



SOUTH AFRICAN TOURISM

PART C: - TENDER EVALUATION PROCESS - SAT TENDER 311/25 - BRAND EXPERIENTIAL AGENCY FOR AFRICA CEL HUBS

Summary of the Evaluation Phases (table below):

Table 1: Evaluation Summary

Phase 1 Administrative and Mandatory Bid Requirements	Phase 2 Desktop Functional Technical Evaluation	Phase 3 Price and Specific Goals Evaluation
Bidders' responses will be evaluated based on Table 2 below.	<p>Desktop Functional Technical Evaluation is divided into two (2) phases, desktop technical functionality and pitch presentation, with a weighting of 100% for each phase.</p> <ol style="list-style-type: none"> Phase 2A: Desktop technical functional evaluation on 100% (maximum threshold): <ul style="list-style-type: none"> A bidder must meet a minimum threshold of 70% or above on the desktop technical functional evaluation to be considered in the next evaluation phase, Phase 2B (Pitch Presentation). Failure to meet the minimum threshold will result in disqualification in this phase. The bidders that meet the minimum threshold will be invited for Pitch Presentation and will be given the South African Tourism Global Communication Strategy and the previous Africa localised communication strategy. Phase 2B Pitch Presentation = 100% (maximum threshold): <ul style="list-style-type: none"> The pitch presentation will be based on the Phase 2b evaluation criteria. A bidder must meet a minimum threshold of 70% or above on the pitch presentation evaluation to be considered for Phase 3 (Price and Specific goals Evaluation). Failure to meet the minimum threshold will result in disqualification in this phase. <p>NB: Bidders should reference the criteria to the portfolio of evidence in the bid proposal</p>	<p>The tender will be evaluated on the 80/20 preference points system (specific goals) based on the tender below R50 million.</p> <p>The highest-scoring bidder will be appointed on price and preference points (specific goals).</p>

Phase 1: Administrative Requirements

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

Table 2: Phase 1 Evaluation

The documents that must be submitted	YES/NO	Non-submission may result in disqualification.
Registration on the Central Supplier Database (CSD)		<ul style="list-style-type: none"> All bidders, including proposed partner/subcontractor agencies, must be registered as a service provider on the National Treasury's Central Supplier Database (CSD). If the bidder is not registered, register with your company before submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration. (Applicable to South African Companies only) Proof of registration can be in any form that SAT can verify that the bidder is registered on the CSD, e.g., MAAA number, CSD report, etc. Tax compliance is only considered when awarding the tender (the bidder), not during various evaluation phases. During the award phase, if a bidder is found to be non-compliant as per the CSD or SARS confirmation, the bidder must provide proof of compliance or written proof by SARS of their tax compliance status within seven working days, of which failure will result in the tender not being awarded to the bidder. <p>SAT reserves the right to consider the next bidder within the process.</p>
B - BBEE Certificate		<p>B - BBEE Certificate or, for companies that have less than R10 million turnover, a sworn affidavit is required. A copy of the template for this affidavit is available on the Department of Trade and Industry website https://www.thedti.gov.za/gazette/Affidavit_EME.pdf (Failure to submit a sworn affidavit will result in non-compliant on the preference points system)</p>
Annexure A-Invitation (SBD 1)		<ul style="list-style-type: none"> Complete and sign where applicable. <p>If the bidder is found to have missed signing off or duly completed the SBD, SAT may require, within two working days, a sign-off or duly completed of the SBD, and failure will result in the bid being disqualified.</p>
Annexure E-Declaration of Interest - SBD 4)		<ul style="list-style-type: none"> Complete and sign where applicable. <p>If the bidder is found to have missed signing off or duly completed the SBD, SAT may require, within two working days, a sign-off or duly completed of the SBD, and failure will result in the bid being disqualified.</p>
Preference points claim form in terms of the preferential procurement regulations 2022 - SBD 6.1		<ul style="list-style-type: none"> Complete and sign where applicable. <p>If the bidder is found to have missed signing off or duly completed the SBD, SAT may require, within two working days, a sign-off or duly completed of the SBD, and failure will result in the bid being disqualified.</p>

Phase 2: Desktop Functional Technical Evaluation is divided into two (2) phases, desktop technical functionality and pitch presentation, with the weighting of 100% for each phase.

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

Bidders will be required to achieve a minimum threshold of **70%** in each of the phases to proceed to Phase 3 for Price and Preference (B-BBEE) Evaluation.

The technical functional evaluation (functionality) will comprise two (2) phases:

Phase 2A: Desktop technical functional evaluation- A bidder will be evaluated out of 100% and is required to score a minimum threshold of **70%** to qualify for Phase 2 B (Pitch Presentation).

Phase 2B: Pitch Presentation - Bidders will be evaluated out of 100% and are required to score a minimum threshold of **70%** to be evaluated further in Phase 3 (Price and Preference (B-BBEE) Evaluation).

Table 3: Phase 2A Desktop Functional Evaluation

Phase 2A- Desktop Technical Evaluation Criteria	Weight Allocated	Reference pages in the bidder's proposal.
<p>Evaluation criteria</p> <p>Company Expertise and Experience in localising Brand Communications and Experiential Activations on the African continent.</p> <p>Objective: To assess your company's proven ability to localise brand communications and execute experiential activations across the Africa CEL regions, with a focus on strategic, local market attuned implementation.:</p> <p>Illustrate your company's experience to the scope of work outlined in PART B: SCOPE OF WORK of this RFP, focusing specifically on projects conducted in Central Africa (Angola, DRC), East Africa (Kenya, Tanzania and Uganda), and the neighbouring African (land) countries (Botswana, Eswatini, Lesotho, Malawi, Mozambique, Namibia, Zambia and Zimbabwe).</p> <p>Submission Requirements:</p> <ol style="list-style-type: none"> 2 different case studies you have implemented in the aforementioned African markets. The two case studies must be: <ol style="list-style-type: none"> From different clients and sectors, to show diversity in your expertise. Representative of different types of campaigns or activation formats. Provide two (2) written and contactable client reference letters corresponding to the selected case studies. Each letter must offer a clear testimonial that validates your company's expertise and experience in localising (see definition under PART B: SCOPE OF WORK of this RFP) brand communications and delivering experiential activations, as supported by the relevant case studies. Case Studies should not be older than the last five years. Each case study must be relevant to the nature and scope of work described in PART B: SCOPE OF WORK of this RFP. Each case study must demonstrate how your company localised the client's brand communications and how you delivered experiential brand activations in the market with the assistance of a local agency partner or a country office. <p>Case Study Required Elements:</p> <p>The selected case studies must illustrate the:</p> <ol style="list-style-type: none"> Business challenge/campaign objective, SMART Key Performance Indicators/Targets and success criteria, 	50	

<p>3. The localised solution you implemented, including visual evidence (i.e. campaign images or videos), and</p> <p>4. Performance reporting - outline the results against the KPIs and explain lessons learned, campaign adaptations, and market impact</p> <p>Reference Letter Required Elements:</p> <ol style="list-style-type: none"> 1. Be written on official client letterhead. 2. Be signed and dated within the last five years. . 3. Clearly reference the project described in the case study. 4. Validate the agency's localisation and activation capabilities. 5. Include the client's name, title, organisation, and direct contact details (email and/or phone) 6. Confirm that the client is contactable for verification. <p>Criteria Scoring</p> <ul style="list-style-type: none"> • 3 points = All 6 Submission Requirements are fully met. All 4 Case Study Required Elements are included in each Case Study. All 6 Reference Letter Required Elements are met. • 2 points = 5 out of the 6 Submission Requirements are addressed. 3 out of 4 Case Study Required Elements are present in each Case Study. 4 out of 6 Reference Letter Required Elements are included in each Reference Letter. • 1 point = 3 out of 6 Submission Requirements are addressed. 2 out of 4 Case Study Required Elements are present in each Case Study. 2 out of 6 Reference Letter Required Elements are included in each Reference Letter. • 0 points = Less than 3 Submission Requirements are met. Case studies are either omitted, or not from CEL Africa markets, or older than five years, or missing localisation and activation details, or Reference letters are not provided, or do not meet any of the 6 required elements (e.g., no contact details, undated, not on letterhead, not related to the required scope of work). 		
<p>Project Management and Synergistic Collaboration Sourcing to the scope of work outlined in PART B: SCOPE OF WORK of this RFP.</p> <p>Objective: To assess the bidder's capacity to deliver effective and efficient project execution in alignment with the Scope of Work outlined in Part B of this RFP. This includes evaluating the proposed project management methodology, the relevance and value of synergistic collaborations that can be sourced to support South African Tourism's objectives, and the specific tools and platforms used for ongoing account and project management.</p> <p>Please provide us with the following elements:</p> <ul style="list-style-type: none"> • Illustrate your project management approach. • Provide synergistic collaborations that you could source for SAT. • What project management tools are used for account management? <p>Criteria Scoring</p> <ul style="list-style-type: none"> • 3 points = All elements provided • 2 points = 2 elements provided • 1 point = 1 element provided 	20	

<ul style="list-style-type: none"> • 0 points = No or irrelevant response to the requirements. 		
<p>Experience of the Service Team to the scope of work outlined in PART B: SCOPE OF WORK of this RFP:</p> <p>Objective: To evaluate the relevant professional experience and credentials of the proposed team members to the Scope of Work (Part B) of the RFP, with a specific focus on their expertise in Brand Communications, Experiential Activations, Account Management, and working across African markets.</p> <p><u>Submission Requirements:</u></p> <p>Illustrate the level of expertise of your personnel's knowledge within the African Continent and provide us with details of applicable, noteworthy credentials and their CVs related to brand communication, experiential activations, and account management.</p> <p>Bidders must provide:</p> <ol style="list-style-type: none"> 1. A Summary Table listing all proposed core team members assigned to deliver the scope of work as outlined in Part B: Scope of Work of RFP. The table must include: <ul style="list-style-type: none"> ○ Team Member Name and Role - Clearly indicate the individual's role (e.g., Strategic Lead, Creative Director, Account Manager, Activations Manager, etc.). ○ Relevant Function - Map each team member to the specific function(s) they will fulfil as per the RFP scope of work. ○ Regional Experience - List the African regions/countries where the individual has demonstrable experience working on relevant brand communication or experiential activation projects. ○ Years of Experience - Total years of experience + years working on the African continent. 2. Summarised CVs Required Elements for each team member (maximum one page per person): <ol style="list-style-type: none"> 1. Full Name and job title. 2. Role in the proposed project. 3. Years of professional experience working on projects in an African market (specify the countries and the sectors, e.g. tourism, FMCG, Events, etc). 4. Relevant Experience in one of the three focus areas: Brand Communications (i.e. planning, development, and execution of strategic brand messaging and multi-channel communication campaigns that build brand equity, increase awareness, and influence audience behaviour) OR Experience in Experiential Activations (i.e. conceptualising and executing on-the-ground or digital brand activations that connect emotionally with consumers and bring the brand to life in a memorable, culturally resonant way) OR Account Management (management of the day-to-day relationship with the client, overseeing the delivery of contracted services, acting as the main point of contact, managing expectations, coordinating deliverables across multiple functions, ensuring time and budget compliance, and maintaining strategic alignment with project objectives). 5. Noteworthy Credentials: examples = professional 	20	

<p>qualifications, achievements, or recognitions that demonstrate expertise, credibility, and relevance to the RFP scope. These may include: Academic or professional qualifications in marketing, brand communications, or project management. Certifications in digital marketing (e.g. Google, Meta, HubSpot). Industry awards or recognition for campaigns delivered in Africa. Regional market knowledge or language skills (e.g., Swahili, French, Portuguese). Leadership in high-profile brand communication or experiential projects. Public speaking, published work, or leadership in training programmes. Track record of managing high-profile or multi-country campaigns in Africa.</p> <p>Criteria Scoring</p> <ul style="list-style-type: none"> • 3 points = Team includes 8 or more members with roles mapped to RFP scope of work functions. All summarised CVs include all five required elements with a minimum of 2 noteworthy credentials per person. • 2 points = Team includes 4-7 members with summarised CVs that include all required elements, and at least 1 noteworthy credential per person. • 1 point = Team includes 3 team members. CVs are incomplete or missing 1-2 required elements, or team members demonstrate limited Africa market experience. Credentials may be inconsistently provided. • 0 points = Fewer than 3 team members proposed. Most CVs are missing, incomplete, or irrelevant. Little or no African regional experience is demonstrated. Noteworthy credentials are missing. 		
<p>Agency and Resources Fee Structure.</p> <p>Objective: To assess how well the bidder can manage and justify project budgets, fees, and resource allocation in alignment with deliverables, value for money, and cost-efficiency.</p> <p>Based on <u>one</u> of the selected case studies, provide a detailed explanation of how the project budget was allocated.</p> <p>Submission Requirements:</p> <ol style="list-style-type: none"> 1. A line-item budget aligned to project activities/deliverables. 2. A transparent fee structure, showing agency fees and third-party costs. 3. A resource rate card with named roles, experience/skill level, quoted rate per hour/day and resource time (used hours/days). The rate cards must reflect prevailing industry rates in the relevant country or region. 4. A justification for the budget allocation strategy. 5. Scalability should demonstrate the agency's ability to expand (or reduce) project resources in line with scope changes, while maintaining delivery timelines, cost-efficiency, and quality. 6. Cost-control measures applied to manage the project budget effectively. <p>All elements must be tied to project objectives, demonstrate value for money, and reflect an efficient use of resources.</p>	10	

Criteria Scoring <ul style="list-style-type: none"> • 3 points = All 6 Submission Requirements are provided. • 2 points = At least 4 of the 6 required Submission Requirements are provided. • 1 point = Only 2 to 3 of the 6 Submission Requirements are provided. • 0 points = Less than 2 of the 6 Submission Requirements are provided, or the information does not relate to the specified case study. 		
PHASE 2.A TOTAL	100	

Table 4: Phase 2B Desktop Functional Evaluation

Phase 2B- Pitch Presentation Evaluation Criteria	Weight Allocated	Reference pages in the bidder's proposal.
Evaluation criteria Develop a 360-degree localised brand communication strategy that addresses the destination brands' challenges, business objectives, and brand goals. Objective: To assess the bidder's ability to develop an integrated 360-degree brand communications strategy that is locally relevant, aligns with SA Tourism's global strategy, and creatively addresses the business objectives, brand goals, and specific destination challenges in African markets. The submission must also demonstrate how the brand idea translates into experiential activations across different project types (i.e. Activation examples detailed below). Submission Requirements: Bidders must submit: <ol style="list-style-type: none"> 1. An Integrated Localised Strategy A written strategy that adapts the SA Tourism global communication strategy to the African context, showing relevance to local market conditions, consumer behaviours, and the distribution channel landscape. 2. A Creative Big Idea A unifying experiential marketing concept with a clear brand message and cultural relevance across multiple activation formats. The creative concept must include a defined theme or tagline, along with a description of how the idea aligns with SA Tourism's brand messaging. 3. Activation Examples (Tied to the Big Idea): Explain how the concept will be applied across all three activation examples: <ol style="list-style-type: none"> a. B2B Activation: Corporate Networking Event concept b. B2C Activation: Influencer/Content Creator-driven brand experience c. Trade Activation: Destination stand concept for a Travel Expo (e.g. Magical Kenya Travel Expo or Sanganai Hlanganani World Tourism) 4. Strategic Alignment: Explanation of how the big idea supports SA Tourism's business objectives and brand goals. 	55	

<p>5. An Implementation Overview: High-level rollout plan across markets, distribution channels, and project types, including audience targeting and messaging adaptation.</p> <p>Criteria Scoring</p> <ul style="list-style-type: none"> 3 points = all 5 Submission Requirements are provided. 2 points = 4 of the 5 Submission Requirements are provided. One element is missing or incomplete (e.g., one activation example has been omitted, or there is no rollout plan). The strategy is localised and linked to the global strategy, but the big idea was not demonstrated across the 3 activation examples. The implementation plan is present but lacks detail i.e. project timelines, responsible roles, key activities, or measurable milestones are not specified. 1 point = - 2 or 3 of the 5 Submission Requirements are present. Missing two or more requirements. Submitted elements lack explicit connection to the big idea or the SA Tourism global strategy. 0 points: Less than two elements are provided. No localised strategy submitted. No big idea submitted. Activation examples are not included or are unrelated to the required activation examples. No implementation overview was included. 		
<p>Implementation and management of activations - project management approach and reporting.</p> <p>Objective: To assess the bidder's capacity to effectively plan, manage, execute, and report on brand activation projects, using defined timelines, tools, success metrics, and standard reporting procedures aligned to global best practice.</p> <p>Submission Requirements: The bidder must submit the following:</p> <ol style="list-style-type: none"> A Sample Project Management Plan for <u>one</u> example activation project that was tied to the Creative Big Idea (above) : <ul style="list-style-type: none"> Step-by-step breakdown of project phases (initiation, planning, execution, monitoring, closure). Timeline with clearly defined milestones and deadlines. Assigned team roles and responsibilities. Tools/platforms used for task management and communication. A Sample Project Brief Management (Leave-Behind Document): <ul style="list-style-type: none"> Example of how briefs are received, interpreted, tracked, and reverted on (version control). Includes feedback cycles, approvals, and escalation timelines. A Sample Activation Reconciliation (Recon) Report: <ul style="list-style-type: none"> Includes project objectives, execution summary, key deliverables, results/measurable outputs, audience engagement statistics, visual evidence, and budget reconciliation. A Reporting Framework and Sample Dashboard: <ul style="list-style-type: none"> Format for progress/status reports (e.g. weekly updates). Format for final campaign/activation reporting. Success Metrics and Benchmarks: <ul style="list-style-type: none"> Defined KPIs (e.g. reach, engagement, conversions, attendance). Benchmarked against publicly available or globally recognised industry standards (e.g. Experiential Marketing Benchmarks, MICE/Events ROI models). <p>Criteria Scoring</p> <ul style="list-style-type: none"> 3 Points: = All 5 Submission Requirements are provided. 	25	

<ul style="list-style-type: none"> • 2 points = 3-4 of the required 5 Submission Requirements are provided: The Sample Project Plan or recon report is submitted, but does not include at least two of the following required components: (1) timelines or milestones; (2) assigned roles/responsibilities; (3) work breakdown structure; (4) measurable outputs. The Sample Brief/revert process lacks a timeline or step-by-step detail. The Sample Reporting or benchmarking is provided, but not both. The Success metrics are included but not benchmarked. • 1 point = Only 1-2 Submission Requirements are provided: The Sample Project plan is incomplete or missing phases. No detailed reporting sample or metrics are shown. Benchmarks are not included. • 0 points = Less than 2 Submission Requirements are provided, or the submission is not related to the Activation Example. The Sample Project Plan or Recon is missing or unrelated to the scope. No KPIs, benchmarks, or reporting formats included. 		
<p>Expertise, experience and account management and team.</p> <p><u>Objective:</u> To evaluate the bidder's organisational capacity, account management structure, and operational ecosystem to support the delivery of services across the SAT CEL Africa Region.</p> <p><u>Submission Requirements:</u> Bidders must submit the following:</p> <ol style="list-style-type: none"> 1. Organogram: <ul style="list-style-type: none"> ○ Diagram showing the structure of the core team assigned to the SAT account (aligned to Table 5). The Organogram must include at least 10 defined roles with reporting lines and a dedicated account manager. ○ Includes clearly labelled roles and reporting lines. ○ Identify senior oversight and day-to-day account management personnel. 2. Account Management Process: <ul style="list-style-type: none"> ○ Written process outlining how the SAT account will be managed across functions. ○ Cover project planning, coordination, escalation, and reporting procedures. ○ Specify communication and workflow tools/platforms used (e.g., Monday.com, MS Teams, Slack, etc.) 3. Agency Ecosystem: <ul style="list-style-type: none"> ○ Documented list of in-market partners or affiliates across the Africa CEL markets. ○ Includes each partner's name, country, scope of support (e.g., PR, activations, creative, etc.), and any previous collaboration with the bidder. ○ Sample or overview of back-of-house processes showing coordination between the lead agency and in-market partners. <i>This is to be highlighted during the pitch presentation and included in a detailed document as a leave-behind.</i> <p><u>Criteria Scoring</u></p> <ul style="list-style-type: none"> • 3 points = All 3 Submission Requirements are provided: • 2 points = 2 of the 3 submission components are provided: The Organogram is present but includes fewer than 10 roles or lacks reporting lines. The Account management process includes fewer than 3 workflow areas. 1-2 in-market partners listed, with partial or missing role descriptions The Back-of-house process sample is incomplete - does not include in-market partners. 	20	

<ul style="list-style-type: none"> 1 point = Only 1 Submission Requirement are provided: The Organogram or account management plan is present, but missing core role identification or workflow steps. The Ecosystem list is not included, or lists affiliates without a defined function or location. No back-of-house process sample included. 0 points = None of the Submission Requirements are provided, or the submission content is not relevant to account management for the SAT brief and scope of work. 		
PHASE 2B TOTAL	100	

NB: Bidder/s will be also be required to present their costing.

The bid evaluation committee will have the opportunity to ask questions and make notes of what they consider to be gaps in the proposals compared with how well the business requirements are satisfied.

- Bids proposals will be evaluated strictly according to the bid evaluation criteria stipulated in this section.
- Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated in the terms of reference. The panel responsible for scoring the respective bids will evaluate and score all bids based on information presented in the bid proposals in line with the RFP.

Phase 3: Price and Preference (specific goals) Evaluation (80/20) = 100 points

Table 5: Resource Rate Card

Below is a list of Mandatory Resources.

Note: Please take note that you must write the appropriate position next to the resources we provided if your company's designations differ from those of the listed resources.

Designation	Corresponding Roles/Titles	Service provided	Hourly Rate	Daily Rate	Hours Scoped per project
Executive Director		Account			
Business Unit Account Director		Account			
Account Manager		Account			
Strategic Director		Strategy			
Creative Director		Creative			
Art Director		Creative			
Copywriter		Creative			
Activations Manager		On-site			
Branding Manager		On-site			
Project Manager		Production			

Only Bidders who meet the minimum 70% threshold of functionality in Phase 2B will be evaluated in Phase 3: Price and Specific Goals Evaluation.

- Failure to meet the minimum threshold during Phase 2B, the bidder will not qualify for Phase 3.

The total points for price evaluation (out of 80) and the total points for specific goals evaluation (out of 20) will be consolidated. The bidder who scores the highest points for comparative pricing and specific goals after the consolidation of points will normally be considered the preferred bidder with whom South African Tourism will enter into further negotiations for the respective marketing discipline that was tendered.

Table 6: Price and Preference (specific goals)

1. LIST OF RETURNABLES BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS a) TICK APPLICABLE BOX b) ENSURE THAT THE FOLLOWING DOCUMENTS ARE COMPLETED, SUBMITTED AND SIGNED WHERE APPLICABLE			
ANNEXURES	DOCUMENT DESCRIPTION	YES	NO
PART A & B	IS BID INVITATION FORM, TERMS, AND CONDITIONS FOR BIDDING COMPLETED, SIGNED, AND SUBMITTED?		
SUPPLIER IS REQUIRED TO USE THE PRESCRIBED SEQUENCE IN ATTACHING THE ANNEXURES THAT COMPLETE THE BID OR RFQ DOCUMENT			
ANNEXURE A	IS THE STANDARD BID DOCUMENT (SBD4) FORM BIDDER'S DISCLOSURE COMPLETED, SIGNED AND SUBMITTED?		
ANNEXURE B	IS BIDDER'S SWORN AFFIDAVIT - EXEMPTED MICRO ENTERPRISE (EME) - OR QUALIFYING SMALL ENTERPRISE (QSE) - STILL VALID (FOR A <i>PERIOD OF 12 MONTHS</i>) FROM THE DATE SIGNED BY COMMISSIONER SUBMITTED TO CLAIM POINTS FOR SMME'S?		
ANNEXURE C	IS THE BIDDER'S QUOTED PRICE OR FINANCIAL OFFER SUBMITTED AND ALIGNED WITH THE SCOPE OF WORK? OR STATED IN THE BELOW TABLE OF DESCRIPTION OF SERVICE/GOODS?		
ANNEXURE D	IS PROOF OF OWNERSHIP BY BLACK WOMAN ATTACHED IN THE FORM OF (A) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED, (B) COPY OF THE ID-DOCUMENT(S) OF THE BLACK WOMAN(E)		
ANNEXURE E	IS PROOF OF OWNERSHIP BY BLACK PERSON (S) IN THE FORM OF, (A) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE BLACK OWNERSHIP IS LISTED, AND (B) COPY OF IDENTITY DOCUMENTS.		
ANNEXURE F	IS PROOF OF OWNERSHIP BY BLACK YOUTH ATTACHED IN THE FORM OF (A)) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED, (B) COPY OF THE ID-DOCUMENT(S) OF THE BLACK YOUTH.		
ANNEXURE G	IS THE LATEST REPORT FROM CENTRAL SUPPLIER DATABASE (CSD) SUBMITTED? THE REPORT WILL BE USED AMONGST OTHERS TO VERIFY TAX COMPLIANT AND BANKING DETAILS. TO FURTHER CONFIRM IF THE SHAREHOLDERS/DIRECTORS OF THE COMPANY ARE BLACK WOMEN, BLACK YOUTH OR BLACK-OWNED. INFORMATION AND DETAILS ON BLACK WOMEN, BLACK YOUTH AND BLACK OWNERSHIP SHOULD BE SIMILAR TO THE INFORMATION SUBMITTED ON ANNEXURES B, C, D, E AND F ABOVE.		
2. APPLICATION OF PREFERENCE POINT SYSTEM 4.1 DEFINITIONS HISTORICALLY DISADVANTAGED INDIVIDUALS (HDI) IS DEFINED AS A SOUTH AFRICAN CITIZEN - a) WHO, DUE TO THE APARTHEID POLICY THAT WAS IN PLACE, HAD NO VOTING RIGHTS IN THE NATIONAL ELECTIONS PRIOR TO THE INTRODUCTION OF THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1983 (ACT NO. 100 OF 1983) OR THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1993 (ACT NO. 200 OF 1993) (<i>"THE INTERIM CONSTITUTION"</i>) AND OR b) WHO IS A WOMAN AND/OR c) YOUTH 4.2 WITH THE UNDERSTANDING THAT ANY PERSON WHO RECEIVED SOUTH AFRICAN CITIZENSHIP ON OR BEFORE THE INTRODUCTION OF THE INTERIM CONSTITUTION, WILL NOT BE DEEMED TO BE HDI. 4.3 ANY REFERENCE TO WORDS "BID" OR "BIDDER" HEREIN AND/OR IN ANY OTHER DOCUMENTATION SHALL BE CONSTRUED TO HAVE THE SAME MEANING AS THE WORDS "TENDER" OR "TENDERER". 4.4 "A WOMAN" REFERS TO A FEMALE PERSON WHO IS A SOUTH AFRICAN CITIZEN 4.5 "HDI EQUITY OWNERSHIP" REFERS TO THE PERCENTAGE OF A PARTNERSHIP OR BUSINESS THAT IS OWNED BY INDIVIDUALS, OR IN THE CASE OF A COMPANY, THE PERCENTAGE OF SHARES WHICH IS OWNED BY INDIVIDUALS WHO ARE ACTIVELY INVOLVED IN THE MANAGEMENT DECISIONS AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE COMPANY OR BUSINESS AND WHO EXERCISES CONTROL IN THE BUSINESS IN RELATION TO THEIR OWNERSHIP AT THE			

CLOSE OF TENDER. WHERE INDIVIDUALS ARE NOT ACTIVELY INVOLVED IN THE MANAGEMENT AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE BUSINESS AND WHO DOES NOT EXERCISE CONTROL IN RELATION TO THE PERCENTAGE OF THEIR OWNERSHIP, EQUITY OWNERSHIP POINTS CANNOT BE AWARDED.

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

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

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

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

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

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

4.1280 / 20 PREFERENCE POINT SYSTEM

TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:

The points must be allocated and awarded as follows:

i.	Total Tendered Price	: 80 points	} Specific Goals (Maximum points)
ii.	Black Women Ownership	: 04 points	
iii.	Black Ownership	: 10 points	
iv.	Black Youth	: 02 points	
v.	Small, Medium and Micro Enterprises	: 04 points	

(SMME's)

Total : 100 points

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

4.14 TENDER PRICE

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

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

WHERE -

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

PT = PRICE OF TENDER UNDER CONSIDERATION; AND

PMIN = PRICE OF THE LOWEST ACCEPTABLE TENDER

4.15 SPECIFIC GOALS

4.15.1 % OWNED BY PEOPLE WHO ARE BLACK WOMEN (WO)

A MAXIMUM OF FOUR (04) POINTS WILL BE AWARDED TO A TENDERER WHO IS A BLACK WOMAN. EQUITY OWNERSHIP FOR BLACK WOMEN WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBER/S WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY MANAGEMENT OF THE COMPANY OR ENTERPRISE.

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

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

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

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

4.15.2 % OWNED BY BLACK PEOPLE (BO)

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

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

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

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

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

4.15.3 SMALL, MEDIUM AND MICRO ENTERPRISES (SMME'S)

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

IS THE COMPANY CLASSIFIED AS EME OR QSE?

YES = 4 POINTS

=

NO = 0 POINT

PROOF OF DOCUMENTATION MUST BE ATTACHED IN THE FORM OF:

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

4.15.4 % OWNED BY BLACK YOUTH

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

% OF ENTERPRISE OWNED BY BLACK YOUTH. %

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

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

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

4.15.5

Table B: Ownership

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

(To be completed by bidder)

TABLE- C: SPECIFIC GOALS

Ownership	Total percentage of ownership	specific goals points claimed
Black Woman ownership		
Black Ownership		
Black Youth Ownership		
Total		

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

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

3. CRITERIA FOR BREAKING DEADLOCK IN SCORING

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

4. DELIVERIES

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

<p>c. BIDDERS SHOULD INDICATE THE PLANNED DELIVERY PERIOD (IN DAYS) FROM THE DATE AN ORDER IS ISSUED</p>	
<p>5. POPIA DISCLAIMER</p> <p>5.1. COMPLIANCE WITH THE PERSONAL INFORMATION ACT, 4 OF 2013 PERSONAL INFORMATION SHARED WITH THE SAT SHALL BE TREATED WITH CONFIDENTIALITY AND IN COMPLIANCE WITH THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA) AND OTHER APPLICABLE LAWS. FOR PURPOSES OF THIS DISCLAIMER, "PERSONAL INFORMATION" SHALL BE DEFINED AS DETAILED IN THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (PAIA) AND POPIA, AND "PROCESSING" AND "FURTHER PROCESSING" SHALL BE READ, INTERPRETED AND UNDERSTOOD AS DETAILED AND DEFINED IN POPIA.</p> <p>5.2. CONSENT TO PROCESSING AND FURTHER PROCESSING OF PERSONAL INFORMATION THE SATMAY PROCESS AND FURTHER PROCESS RECEIVED PERSONAL INFORMATION, INTERNALLY OR EXTERNALLY, IN THE EXECUTION OF ITS MANDATE AND/OR AS REQUIRED BY LAW. THE SATMAY SHARE PERSONAL INFORMATION WITH ITS SERVICE PROVIDERS, AGENTS, CONTRACTORS, LEGAL AND OTHER PROFESSIONAL ADVISORS AUTHORISED TO PROCESS THIS INFORMATION. THE SATMAY THUS PLACE RECEIVED PERSONAL INFORMATION IN THE PUBLIC DOMAIN DUE TO THE NATURE AND REQUIREMENTS OF ITS WORK.</p> <p>5.3. FURTHER PROCESSING OF PERSONAL INFORMATION YOU FURTHER GRANT THE SATEXPRESS AND/OR IMPLIED PERMISSION TO FURTHER PROCESS RECEIVED PERSONAL INFORMATION AND PLACE IT IN THE PUBLIC DOMAIN, IN THE EXECUTION OF ITS MANDATE AND STATUTORY OBLIGATIONS.</p> <p>5.4. DUTY OF CARE THE SAT VALUES YOUR PRIVACY AND SHALL TAKE ALL REASONABLE MEASURES TO PROTECT RECEIVED PERSONAL INFORMATION.</p> <p>5.5. EXEMPTION FROM LIABILITY THE SAT(INCLUDING ITS OFFICIALS AND/OR EMPLOYEES) ACCEPTS NO LIABILITY WHATSOEVER, FOR ANY LOSS, DAMAGE (WHETHER DIRECT, INDIRECT, SPECIAL, OR CONSEQUENTIAL), AND/OR EXPENSES OF ANY NATURE WHATSOEVER WHICH MAY ARISE AS A RESULT OF, OR WHICH MAY BE ATTRIBUTABLE DIRECTLY OR INDIRECTLY, FROM INFORMATION MADE AVAILABLE HEREIN, OR ACTIONS OR TRANSACTIONS RESULTING THEREFROM</p>	

END