

**RFQ 2023-2024
TERMS OF REFERENCE
REQUEST FOR QUOTATION (RFQ)**



1. INTRODUCTION

Wesgro is the official Tourism, Trade and Investment Promotion and Facilitation agency for the Western Cape. Wesgro is a legislated Schedule 3C Public Entity, as provided for in the Western Cape Investment and Trade Promotion Agency Amendment Act, 2013. The Agency is responsible for tourism, trade and investment promotion. The Agency is governed by a Board of Directors appointed by the Executive Authority in terms of section 3 of the Act.

The vision of the Agency is, in collaboration with partners, drive inclusive and sustainable economic growth, create jobs. Promote and facilitate Cape Town and the Western Cape to be a globally competitive regional economy.

The mission of the Agency is:

- Be instrumental in ensuring that Cape Town and the Western Cape is an investment destination of choice for global and local investors.
- Be instrumental in ensuring that Cape Town and the Western Cape is a sought-after source market globally for goods and services.
- Be instrumental in ensuring that the Cape Town and the Western Cape is considered a world class tourism destination.
- Differentiate the Western Cape as a leading regional economy.
- Lead the dialogue on and drive global economic competitiveness of Cape Town and the Western Cape together with partners.
- Ensure Wesgro is a leading sub-national TIPA globally.

2. OBJECTIVES

WESGRO currently occupies four floors at the Reserve Bank building, 60 Saint Georges Mall, Cape Town City Center, Cape Town, 8001 and space at the Cape Sun building at 46 Saint Georges Mall, Cape Town City Center, Cape Town, 8001.

3. SCOPE OF WORK REQUIREMENTS

Wesgro, is responsible for promoting tourism, trade, and the Western Cape region. This involves crafting materials that showcase the unique qualities of each of the province's 6 regions: Weskus, Cape Winelands, Cape Overberg, City of Cape Town, Garden Route, and Klein Karoo.

In addition to our regional focus, Wesgro is also deeply engaged in various economic sectors, including ITC, Agribusiness, Green Economy, Manufacturing, Education Innovation, and Property Development. As we undertake diverse projects, ranging from publications and posters to extensive marketing campaigns, we require a diverse range of images to meet our design needs.

Given the ever-evolving nature of the economic landscape, having access to a well-established and up-to-date image library is of paramount importance. This library must encompass a wide spectrum of images that authentically represent all six regions of the province. Furthermore, our commitment to diversity extends to our need for images that reflect the richness of our society, spanning aspects such as race, culture, and religion.

Importantly, our scope of work also encompasses international markets. As we expand our reach beyond regional borders, we recognise the need to access a global image bank. This bank will empower us to cater to



the diverse preferences and interests of international audiences, enhancing our promotional efforts on a global scale.

Our criteria for a suitable supplier include a platform with a user-friendly interface, ensuring effortless navigation and swift retrieval of assets for our multifaceted projects at Wesgro. To streamline communication and support, we are also seeking a dedicated Accounts Executive who will be readily available to address any queries or needs that may arise. This comprehensive approach ensures that our partnership with a supplier aligns seamlessly with our business requirements and objectives.

4. DELIVERABLES

Access to Image Stock Library: Provide a diverse image stock library covering various subjects and all six regions of the Western Cape.

Quantity of Images: Minimum of 750 images per month.

User Licenses: Access for a minimum of 2 users to the library.

Image Diversity: Inclusive collection reflecting diversity in race, culture, and religion.

Global Image Bank Access: Access to a global image bank for international market needs.

User-Friendly Interface: User-friendly platform for easy navigation and asset retrieval.

Dedicated Accounts Executive: Availability of a dedicated Accounts Executive for inquiries and support.

Quality Assurance: Assurance of image quality meeting professional standards.

Technical Support: Availability of technical support for platform and image access.

Subscription Plans: Twenty-four (24) months

WESGRO is thus seeking proposals from reputable service providers in the licensing of imagery to assist with a 24 month licensed platform the list of deliverables above

5. CONTRACT PERIOD

24-month license

6. MANDATORY REQUIREMENTS

The service provider must achieve the below mandatory requirements in order to proceed to be evaluated further. The service provider must submit the required documentation as part of their proposal. Failure to submit the required documentation will result in the bid being disqualified.

No.	Mandatory requirement	Reference to evidence submitted
1.	Portfolio of Past Projects A comprehensive portfolio highlighting your experience in projects like ours. We see this portfolio as a strong indicator of your capabilities, specifically your success in delivering quality images, diverse collections, and user-friendly platforms. Prioritise projects spanning industries, regions, and image types, showcasing formats from publications to digital campaigns.	



7. EVALUATION CRITERIA

Responses will be evaluated using a predetermined set of criteria, i.e., functionality evaluation. The evaluation criteria are designed to reflect the WESGRO's requirements in terms of identifying a suitable service provider and ensure the selection process is transparent and affords all the bidders a fair opportunity for evaluation and selection.

The RFQ submission will be functionally evaluated out of a **minimum of 70 points – any bidder who scores less than 70 points** will not be considered for further evaluation, **maximum score is 100 Price and BBBEE (Specific Goals).**

Functional Evaluation Criteria:

The evaluation is based on functionality, which will be evaluated using the following criteria and points:

Evaluation Area	Evaluation Criterion	Maximum Points
Image Collection Diversity	Assess the variety and inclusivity of images available in the stock library, considering aspects such as regions, cultures, and industries. A diverse collection ensures alignment with our promotional goals. (Provide the link the library)	Fair= 15 Good= 25 Excellent = 50
User Interface and Navigation	Evaluate the platform's ease of use, navigation, and search functionality. An intuitive interface simplifies image retrieval and enhances user experience.	Fair= 3 Good= 5 Excellent = 10
Technical Support and Reliability	Evaluate the availability and effectiveness of technical support. A responsive support system and reliable platform performance are crucial for uninterrupted access.	Fair= 10 Good=15 Excellent = 20
Usage Analytics and Reporting	Assess the provision of usage analytics and monthly reporting. These insights into image trends, user activity, and metrics facilitate effective monitoring and decision-making	Fair= 3 Good= 5 Excellent = 10
Testimonials and Case Studies	Focus on testimonials that touch on image quality, diversity, user interface, and customer support.	Fair= 3 Good= 5 Excellent = 10
Total		100

8. PRICE AND PREFERENCE

Bidders must submit pricing for all requested items. Failure to submit pricing for all requested items will result in bid disqualification. The bidder must complete the below pricing schedule:

No.	Quantity	Deliverables	Total price (VAT excluding) in RANDS
1.	1	24 month 2-User 750 image monthly download subscription from stock image library	



No.	Quantity	Deliverables	Total price (VAT excluding) in RANDS
Sub-total			
Disbursements (travel/accommodation) if applicable			
VAT @ 15%			
Total cost (VAT and disbursements included) for full contract period and full delivery of specifications			

Preference Points Evaluation: As the RFQ price is estimated to be between R2 000 and R50 million including VAT, the RFQ responses will be evaluated on the 80/20-point system whereby the bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.

In the event that two (2) or more bids have scored equal points in terms of price and preference, the successful bid must be the one scoring the highest number of preference points in terms of PPPFA Act 5 of 2000. However, when functionality is part of the evaluation process and two or more bids have scored equal points for preference, the successful bid must be the one scoring the highest score for functionality. Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.

To qualify for the financial evaluation, bidders must meet all requirements as outlined in this RFQ. This RFQ will be evaluated on the 80/20 points scoring principle as per the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022. Points scored will be up to a maximum of 80 points for price and up to 20 points for Specific Goals (BB-EEE contribution level).

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

Where

- Ps = Points scored for comparative price of bid under consideration
 Pt = Comparative price of bid under consideration
 Pmin = Comparative price of lowest acceptable bid

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0



Proposals will not be disqualified from the bidding process if the bidder did not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of 20 points respectively for Specific Goals (BBB-EE).

9. CONTRACTUAL OBLIGATION

Bidders to fully complete documentation required under the process and documentary section, including all applicable costs, in South African Rands (including VAT).

In the case of the service provider using sub-contractors, the former will be responsible for ensuring delivery of services from any such sub-contractors and for making any payments to such sub-contractors.

Wesgro reserves the right to subject the bidder to a performance review in terms of measuring satisfactory performance.

Bidders are required to fully comply with the relevant SCM Legislative Framework as well as application of regulatory and prescripts. Bidders are also required to take all reasonable steps to protect information, in line with the provisions of the POPIA 4 of 2014.

10. ABSENCE OF OBLIGATION & CONFIDENTIALITY

A legal binding contract is effective upon Wesgro accepting the successful bidder's proposal in relation to the RFQ requirements, and the subsequent issuance of a purchase order. Wesgro reserves the right to enter into a formal service level agreement in certain instances.

By providing a proposal to WESGRO, the bidders accept the following:

WESGRO will issue a purchase order to the appointed service provider. WESGRO will not pay (and not be held liable) the service provider any amounts over and above the purchase order value and will not pay the service provider for any work performed outside the original RFQ that was issued and advertised by WESGRO. Should you receive any instruction from WESGRO that does not come from the SCM unit to perform any work outside of the original bid specification, WESGRO will not be held liable for this payment.

11. INTELLECTUAL PROPERTY

Wesgro will take ownership of any reports, any work and other intellectual property that will arise out of this project.

12. WORKMEN AND SUPERVISION ON SITE

The service provider shall be held responsible for the conduct of his employees and the conduct of his sub-contractor's employees for the full duration of the contract, where applicable.

12. VALIDITY PERIOD



The service provider's quotation must remain valid for a minimum period of 60 days from the date of submission and be inclusive of VAT, other taxes and expenses incurred in completing the project. All prices indicated in the quotation must remain fixed for the period of the project.

13. REPORTING

The service provider may be expected to provide an outcome based report to a delegated official at Wesgro.

14. WESGRO RIGHTS

The following rights are reserved:

- WESGRO reserves the right to appoint more than one (1) service provider.
- WESGRO reserves the right to reject a bid if the bidder has submitted a proposal that is not according to the specifications/terms of reference.
- WESGRO reserves the right to reject a bid if the standard bidding document (s) have not been submitted or not completed in full.
- WESGRO reserves the right to not award the bid if the bid price is not market related.
- WESGRO further reserves the right to engage with the short-listed bidders for price negotiation and a site inspection where necessary.
- WESGRO reserves the right to invite the shortlisted for a presentation as part of the bid process.
- WESGRO reserves the right to not select the lowest price and/or lowest price only, provided that justifiable objective criteria are applied during the awarding process.

15. PROCESS AND DOCUMENTARY REQUIREMENTS

Should you not have received any response from us within 14 days after the closing date, please consider your RFQ application unsuccessful.

Wesgro may only pay service providers that have a local South African presence that are actively registered on the Central Supplier Database (CSD). The payments cannot be made to the service provider should their account be inactive or status non-compliant.

Where reference has been made to a brand/trademark, an equivalent may be proposed by the bidder.

To ensure compliance the following must be submitted:

Local suppliers:

- Bank confirmation letter not older than three (3) months.
- Proof of registration on the Central Supplier Database (CSD).
- All supporting documentation as evidence that bidder meets the scope of work requirements.
- WCBD forms (on WCSEB)
- BBB-EE certification (on WCSEB)

Foreign suppliers:

- Bank confirmation letter not older than three (3) months.



- SBD 1- invitation to bid form
- WCBD 4 form

16. SUBMISSION OF PROPOSALS


Service Providers must submit their compliance documents along with their proposal on the EPS, for local procurement.

15. PAYMENT TERMS

Wesgro payment terms are 30 days on receipt of invoice, and is aligned to the National Treasury General Conditions of Contract (GCC).

17. APPROVAL BY EXECUTIVE STAFF MEMBER

This RFQ is hereby approved, to be advertised on the EPS:

Position	Signature	Date
Chief Marketing and Innovation Officer	 Jean Scheltema (Aug 31, 2023 08:54 GMT+2)	Aug 31, 2023

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WESGRO RFQ Template - Procurement between R2 000 and R1 million_Image stock Library Specs_Rev003[10] (1)

Final Audit Report

2023-08-31

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"WESGRO RFQ Template - Procurement between R2 000 and R1 million_Image stock Library Specs_Rev003[10] (1)" History

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