



the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

the dtic, 77 Meintjies Street, Sunnyside, Pretoria
Tel (012) 394 5000

The Manager

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.....
.....
.....

Sir/Madam

SERVICE: BID dtic 01/22-23: APPOINTMENT OF A PANEL OF AGENCIES TO PROVIDE PRODUCTS AND SERVICES REQUIRED FOR ADVERTISING, BRANDING, CONTENT DEVELOPMENT, DIGITAL MEDIA AND MULTIMEDIA PRODUCTION, EXHIBITIONS, STRATEGIC EVENTS, MARKETING COMMUNICATION, DIGITAL COMMUNICATION, MEDIA AND PUBLIC RELATIONS REQUIRED BY THE DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION (the dtic) FOR A PERIOD OF 3 YEARS.

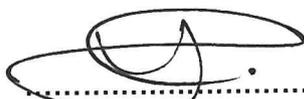
the dtic requires services as described per attached bid invitation, and you are requested to complete the bidding documents and to submit it in accordance with the under-mentioned stipulations:

- The conditions contained in the attached documents apply.
- The tender must be submitted in a sealed envelope with the **name and address of the tenderer with the tender number and closing date indicated on the envelope**. If the two envelope system is required in the Terms of Reference the same action must be followed on both envelopes. The cover or envelope must not contain documents relating to any tender other than that shown on the cover or envelope.
- ***Tenders submitted per mail must be sent per registered mail. The tender must still reach this office before the closing time. Failure to do so will invalidate the bid.***
- The closing date of the tender will be at **11h00 on 15 JULY 2022** and will be valid for a period of **120 days** after closing date (up to and including 12 November 2022).
- The attached forms/documents, if completed in detail and returned, will form part of your tender.
- **All communication regarding this tender must be done in writing.**

You are advised to acquaint yourself with the contents of the attached General Conditions of Contract.

It will be expected of the successful bidder to sign a Service Level Agreement at this office as soon as possible, after being notified of the acceptance of his/her tender..

Yours faithfully

A handwritten signature in black ink, consisting of several loops and a final flourish.

.....
DEPUTY DIRECTOR: TENDERS

DATE: 21/06 2022

The Bidder and the proposed team/ individuals proposed by the Bidding entity to perform work in line with the requirements stipulated in this tender document, hereby give their consent to **the dtic** and its Officials involved in the evaluation / recommendation / award / drafting of SLA / verification of submissions and advertising of results of bid in line with National Treasury Instructions, to process our personal information for all purposes related to this tender process and possible subsequent contract, in accordance with the provisions of the Protection of Personal Information Act.

.....

Signature

Date

.....

Position

Name of bidder



the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

PLEASE TAKE NOTE:

TENDER NO: dtic 01/22-23

CLOSING TIME: 11:00

CLOSING DATE: 15 JULY 2022

BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE, AND WILL AS A RULE NOT BE ACCEPTED FOR CONSIDERATION.

BID dtic 01/22-23: APPOINTMENT OF A PANEL OF AGENCIES TO PROVIDE PRODUCTS AND SERVICES REQUIRED FOR ADVERTISING, BRANDING, CONTENT DEVELOPMENT, DIGITAL MEDIA AND MULTIMEDIA PRODUCTION, EXHIBITIONS, STRATEGIC EVENTS, MARKETING COMMUNICATION, DIGITAL COMMUNICATION, MEDIA AND PUBLIC RELATIONS REQUIRED BY THE DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION (the dtic) FOR A PERIOD OF 3 YEARS.

The **SBD 1, 4 & 6.1 FORMS** MUST BE COMPLETED AND SIGNED IN THE ORIGINAL THAT IS IN INK – PHOTOCOPIED SIGNATURES OR OTHER SUCH REPRODUCTION OF SIGNATURES MAY INVALIDATE YOUR BID.

BID DOCUMENTS MUST BE POSTED TO:
Department of Trade, Industry and Competition
Private Bag x 84
PRETORIA
0001
FOR ATTENTION: YVETTE CRONJE (Block B)

OR

HAND DELIVERED BIDS / BIDS SENT BY COURIER:

THE BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX WHICH IS IDENTIFIED AS THE BID BOX OF THE DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION, 77 MEINTJIES STREET, BLOCK B, GROUND FLOOR, RECEPTION, SUNNYSIDE, PRETORIA

NELSON MANDELA DRIVE			
ROBERT SOBUKWE STREET	DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION X Bid box	FRANCIS BAARD STREET	
MEINTJIES STREET			

THE BID BOX OF THE DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION IS OPEN 24 HOURS A DAY, SEVEN DAYS A WEEK

Bidders must ensure that bids are delivered to the correct address. If the bid is late, it will not be accepted for consideration.

SUBMIT ALL BIDS ON THE ORIGINAL FORMS - DO NOT RETYPE

BIDS BY TELEGRAM, FACSIMILE OR OTHER SIMILAR APPARATUS WILL NOT BE ACCEPTED FOR CONSIDERATION

CHECKLIST FOR BIDDERS

Please indicate “Yes” / “No” adjacent to each column. This is to ensure that bidders complete, sign and submit all the required documentation.

BID REQUIREMENT	REFERENCE	YES / NO
<p>Bidders must ensure that they are registered on the Central Supplier Database of the National Treasury as this is compulsory with effect of 1 April 2016 for bidders to be considered for bids.</p> <p>Are you registered on the Central Supplier Database of National Treasury.</p>	<p>Par. 3.2 of National Treasury's SCM Instruction no 4A of 2016/2017</p>	
<p>Bidders must ensure that their tax matters are in order in line with the Treasury Regulations and reflect accordingly on the CSD. Bidder's who's tax matters are not declared to be in order will automatically be disqualified.</p> <p>Are your tax matters in order?</p>	<p>Treasury Regulation 16 A9.1.(d).</p>	
<p>Completed and signed the SBD 1 form submitted?</p>	<p>SBD 1 (Invitation to bid)</p>	
<p>Completed and signed the SBD 4 form</p>	<p>SBD 4 (Bidders disclosure)</p>	
<p>Completed and signed the SBD 6.1 form. No points will be adjudicated if certificates or affidavits are not in line with the prescripts.</p>	<p>SBD 6.1 (Preference Points Claim)</p>	
<p>Each bidder MUST indicate under par. 15 in this ToR for which cluster(s) they are submitting a bid. The bid will then be evaluated for that specific cluster(s) only. If a bidder fails to indicate which cluster(s) they submit their proposal for, the bid will automatically be disqualified as it will not be possible to know what to evaluate.</p> <p>Did you indicate the specific cluster(s) your bid is submitted for?</p>	<p>Par. 12.2 and 15 of ToR</p>	

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF TRADE INDUSTRY AND COMPETITION (the dtic)					
BID NUMBER:	dtic 01/22-23	CLOSING DATE:	15 JULY 2022	CLOSING TIME:	11:00 am
DESCRIPTION	APPOINTMENT OF A PANEL OF AGENCIES TO PROVIDE PRODUCTS AND SERVICES REQUIRED FOR ADVERTISING, BRANDING, CONTENT DEVELOPMENT, DIGITAL MEDIA AND MULTIMEDIA PRODUCTION, EXHIBITIONS, STRATEGIC EVENTS, MARKETING COMMUNICATION, DIGITAL COMMUNICATION, MEDIA AND PUBLIC RELATIONS REQUIRED BY THE DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION (the dtic) FOR A PERIOD OF 3 YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
THE DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION (the dtic)					
77 MEINTJIES STREET, BLOCK B, GROUND FLOOR, RECEPTION, SUNNYSIDE, PRETORIA					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mrs. Yvette Cronje		CONTACT PERSON	Ms Bongwe Ngcobo	
TELEPHONE NUMBER			TELEPHONE NUMBER		
E-MAIL ADDRESS	YCronje@thedtic.gov.za		E-MAIL ADDRESS	BNgcobo@thedtic.gov.za	
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					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST 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]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

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

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

SIGNATURE OF BIDDER:.....

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

NAME AND SURNAME:.....

DATE:

**GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT**

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 “GCC” means the General Conditions of Contract.
- 1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 “Project site,” where applicable, means the place indicated in bidding documents.
- 1.21 “Purchaser” means the organization purchasing the goods.
- 1.22 “Republic” means the Republic of South Africa.
- 1.23 “SCC” means the Special Conditions of Contract.
- 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding

documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required

to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or

services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect

any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
 - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

- 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

- 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

- 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the

date of posting of such notice.

32. Taxes and duties

- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

- 33.1 The NIP Programme administered by the Department of Trade, Industry and Competition shall be applicable to all contracts that are subject to the NIP obligation.

34 Prohibition of Restrictive practices

- In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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.

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.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

2.2.1 If so, furnish particulars:

.....

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

YES/NO

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I,(name and surname) the undersigned, 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 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.

² 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.

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

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable;
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:
- | | POINTS |
|--|---------------|
| PRICE | 80 |
| B-BBEE STATUS LEVEL OF CONTRIBUTOR | 20 |
| Total points for Price and B-BBEE must not exceed | 100 |
- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

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

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

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

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

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

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

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

(Tick applicable box)

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

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....
.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.....

2.....

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

DATE:

ADDRESS

.....

.....



the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

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TERMS OF REFERENCE

*To invite bids to appoint a panel of agencies to provide products and services required for Advertising, Branding, Content Development, Digital Media and Multimedia Production, Exhibitions, Strategic Events, Marketing Communication, Digital Communication, Media and Public Relations required by the Department of Trade, Industry and Competition (**the dtic**) for a period of 3 years.*

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REQUEST FOR PROPOSALS:

The Department of Trade, Industry and Competition (**the dtic**) invites interested service providers to submit proposals for the appointment of a panel of agencies, which will help **the dtic** with products and services required for Advertising, Branding, Content Development, Digital Media and Multimedia Production, Exhibitions, Strategic Events, Marketing Communication, Digital Communication, Media and Public Relations for a period of 3 years(36 months).

1. PURPOSE

- 1.1 The purpose of this document is to appoint a panel of service providers to offer products and services for advertising, branding, content development, digital media and multimedia production, exhibitions, strategic events, marketing communication, digital communication, media and public relations and public education on behalf of the Department of Trade Industry and Competition (**the dtic**).

2. BACKGROUND

- 2.1 **the dtic's** Marketing Communication and Media Relations Directorate has encountered challenges in the past, with creating sustainable impact of their marketing activities and services. This is due to the following factors:
- Different functions offered by Marketing Communication and Stakeholder Relations Directorate do not have the capacity to service the entire **dtic** adequately at the same time. In most cases, this is due to equipment and infrastructure, which is required for different services that are not for everyday use and in certain instances require specialised skills that the department does not have.
 - In some instances, human resource is a challenge and you have limited specialist skills e.g. one editor is servicing the entire department, only 2 graphic designers to service the entire **dtic** and only 1 copy writer for all advertising of the department to mention but a few.
 - Due to the expensive nature of these services, working with a budget of R1 million even for major campaigns and this has left branches unsatisfied with the services they receive from Marketing (and Stakeholder Relations Unit). We therefore would like make impact by creating campaigns that will be both effective and efficient and where necessary, have a longer lifespan for sustainable brand visibility.



3. OBJECTIVES

The objectives in appointing a panel of service providers is:

- 3.1 To help **the dtic** to increase its visibility and create awareness of all programmes and services of the department, using a number of modern communication channels to reach citizens and stakeholders of **the dtic**;
- 3.2 To have professionally produced communication material for all communication initiatives and campaigns of **the dtic**; and
- 3.3 To enhance the capacity and skills of **the dtic** Marketing Communication and Media Relations team.

4. PROCUREMENT PROCESS WITHIN CONTRACT CONCLUDED/ ROTATION

- 4.1 The Department of Trade, Industry and Competition (**the dtic**) seeks to appoint a panel of 16 companies/ agencies to four (4) specialised clusters. This implies that four (4) companies/ agencies will be appointed per cluster (4X4) resulting in a total of sixteen (16) companies/ agencies appointed for a period of 3 years (36 months).
- 4.2 The four (4) clusters are: 1) **Content Development and Multimedia Production**, 2) **Exhibitions, Strategic Events and Public Education**, 3) **Media and Public Relations and Marketing** and 4) **Stakeholder Relations**.
- 4.3 This contract is concluded for purposes of appointing a panel of service providers per cluster to be used on a rotational basis for the provision of products and services as stipulated in this ToR on an "as and when required" basis.
- 4.4 A request for quotations (RFQ) will be provided to all four service providers/ agencies appointed to the relevant/ specific cluster once products or services are required.

The 80/20 principle and two-envelope system will apply in evaluating proposals in accordance with the amended PP Regulations pertaining to the Preferential Procurement Policy Framework Act, Act no 5 of 2000 that came into effect on 1 April 2017.
- 4.5 The Request for Quotes will be numbered for example as follow:

RFQ (1) for;

RFQ (2) for.....;



RFQ (3) for..... etc.

Each RFQ will thus have a description and a number allocated to it.

- 4.6 Method per cluster: Once a service provider/agency is awarded an RFQ, that specific service provider/ agency will not be requested to submit a proposal for the next RFQ (2) on the table in order to promote fair and equal rotation of services within this contract. The first appointed service provider/ agency will be included again for the third RFQ (3) etc. The same will apply for the service provider /agency appointed for the second RFQ. This service provider /agency will not be considered for the third RFQ (3) but only for the RFQ following the third RFQ. There will therefore always be a gap between an RFQ awarded and the next RFQ a service provider/agency may be considered for award. In case this bid process renders only two successful service providers to be appointed for a cluster(s), both appointed services providers will be provided with RFQ's each time a need arises for that specific cluster in order to ensure compliance with the PPPFA. Where the bid process renders only one successful bidder for a specific cluster, no award will take place for that cluster as compliance with the PPPFA will have not been achieved.

Example:

Company A is awarded RFQ (1), only companies B; C and D will be considered for RFQ (2).

Company D is awarded RFQ (2); only companies A; B and C will be considered for RFQ (3).

In case of only two suppliers appointed to a cluster: Company A and B will each time, be provided with an RFQ and considered for the RFQ.

- 4.7 It may not be possible to request RFQ's one by one and deal with each RFQ up to award before the next RFQ is invited, due to timing of services required. It may happen that service providers/ agencies will be requested to submit i.e. 3 RFQ's for 3 different requirements but due to the rotation clause, the service provider that is awarded RFQ (1) will have its proposal for the next RFQ (2) disqualified based on the fact that it was awarded the previous service.
- 4.8 It should be noted that some projects may require service providers to be appointed from different clusters.
- 4.9 Each project/ requirement will have its own defined scope of work, delivery time-lines, requirements and project manager. There will be one order per service provider and



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when services are required, the successful service provider will be engaged by means of an engagement letter.

5. SCOPE OF WORK

The panel of service providers will be required to do the following:

- 5.1 To have a clear understanding of the Trade, Industry and Competition environment and be able to interpret the integrated communication strategy of **the dtic** in order to deliver, create and execute tactical communication solutions;
- 5.2 To familiarise themselves with **the dtic** – its vision, mandate, values, strategic objectives, strategic plan and the Communication and Marketing strategy;
- 5.3 Should have resources to manage more than one project simultaneously, should they be successful service providers and;
- 5.4 To deliver projects and campaigns based on the annual performance plan of **the dtic** and the business plan/s of Marketing Communication and Media Relations unit. Provide an advertising report monthly and provide as well as present quarterly reports regarding the campaign reach and feedback analysis from all campaigns in various platforms (TV, Radio, Newspapers, Social media);
- 5.5 Provide marketing communication research findings and propose interventions;
- 5.6 Provide a reliable digital platform solutions required by **the dtic**;
- 5.7 Provide integrated marketing communication services to **the dtic**;
- 5.8 Provide images and graphics for all marketing communication work;
- 5.9 Edit and proof read communication material within specified timelines;
- 5.10 Create an electronic functional repository (allow remote access to the repository) of all produced communication material and reports;
- 5.11 To submit final version materials electronically and hard copy of each Campaign/ Project. In addition, the final editable files should be supplied when necessary depending on campaign/ project assignment.
- 5.12 Ensure all information given to the service provider is kept confidential as possible;
- 5.13 Provide multi-media production;
- 5.14 Provide communication material and equipment required for exhibitions, events and branding of **the dtic** communication work.



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6. SERVICES REQUIRED PER CLUSTER

The panel of service providers will be required to do the following:

Cluster 1	Focus Areas	Description of Products and Services
Content Development and Multimedia Production	<ul style="list-style-type: none">• Creative Design	<ul style="list-style-type: none">• Development of creative design for publications, print, digital and electronic media
	<ul style="list-style-type: none">• Content Development	<ul style="list-style-type: none">• Generate content for the dtic publications and campaigns undertaken by the department• Generate content in line with Publishing Policy of the dtic• Manage and distribute virtual newsletters of the dtic
	<ul style="list-style-type: none">• Branding	<ul style="list-style-type: none">• Develop branding material as required by the dtic• Implement branding as per Corporate Identity (CI) of the dtic• Provide branding maintenance as and when required by the dtic• Provide reports and recommendations on branding activities of the department
	<ul style="list-style-type: none">• Editing, Writing and Production	<ul style="list-style-type: none">• Provide editing and translation services• Provide editing in line with the Editing Policy of the dtic• Proof reading



	<ul style="list-style-type: none">• Distribution	<ul style="list-style-type: none">• Facilitate the distribution of official material to prescribed distribution points and stakeholders• Develop and maintain distribution database based on strategic stakeholders of the department• Develop distribution plan for each project where distribution of information material is required• Provide distribution reports for each project
	<ul style="list-style-type: none">• Digital Media	<ul style="list-style-type: none">• Develop digital communication strategies and plans• Develop digital media material• Develop and design info-graphics as and when required• Provide reports on digital media work undertaken
	<ul style="list-style-type: none">• Multi-media Production	<ul style="list-style-type: none">• Undertake the multi-media production of material which should be compatible for use in different communication channels• Provide files of material produced to the department• Provide reports of all multi-media production
	<ul style="list-style-type: none">• Photographic Services	<ul style="list-style-type: none">• Provide photographic services as and when required to support projects and events of the department• Ensure all images provided are used for projects of the department and exclusively owned by the dtic



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	<ul style="list-style-type: none"> • Social Media 	<ul style="list-style-type: none"> • Assist the department with management of social media activities • Provide regular reports and analysis of all social media activities • Train staff members who facilitate social media operation • Provide content and designed material for use in social media channels
	<ul style="list-style-type: none"> • Stock Images 	<ul style="list-style-type: none"> • Source relevant stock images for the project(s) as and when required • Develop and maintain stock image system

Cluster 2	Focus Areas	Description of Products and Services
Exhibitions, Strategic Events and Public Education	<ul style="list-style-type: none"> • Exhibitions 	<ul style="list-style-type: none"> • Provide exhibition designs for exhibitions undertaken by the dtic • Provide the department with exhibition furniture and material as and when required by the dtic • Provide operation resources for exhibitions undertaken by the department as per project requirements • Provide tools and equipment for information material, tracking of visitors and display of information • Develop and implement systems and tools to modernize exhibition shows • Provide post exhibition evaluation activities



	<ul style="list-style-type: none"> • Activation 	<ul style="list-style-type: none"> • Provide activation of campaigns as and when required • Develop material for activations as and when required • Offer bulk SMS service for different projects as and when required
	<ul style="list-style-type: none"> • Strategic Events 	<ul style="list-style-type: none"> • Provide strategic support as and when required to the dtic • Provide reports and recommendations on strategic of the department as and when required
	<ul style="list-style-type: none"> • Public Education 	<ul style="list-style-type: none"> • Provide material and equipment required for public education • Provide reports on Public Education projects supported
Cluster 3	Focus Areas	Description of Products and Services
Media and Public Relations	<ul style="list-style-type: none"> • Media Engagement 	<ul style="list-style-type: none"> • Provide Media Engagement Strategy for the department • Develop video material for media purposes
	<ul style="list-style-type: none"> • Media Monitoring 	<ul style="list-style-type: none"> • Provide media monitoring to the department • Develop media analysis report for planning purposes and for use by top management • Recommend media interventions
	<ul style="list-style-type: none"> • Strategic Media Briefing 	<ul style="list-style-type: none"> • Provide strategic support to media briefings (tools, equipment and logistics)
	<ul style="list-style-type: none"> • Public Relations 	<ul style="list-style-type: none"> • Provide Public Relations support as and when required • Develop Frequently Asked Questions for campaigns



Cluster 4	Focus Areas	Description of Products and Services
Marketing and Stakeholder Relations	<ul style="list-style-type: none"> Advertising 	<ul style="list-style-type: none"> In consultation with the dtic, identify the right media through industry-wide software, that effectively communicates to the audience of the dtic Facilitate the broadcasting of the dtic live reads advertisements on community radios, major radio and television stations throughout the life of a campaign; Facilitate media partnerships with different media houses as and when required Facilitate the placement of the dtic advertisements in selected newspapers, magazines, radio and TV channels and other platforms in accordance with the schedule or dates provided by the dtic; Facilitate the placement of insertion/or supplements on the programmes, policies in selected media channels; Provide the dtic with regular updates and/or updates as and when required on the campaigns; and Provide the dtic with broadcasting schedule of the advertisements on media campaign.
	<ul style="list-style-type: none"> Communication Research 	<ul style="list-style-type: none"> Provide Communication Research services as and when required by the dtic



		<ul style="list-style-type: none"> Assist the dtic to track and measure impact of campaigns and communication performance
	<ul style="list-style-type: none"> Digital Marketing 	<ul style="list-style-type: none"> Produce and provide digital media material for various campaigns and initiatives of the department
	<ul style="list-style-type: none"> International Marketing 	<ul style="list-style-type: none"> Provide International Marketing products and services as and when required by the dtic
	<ul style="list-style-type: none"> Media Buying 	<ul style="list-style-type: none"> Provide Media Buying for programmes and services offered by the dtic as and when required Negotiate suitable rates for the flying campaigns on behalf of the dtic; Procure advertising slots in line with the media schedule of each campaign as per approval of the dtic;
	<ul style="list-style-type: none"> Media Planning 	<ul style="list-style-type: none"> Provide Media Planning for each campaign as and when required
	<ul style="list-style-type: none"> Media Production 	<ul style="list-style-type: none"> Plan and advise the dtic on media production Facilitate the appointment of resources required in media production Assist the department in production of media material suitable for all broadcasting platforms Produce commercial advertisements for use in radio, websites, social media and television Facilitate the production of radio and television series as and when required
	<ul style="list-style-type: none"> Outdoor Advertising 	<ul style="list-style-type: none"> Provide Outdoor advertising in outdoor channels with high reach and traffic suitable to each campaign; Design and provide layout of material for use in



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		<p>Outdoor advertising</p> <ul style="list-style-type: none"> Facilitate the placement of the advertisements in Outdoor platforms
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EACH BIDDER MUST INDICATE WHICH CLUSTER(S) THEY ARE PLACING THEIR BID FOR AND THEN THE BID WILL BE EVALUATED FOR THAT SPECIFIC CLUSTER(S) ONLY. IF A BIDDER FAILS TO INDICATE WHICH CLUSTER(S) THEY SUBMIT THEIR PROPOSAL FOR THE BID WILL AUTOMATICALLY BE DISQUALIFIED AS IT WILL NOT BE POSSIBLE TO KNOW WHAT TO EVALUATE.

7. INTERGRATED MARKETING AND COMMUNICATION CAMPAIGNS

7.1 It should be noted that some initiatives will require integrated marketing and communication campaigns which will necessitate appointment of more than one service provider from different clusters for a single campaign. In such cases, **the dtic** will use the following approach:

- Marketing unit will prepare project specifications and cluster scope of work based on the focus area with a clear outline of main services required;
- Will request the lead agency to coordinate the development and presentation of creative pitch including project implementation plan;
- Will issue purchase orders for each service provider on the project.

8. SKILLS TRANSFER

8.1 The successful bidder will be required to ensure that Skills are transferred to identified **the dtic** officials in order to equip **the dtic** personnel with advanced advertising, creative development and media buying skills.



9. SERVICE PROVIDER EXPERIENCE AND EXPERTISE

9.1 The bidding company/ agency should comply with the following requirements:

9.1.1 The Bidding company must have at least 10 years' experience in the cluster(s) that the bid is submitted for:

Cluster 1: **Content Development and Multimedia Production.**

Cluster 2: **Exhibitions, Strategic Events and Public Education.**

Cluster 3: **Media and Public Relations**

Cluster 4: **Marketing and Stakeholder Relations**

The experience should be within government, state-owned entities, multinational companies and corporate SA.

The Bidding company must provide a company profile which indicates service offerings and detailed experience of the company in terms of the cluster they are applying for.

The bidder must also provide a staff criteria of a Digital Specialist if applying for Clusters 1 and 4.

9.1.2 The Bidding company must have a proven international footprint with proven expertise and experience in terms of understanding the South African media landscape and advertising environment.

9.1.3 The bidding company must provide a reliable digital platform services.

9.1.4 The bidder must provide research services

9.1.5 The bidder must have a proper understanding of **the dtic's** work and mandate and the government in general (understanding of the national government priorities in terms of economic transformation programmes). Proof of the company's understanding must be demonstrated in the bid proposal. (This should not be a copy and paste exercise from data obtained via **the dtic's** website or Google).

9.1.6 The Bidding company must provide two (2) reports and two (2) creative materials from previous projects conducted and must also provide files of completed work produced.

9.1.7 The Bidding company must provide at least five (5) stamped and signed reference letters from previous similar projects successfully conducted. Reference letters must include the client logo, contact details of the personnel and type of project conducted for that company.



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10. METHODOLOGY

10.1.1 The bidding company must clearly indicate the methodology that will be used for the cluster(s) applying for, furthermore the bidder must clearly indicate the rational why this will be the best methodology to be used for the dtic.

10.2.2 **NB: the dtic** reserves the right to vet all documentation and information provided by bidders to prove their relevant experience and ability to perform the service.

11. DUE DILIGENCE

11.1 The bidder must have current technical and logistical capacity to perform the work required. In order to prove this, the bidder must provide details of facilities, resources and capacity.

11.2 All successful service providers should have sufficient resources to be able to manage more than one project at the same time.

12. SPECIAL CONDITIONS

12.1 Service Level Agreements must be signed with the successful bidders before work commences.

12.2 **Each bidder MUST indicate under par. 15 in this ToR for which cluster(s) they are submitting a bid. The bid will then be evaluated for that specific cluster(s) only. If a bidder fails to indicate which cluster(s) they submit their proposal for, the bid will automatically be disqualified as it will not be possible to know what to evaluate.**

12.3 Proposed key staff members must participate actively and be available to perform services in accordance with the contract. In instances where a proposed key staff member is not available to perform services at a specific period in time, the bidder will be responsible to provide a replacement with similar qualifications and experience in order to guarantee the same standard of work to the dtic. Each team member's role must be clearly outlined in the project plan.

12.4 As previously indicated the dtic reserves the right to vet all qualifications and other documentation provided by bidders to prove relevant qualifications, experience and expertise prior to the appointment of a Service Provider;

12.5 Copyright and intellectual property rights to all documentation, reports etc. that emanate from this assignment will vest with the dtic.



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- 12.6 This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Not all bids will contain special conditions of contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.
- 12.7 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where possible, be returned unopened to the bidder.
- 12.8 Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.
- 12.9 The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits.
- 12.10 The Bid Office Officials of **the dtic** may communicate with bidders where clarity is sought after the closing date of the bid and prior to the award of the contract, or to extend the validity period of the bid, if necessary.
- 12.11 All communication between the bidder and the Bid Office Officials of **the dtic** must be done in writing.
- 12.12 Bidders must ensure that they are registered on the Central Supplier Database of the National Treasury as this is compulsory with effect of 1 April 2016 in order for bidders to be considered for bids.
- 12.13 Bidders must ensure that their tax matters are in order in line with the Preferential Procurement Policy Framework Act and the Treasury Regulations.
- 12.14 Bidders' whose tax matters are not declared to be in order will be disqualified.
- 12.15 Bidders' attention is drawn to the tax requirements stated on the SBD 1 form.
- 12.16 Where applicable acceptance of a bid will be subject to the condition that both the contracting firm and its personnel providing the service must be cleared by the appropriate authorities to the level of CONFIDENTIAL/SECRET/TOP SECRET (whichever one is stipulated in the relevant specification/ ToR). Obtaining a positive recommendation is the responsibility of the contracting firm concerned. If the principal contractor appoints a subcontractor, the same provisions and measures will apply to the subcontractor. Acceptance of the tender is also subject to the condition that the



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- contractor will implement all such security measures as the safe performance of the contract may require.” (Minimum Information Security Standards. Chapter 5).
- 12.17 The points scored for functionality, price and B-BBEE points will be rounded off to the nearest two decimals as determined in the PP Regulations of 1 April 2017.
- 12.18 In cases where the tender invitation is subject to a pre-qualification requirement based on sub-contracting, then it is the responsibility of the tenderer to select competent sub-contractors that meet all the requirements of the tender in order to ensure that the bidders tender is not jeopardized by the subcontractor during evaluation. Bidders are responsible for all due diligence on their subcontractors.
- 12.19 In cases where above market related prices are quoted, the right is reserved to negotiate with the three preferred bidders (three highest on final points for price and B-BBEE).
- 12.20 Bidders to take note that the award of the tender may be subject to price negotiation with the preferred bidder.
- 12.21 This bid is subject to the PP Regulations of 1 April 2017.
- 12.22 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 B-BBEE status level certificate.
- 12.23 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.
- 12.24 Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. **the dtic** will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.
- 12.25 The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party. The agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.
- 12.26 Regulation 13 (c) of the Public Service Regulations 2016 determines that an employee shall not conduct business with an organ of state or be a director of a public or private company conducting business with an organ of state unless such employee is in an official capacity a director of a company listed in schedule 2 and 3 of the Public Finance Management Act. **As this regulation prohibits public service employees from**



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conducting business with an organ of state; either in a personal capacity or as a director of a private or public company, non-compliance with this regulation will lead to automatic disqualification of a bid.

the dtic reserves the right:

- 12.27 To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1) (f) of the PPPFA (Act 5 of 2000).
- 12.28 To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
- 12.29 To accept part of a tender rather than the whole tender.
- 12.30 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- 12.31 To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
- 12.32 To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 12.33 Award to multiple bidders based either on size or geographic considerations.
- 12.34 Bidders will be allowed to submit queries or request clarification up to one week prior to the closing date of this bid. Thereafter no queries / clarification requests will be responded to.
- 12.35 If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if **the dtic** is unable to verify whether the pre-qualification requirements are met, then **the dtic** reserves the right to –
- 12.36 Reject the bid and not evaluate it, or
- 12.37 Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) calendar days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.



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13. the dtic OBLIGATIONS

- 13.1 **the dtic** will review, evaluate and approve the services provided by the Service Provider against the Service Level Agreement on an ongoing basis and prior to payment is made.
- 13.2 **the dtic** is the project sponsor and will approve all payments relating to this project.
- 13.3 The project will be managed by the specific **the dtic** Project Manager assigned to the specific cluster.
- 13.4 The service provider will be required to submit to the Project Manager all the reports and supporting documents relating to each project as well as the final close-out report (if required), on completion.
- 13.5 **the dtic** will supply all reasonable, relevant, available data and information required and requested by the Service Provider for the proper execution of the services and such assistance as shall reasonably be required by a Service Provider in carrying out their duties under this contract.

14. SERVICE PROVIDER'S OBLIGATION

- 14.1 The Service Provider undertakes to act as an independent contractor in respect of the work;
- 14.2 To work closely with the Project Manager responsible for the project at **the dtic**
- 14.3 Attend meetings when required by the Project Manager for the purposes of obtaining information or advice with regard to the work and assignments or any matters arising from or in connection therewith;
- 14.4 The Service Provider will be responsible for its own computers and technical literature to adequately perform all the functions;
- 14.5 The Service Provider must exercise all reasonable skill, care and diligence in the execution of the work and shall carry out their obligation in accordance with professional standards;
- 14.6 The Service Provider must in all professional matters act as a faithful advisor to **the dtic**, as well as respecting the laws and customs of any country and provinces in which any business in relation to the project is conducted;
- 14.7 All information availed to the Service Provider in the course of the project must be deemed confidential and will remain the property of **the dtic**;



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- 14.8 The Service Provider will be required to sign a confidentiality declaration form, undertaking to keep all the information at his/her disposal as a result of being awarded the contract by **the dtic** strictly confidential;
- 14.9 The Service Provider must not disseminate any information gathered during the conduct of the project, publicize or release media statements in relation to the assignment;
- 14.10 Any information gathered during the conduct of the assignment is the property of **the dtic** and may not be distributed without prior written approval of **the dtic**;
- 14.11 The Service Provider will be deemed to have been satisfied as to the correctness and sufficiency of the rates and prices set out in their bid for the services to be rendered;
- 14.12 The Service Provider must plan and provide for all possible risks that may affect the delivery of the project on time and indicate what mechanisms are in place to manage such risks.

15. CLUSTER(S) PROPOSAL SUBMITTED FOR:

CLUSTERS (A)	Bidders MUST mark with an (X) the box against the specific cluster(s) that they place their bid for. Please take note of disqualification (par. 12.2) when failing to indicate, by marking off to the right of the relevant column under (A).
<u>Cluster 1</u> : Content Development and Multimedia Production	
<u>Cluster 2</u> : Exhibitions, Strategic Events and Public Education	
<u>Cluster 3</u> : Media and Public Relations	
<u>Cluster 4</u> : Marketing and Stakeholder Relations	

Each bidder MUST indicate in the above table for which cluster(s) they are submitting a bid. The bid will then be evaluated for that specific cluster(s) only. If a bidder fails to indicate which cluster(s) they submit their proposal



for, the bid will automatically be disqualified as it will not be possible to know what to evaluate the proposal for.

16. BID EVALUATION CRITERIA AND FORMAT OF SUBMISSION:

16.1 Functional proposal:

16.1.1 Bidders must submit their functional proposal in a sealed envelope / file with the name of the bidder, closing date and time, **cluster name** and the bid number clearly indicated on the envelope / file. This envelope / file should contain the functional proposal and compulsory forms; SBD 1, 4, 6.1 and General Conditions of Contract; as well as the original / original certified copy of the BBBEE certificate or Affidavit.

16.1.2 All proposals will be evaluated in terms of the below evaluation criteria once the pre-qualifying of bids received is done. All bid proposals received are subject to a pre-qualification process to determine compliance with compulsory requirements / conditions. All bids that pass the pre-qualification process will then be evaluated as follows:

16.2 Functional evaluation.

16.2.1 This evaluation is based on the functional proposal submitted. For this phase, there is a cut-off score of 60% and only the proposals that score 60% and above during the functional evaluation will be considered for appointment. The bidders that scored the highest points on functionality, up to the 4th highest score per cluster, will be appointed to the contract.

16.2.2 Evaluation of bidder's proposals will take place only for the cluster that they submitted their proposal (see par. 15 above please). If a bidder submit a proposal for more than one cluster, the proposal will be evaluated for each cluster registered (marked off) under paragraph 15.



KEY SCORES

Score	Description
0 – Non-compliant	No evidence provided to substantiate compliance
1 – Poor	Unacceptable, does not meet set requirements
2 – Average	Reasonable but not sufficient to fully satisfy the set requirements
3 – Good	Fully complies to the set minimum requirements
4 – Very Good	Above average compliance to the set requirements
5 – Excellent	Meets and exceeds the set requirements

FUNCTIONAL EVALUATION CRITERIA

No.	Criteria	Weighting	Rate (0-5)	Total Score
1.	Methodology:			
1.1	The bidding company has clearly indicated the methodology that will be used in the specific cluster (s) they are applying for and furthermore the bidder has clearly indicated the rational why this will be the best methodology to be used for the dtic	15		
2.	Bidding Company relevant experience:			
2.1	The Bidding company must have at least 10 years' experience in the cluster(s) they are applying for and the experience should be within government, state-owned entities, multinational companies, corporate SA. The Bidding company must provide a company profile, which indicates service offerings and detailed experience of the company in terms of the cluster they are applying for.	20		



No.	Criteria	Weighting	Rate (0-5)	Total Score
2.2	The Bidding company has submitted two (2) reports and two (2) creative material from previous projects conducted as proof of relevant experience.	10		
2.3	The Bidding company has submitted five (5) stamped and signed reference letters from clients to whom previous similar projects were delivered as proof of successful completion of assignments and ability to provide services. Reference letters should include client logo; contact details of personnel and type of project conducted.	5		
3.	Qualifications and Experience of the Account Manager (Project Manager) and Key Staff members:			
3.1	Account Manager (Project Manager) has a Bachelor's degree in Marketing / Advertising / Communication / Media studies / Public Relations / Journalism or other related and relevant field relevant to the specific cluster that the bid is submitted for. Qualifications must be elaborated upon in CV, which must be submitted with the bid.	10		
3.2	Account Manager (Project Manager) has 15 years working experience and expertise in the combination of fields relevant to the cluster(s) they are applying for. Must have understanding of the South African and International environment of the cluster they are applying for. Experience must be	15		



No.	Criteria	Weighting	Rate (0-5)	Total Score
	elaborated upon in CV which must be submitted with the bid.			
3.3	Key Staff members must have National Diplomas in Marketing / Advertising / Communication / Media studies / Public Relations / Journalism or other relevant and related field relevant to the cluster that the bid is submitted for. Qualifications must be elaborated upon in CV's which must be submitted with the bid.	10		
3.4	Key Staff members should each have 5 years' experience as communication specialists in the specific field (cluster) that the bid is submitted for. Experience must be elaborated upon in CV's which must be submitted with the bid.	15		
	MAXIMUM POINTS	100		

17. AWARD OF BID:

- 17.1 In each cluster, the four bids that scored the highest points (above 60%) on functionality for a specific cluster, will be appointed to that cluster.
- 17.2 If a bidder submitted a proposal for more than one cluster and scores in the top 4 on each cluster, that bidder will be appointed to the cluster for which they scored the highest points.
- 17.3 Should there be a cluster that has less than 4 bidders scoring sufficient points (60% and above) to be appointed to that cluster, **the dtic** reserves the right to appoint a bidder that scored 60% or above for more than one cluster to that specific cluster. The bidder will however be requested to certify that they have the capacity to perform on a high level within each cluster on each and every assignment awarded to the bidder.



the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

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17.4 In case where less than two bidders reached the cut-off score of 60% for a specific cluster **the dtic** reserves the right not to award for that specific cluster as it will then not be possible to comply with the PPPFA.

18. CONTRACTUAL PERIOD:

18.1 The contract period is 3 years (36 months) from the date of last signature on the Service Level Agreements that will be signed by all parties.

18.2 Service Level Agreements will be concluded per cluster with the relevant awarded service providers appointed to a cluster.

19. CONTACT DETAILS:

Please direct all questions relating to the ToR / specification to:

Ms. Bongiwe Ngcobo

Office of the Director General: Marketing Communications and Media Relations

Email: BNgcobo@thedtic.gov.za

Please direct all **bid related** questions to:

Ms. Yvette Cronje

Office of the Chief Financial Officer (OCFO)

Department of Trade, Industry and Competition

Email: Ycronje@thedticgov.za