infraco website, optimise forms for completion in one click, and automatically change content based on who's viewing your page.</p>	<ul style="list-style-type: none"> • Highly attractive pages • Generate leads • Launch professional-looking landing pages • mobile-optimised
<p>Social Publishing</p>	<p>Strategies will be about remarkable content - and will allow Broadband Infraco to share valuable information on the social web, engage with Broadband Infraco prospects, and put a human face on the Broadband Infraco brand. Interact on the networks where Broadband Infraco's ideal audience spend their time.</p>	<p>Creation of platforms:</p> <ul style="list-style-type: none"> • Facebook, • Twitter, • Google Plus, • YouTube, and • LinkedIn. • Effective social media publishing • Efficient social media management • Cross platform sharing • Ranking on search engines

Photography & Videography	To present a uniform, clinical look and feel to content, there will be a requirement for pictures and videos to be recorded and developed.	<ul style="list-style-type: none"> • Capturing of photographs and videos at various sites and/or events.
Graphic Design	Creation of artwork for material and/or content to be used on all platforms	<ul style="list-style-type: none"> • To ensure a chic and standardised look and feel to all graphics and ensure application of CI manual
Forms	In order for visitors to become leads, they must fill out a form and submit their information. Optimize Broadband Infraco forms to make this step of the conversion process as easy as possible.	<ul style="list-style-type: none"> • Form Opt-ins • Form Submissions • Data collected relevant • Emails captured correctly • Automated flows are encouraging
Calls-to-Action	Calls-to-action are buttons or links that encourage your visitors to take action, like "Download a Whitepaper" or "Attend a Webinar." If you don't have enough calls-to-action or your calls-to-action aren't enticing enough, you won't generate leads.	<ul style="list-style-type: none"> • Simple • Effective Design • Users understand messages • Benefits are clear • Easy for visitors to interpret the CTA's
Contacts	Keep track of the leads Broadband Infraco is converting in a centralised marketing database. Having all Broadband Infraco's data in one place helps your organisation make sense out of every interaction you've had with your contacts - be it through email, a landing	<ul style="list-style-type: none"> • Systematic access to team • Automatic updating • Define clear category and subcategory storage

	page, social media, or otherwise - and how to optimise Broadband Infraco's future interactions to more effectively attract, convert, close, and delight Broadband Infraco target audience	
CRM	Keep track of the details about all the contacts, companies in the Broadband Infraco pipeline, and easily get in touch with the right prospects at the right time.	<ul style="list-style-type: none"> • Systematic access to team • Automatic updating • Define clear category and subcategory storage
Email	A series of emails focused on useful, relevant content that can build trust with Broadband Infraco's target audience	<ul style="list-style-type: none"> • Effective automation • Logical workflows • Cross device optimised
Surveys	The best way to figure out what Broadband Infraco's target audience wants is by asking them. Feedback and survey platform to be used to ensure Broadband Infraco is providing relevant content and activities that customers actually want.	<ul style="list-style-type: none"> • Strengthen relationships • Honest feedback • Actionable insight extraction • Benchmarking
Social Monitoring	Keep track of the social conversations that matter to Broadband Infraco most. Listen out for audience questions, comments, likes, and dislikes – and reach out	<ul style="list-style-type: none"> • Links social interactions • Integrated workflows between all team members • Coordinated member activity • Streamlined automation

	to target audience with relevant content	
--	--	--

4. SUPPORT AND MAINTENANCE

- Support and maintenance requests should be addressed within one business day (24 hours).
- Business to be duly notified about requests that will take more than 1 day.

ANNEXURE K: PRICING SCHEDULE

COSTING TEMPLATE			
Item Description	Quantity	Unit Price	Total
Development, Management and Improvement of Company Website and Social Media Presence	1	R	R
Support and Maintenance	1		
Transport and Accommodation	1		
Other			
SUB TOTAL COST (EXCL. VAT)			R
VAT 15%			R
GRAND TOTAL COST (INCL.VAT)			R

NB: Bidders are requested to use the costing template provided.

Nota Bene (NB)*

- This form must be sent back to Broadband Infraco's contact by the deadline of question responses – **24 May 2024** to allow Broadband to send responses and for individual bidders to prepare the responses so as the closing date cannot be affected by late questions and responses.
- Submission of this form will help Broadband Infraco compile a list of interested bidders who will be directly contactable when there are scope changes, addendums and/or for any formal communication for tender **INF/TEN: 325**

Yours faithfully

for the *bidder*