



SOUTH AFRICAN TOURISM

PART C: - TENDER EVALUATION PROCESS FOR SAT TENDER 310/25 - DIGITAL COMMUNICATION 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
<p>Bidders' responses will be evaluated based on Table 2 below.</p>	<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"> 1. 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. 2. 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 Preference B-BBEE Evaluation). • Failure to meet the minimum threshold will result in disqualification in this phase. 	<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>

	NB: Bidders should reference the criteria to the portfolio of evidence in the bid proposal	
--	---	--

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 1. Only applicable to SA bidders.		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)
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 Specific Goals 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 Specific Goals Evaluation).

Table 3: Phase 2A Mandatory Requirements

Table 4: Phase 2.A 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 and implementing Digital Communications in the African continent:</p> <p><u>Objective:</u> To assess your company's proven ability to localise and implement Digital Communications 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><u>Submission Requirements:</u></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: <ul style="list-style-type: none"> From different clients and sectors, to show diversity in your expertise. Representative of different types of innovative campaigns (digital media, social media, mobile activations, etc.). 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) and implementing Digital Communications, 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 adapted and implemented the client's Digital Communications strategy to reflect local language, digital behaviours, platforms, and cultural nuances. 	45	

<p>Case Study Required Elements: The selected case studies must illustrate the:</p> <ol style="list-style-type: none"> 1. Business challenge/campaign objective, 2. SMART Key Performance Indicators/Targets and success criteria, 3. The localised solution you implemented, including how you used technology (e.g. real-time marketing, localisation-based marketing, digital storytelling, AI tools, mobile-first formats) to deliver localised digital campaigns; and 4. Performance reporting - outline the results against the KPIs and explain lessons learned, campaign adaptations, and market impact. <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 past years.five . 3. Clearly reference the project described in the case study. 4. Validate the agency's localisation and digital implementation 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, all 4 case study required elements, and all 6 required reference letter elements are provided. • 2 points = 2 submission requirements, 3-4 elements of the case study required elements, and 3-4 reference letters required elements are provided. • 1 point = 1 element of the case study required elements and 1-2 reference letters required elements. • 0 points = No or irrelevant response to the requirements. 		
<p>Social media content creation, including localisation, trend responsiveness, and origination of creative; language-specific community management, analysis and reporting; and crisis management—provide a social media editorial content plan, community management report, performance report, and crisis management plan for the 2 case studies submitted.</p> <p>Objective: To evaluate the bidder's capacity to develop and execute a comprehensive, localised social media strategy—demonstrating content creation, responsiveness to trends, multilingual community management, results reporting, and preparedness for crises—using the two submitted case studies as applied examples.</p> <p>Submission Requirements: Bidders must submit all of the following, based on the two case studies provided in their proposal:</p> <p>1. Social Media Editorial Content Plan</p> <ul style="list-style-type: none"> • A platform-specific (e.g. Facebook, Instagram, TikTok, X, YouTube) content calendar for each case study. • Includes post formats (image, video, story, reel, etc.), localised messaging in market-relevant languages or dialects. • Incorporates region-specific insights (e.g. holidays, slang, or platform behaviour). • Highlights the use of trends, reactive content, or moment marketing. • Shows frequency and scheduling over a defined period (e.g. 1 	20	

month).		
2. Community Management Report <ul style="list-style-type: none"> • Demonstrate handling of direct messages, comments, and engagement in local languages. • Includes a summary of engagement volume, sentiment classification (positive/neutral/negative), and average response time. • Shows escalation handling (e.g. protocol followed when user issues or complaints arise). • Evidence of community growth or audience development strategies. 		
3. Performance Report <ul style="list-style-type: none"> • Campaign analytics and performance metrics for each case study. • Platform-level breakdown (impressions, reach, engagement rate, click-through rate, conversion actions). • Benchmarked against industry averages or client-set KPIs. • Includes visualised data (graphs/tables) and an interpretation of the results. 4. Crisis Management Plan <ul style="list-style-type: none"> • A proactive and reactive social media crisis plan tailored to one or both case studies. • Includes defined risk scenarios, escalation matrix, communication flow, holding statements, and response templates. • Covers team roles, response timelines, and content moderation protocols. • Shows evidence of monitoring and alert systems used. Criteria Scoring <ul style="list-style-type: none"> • 3 points = All 4 submission requirements are provided for both case studies. • 2 points = 3 of the 4 submission requirements are provided across the two case studies. Missing components lack one or more of the following: Platform-specific detail. Localised or multilingual execution. Defined metrics or benchmark comparisons. Full escalation or crisis response documentation. • 1 point = Only 1-2 of the submission requirements are provided, or submissions are incomplete. For example: Content calendars without localisation or trend inclusion. Community management or reporting lacks data or multilingual context. Crisis management documentation does not include defined scenarios, response roles, escalation procedures, or timelines. • 0 points = None of the submission requirements are provided, or submissions are not related to the two case studies. Includes non-compliant or irrelevant materials. 		
Experience of the Service Team:	20	

<p><u>Objective:</u> To assess the depth and relevance of the proposed service team's experience in digital strategy, digital communication, and account management in the African market, based on demonstrated credentials, qualifications, and client/campaign history.</p> <p>Highlight the companies your personnel have worked for and the clients or campaigns they have managed to illustrate their digital experience within the African continent. Please provide us with details of any applicable and noteworthy credentials, along with their corresponding profiles, related to digital strategy, digital communication, and account management.</p> <p><u>Submission Requirements</u> The bidder must submit:</p> <ol style="list-style-type: none"> 1. Summarised CVs (a maximum of one page) for each proposed team member involved in strategy, creative, digital, or account management. 2. Noteworthy Credentials Summary: examples = Relevant formal qualifications (e.g., degrees or diplomas in marketing, communication, or digital fields). Achievements or recognitions that demonstrate expertise, credibility, and relevance to the RFP scope. Industry-recognised certifications (e.g. Google, Meta, HubSpot, etc.). Industry awards or recognition for campaigns delivered in Africa. Regional market knowledge or language skills (e.g., Swahili, French, Portuguese). Public speaking, published work, or leadership in a training programme. Track record of managing high-profile or multi-country campaigns in Africa. 3. Work History for each team member, showing: <ul style="list-style-type: none"> o Named clients/campaigns worked on within the African continent. o Roles and responsibilities held in each example. 4. Organogram with clear reporting lines for project roles. <p><u>Criteria Scoring</u></p> <ol style="list-style-type: none"> 5. 3 points = All 4 Submission Requirements are provided for more than 8 team members. 6. 2 points = All 4 Submission Requirements are provided for 4 to 8 team members. 7. 1 point = All 4 Submission Requirements are provided for 3 team members. 8. 0 points = Less than 3 profiles submitted, or profiles do not include African experience or relevant industry certifications/qualifications. 		
<p>Agency and Resources Fee Structure.</p> <p><u>Objective:</u> To assess the agency's ability to plan, manage, and transparently allocate project resources in line with the scope, while demonstrating cost-efficiency, scalability, and financial governance.</p> <p>Based on <u>one</u> of the selected case studies, provide a detailed explanation</p>	15	

of how the project budget was allocated.		
<p><u>Submission Requirements:</u></p> <p>The Bidder must provide</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, third-party or platform costs and amplification (media spend) - if applicable. 3. A resource rate card with named roles (as per Table 6), 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. <p>All elements must be tied to project objectives, demonstrate value for money, and reflect an efficient use of resources.</p> <p><u>Criteria Scoring</u></p> <ul style="list-style-type: none"> • 3 points = All 6 submission requirements are fully provided. • 2 points = 4-5 of the 6 requirements are provided. • 1 point = 2-3 of the 6 requirements are provided. • 0 points = No budget, fee structure, or rate card provided, or response is irrelevant. No alignment with project objectives. 		
PHASE 2A TOTAL	100	

Table 5: Phase 2B Pitch Presentation Functional Evaluation

Phase 2B- Pitch Presentation Evaluation Criteria	Weight Allocated	Reference pages in the bidder's proposal.
Evaluation criteria		
<p>Develop a localised digital communication strategy that addresses the destination brands' challenges, business objectives, and brand goals.</p> <p><u>Objective:</u> To assess the bidder's ability to develop an actionable and market-specific digital communication strategy that is aligned with South African Tourism's global communication strategy and business objectives, while demonstrating local relevance, channel-specific planning, innovation, and language adaptability for CEL Africa markets.</p> <p><u>Pitch Presentation Requirements:</u></p> <p>Bidders must present a strategy document that includes the following 5 elements:</p> <ol style="list-style-type: none"> 1. Strategic Framework: A localised digital communication strategy clearly aligned with SAT's global communication strategy, destination brand goals, and business objectives. 2. Digital Channel Plan: A structured plan across digital channels that addresses: <ul style="list-style-type: none"> ○ Customer acquisition ○ Conversion ○ Retention 	55	

<ul style="list-style-type: none"> ○ Long-term loyalty and engagement <p>3. Market Adaptation: Localisation of strategy with tailored initiatives for the CEL Africa region.</p> <p>4. Innovation Component: Integration of at least one cutting-edge tactic or emerging technology (e.g., AI-based content personalisation, interactive mobile formats, geo-targeted influencer collaborations).</p> <p>5. Language Localisation: Translation or adaptation of at least one tactic or intervention into French, Portuguese, or Swahili (choose one).</p> <p><u>Pitch Presentation Criteria Scoring</u></p> <ul style="list-style-type: none"> • 3 points = All 5 pitch presentation requirements are fully showcased. • 2 points = 3-4 pitch presentation requirements were provided: Localised Strategy or channel plan is included but not fully mapped to funnel stages (acquisition to loyalty) The market localisation or innovation component is not aligned with the SAT Global Strategy or is missing. • 1 point = Only 1-2 Pitch Presentation requirements are addressed: The Localised Strategy or Channel Plan includes general digital tactics or channel recommendations that are not tailored to the specific cultural, linguistic, behavioural, or platform usage characteristics of the CEL Africa markets. The strategy lacks market-specific data, insights, or examples demonstrating adaptation to local audience preferences. No CEL-specific localisation. No language adaptation or innovative element provided • 0 points = The presented strategy is not relevant, or the content does not align with the SAT strategy or CEL market focus; submission is incomplete or irrelevant 		
<p>Digital performance management, monitoring and reporting</p> <p><u>Objective:</u> To assess the agency's capability to track, analyse, and report on digital performance in a structured, consistent, and strategic manner using appropriate tools, industry-aligned benchmarks, and actionable insights to inform optimisation.</p> <p><u>Pitch Presentation Requirements:</u></p> <p>Bidders must submit a sample performance report that meets the following requirements:</p> <ol style="list-style-type: none"> 1. Structured Reporting Format <ul style="list-style-type: none"> ○ Includes performance KPIs aligned with the proposed localised digital strategy (e.g. reach, engagement rate, CTR, conversions, CPM, follower growth, sentiment). ○ Clearly organised by channel and objective (acquisition, engagement, conversion, retention). 2. Use of Analytics Tools <ul style="list-style-type: none"> ○ Utilises or references proprietary or third-party analytics tools/platforms (as stated in the bidder's proposal or RFP response). ○ Demonstrates how data is captured and visualised. 3. Benchmarking <ul style="list-style-type: none"> ○ Benchmarks results against relevant industry or platform-specific standards (e.g. Meta, YouTube, X industry averages). ○ Benchmarks must be cited with source or date of use. 4. Insights and Recommendations <ul style="list-style-type: none"> ○ Includes sample analysis (what the data means) and data-driven recommendations for optimisation. 5. Reporting Frequency & Governance <ul style="list-style-type: none"> ○ Indicates how frequently reports are delivered and who is responsible for review and improvement (e.g. monthly, quarterly, per campaign). 	25	

<p><u>Pitch Presentation Criteria Scoring</u></p> <ul style="list-style-type: none"> • 3 points = All 5 submission requirements are showcased. The sample report shows KPIs tied to the localised strategy. The reporting structure is clear, the tool usage is demonstrated, and the benchmarks are cited. Includes analysis & actionable recommendations. Reporting cadence and roles are defined. • 2 points = At least 3-4 of the submission requirements are provided. KPIs and format are shown, but tool usage or benchmarks are missing or not tailored to SAT. Some basic insights are provided, but no clear optimisation strategy. The reporting cadence is mentioned. • 1 point = Only 1-2 submission requirements are provided. The report is unstructured, lacks clear KPIs or strategy alignment. No benchmark comparisons or insights. Tools are not mentioned or justified. Report Frequency/governance not addressed. • 0 points = No report submitted, or submission is irrelevant or non-compliant with RFP. No data, tools, KPIs, or performance structure evident. 		
<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 digital services across the SAT CEL Africa Region.</p> <p><u>Pitch Presentation Requirements:</u> Bidders must present 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 6). 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, Airtable, 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, Production, Content Creation, digital 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>Expectation:</u> <i>In addition to the Senior pitch presentation team, the core account team (Account Director, Creative Director, Designer, Content Planner, Copywriter and Community Manager/s) should also be present.</i></p> <p><u>Pitch Presentation Scoring</u></p>	20	

<ul style="list-style-type: none"> • 3 points = All 3 Submission Requirements are showcased. • 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 - it does not include in-market partners. • 1 point = Only 1 Submission Requirement was provided : The Organogram or account management plan is present, but it is 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: Bidders will 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 6: 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	Hourly Rate	Daily Rate	Hours Scoped per project
Group Account Director			
Account Director			
Creative Director			
Quality Assurance			
Animator			
Designer			
Copywriter			
Head of Strategy			
Content Planner			
Campaign and Content Analyst			
Reporting Specialist (social listening)			
Senior Community Manager			
Junior Community Managers			

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 7: 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 PERIOD OF 12 MONTHS) 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) (*“THE INTERIM CONSTITUTION”*) 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
-------------------------------	-------------------------	--------------	-------------------------------------	-----------------------------------	----------------------------------	---

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

- | | |
|---|--|
| c. BIDDERS SHOULD INDICATE THE PLANNED DELIVERY PERIOD (IN DAYS) FROM THE DATE AN ORDER IS ISSUED | |
|---|--|

5. POPIA DISCLAIMER

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

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

5.2. CONSENT TO PROCESSING AND FURTHER PROCESSING OF PERSONAL INFORMATION

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

5.3. FURTHER PROCESSING OF PERSONAL INFORMATION

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

5.4. DUTY OF CARE

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

5.5. EXEMPTION FROM LIABILITY

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

END