 <b>GAUTENG PROVINCE</b> PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA		<h1>Provincial Supply Chain Management</h1>								
		<b>Request for Proposal</b>			<b>Page 1 of 3</b>					
<b>RFP NUMBER</b>										
<b>RFP DESCRIPTION</b>										
<b>CUSTOMER DEPARTMENT</b>										
<b>CUSTOMER INSTITUTION</b>										
<b>BRIEFING SESSION</b>	<b>Y</b>		<b>N</b>		<b>SESSION COMPULSORY</b>		<b>Y</b>		<b>N</b>	
					<b>SESSION HIGHLY RECOMMENDED</b>		<b>Y</b>		<b>N</b>	
<b>BRIEFING VENUE</b>					<b>DATE</b>			<b>TIME</b>		
<b>COMPULSORY SITE INSPECTION</b>	<b>Y</b>		<b>N</b>		<b>DATE</b>			<b>TIME</b>		
<b>INSPECTION ADDRESS</b>										
<b>TERM AGREEMENT CALLED FOR?</b>	<b>Y</b>		<b>N</b>		<b>TERM DURATION</b>					
<b>CLOSING DATE</b>					<b>CLOSING TIME</b>					
<b>TENDER BOX LOCATION</b>										
GPT is acting as Common Service Provider or buying organisation on behalf of all Gauteng Provincial Government Customer Departments / Institutions. The goods / services are therefore required by the Customer Department / Institution, as indicated on this form RFP 01.										

### Notes:

- All bids / tenders must be deposited in the Tender Box at the following address:  
**Gauteng Provincial Treasury, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg**
- Bids / tenders must be deposited in the Tender Box on or before the closing date and time.
- Bids / tenders submitted by fax will not be accepted.
- The GPT Tender Box is generally open 24 hours a day, 7 days a week.
- This bid is subject to the preferential procurement policy framework act and the preferential procurement regulations, 2017, the general conditions of contract (gcc) 2010 and, if applicable, any other special conditions of contract.
- ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL GPG RFP FORMS – (NOT TO BE RE-TYPED)
- ALL REQUIRED INFORMATION MUST BE COMPLETED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED):

### The Tendering System

The RFP Pack is mainly for "PRE-QUALIFICATION OF BIDDERS" and it consists of only one section namely, Section 1. This section must be submitted clearly marked with the Tender Number and the Section Number.

### Training sessions

Non-compulsory "How to tender" workshops are held every Wednesday at 75 Fox Street from 10:00-13:00.




# Provincial Supply Chain Management

**Request for Proposal**
**Page 2 of 3**

SUPPLIER INFORMATION					
COMPANY NAME					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE IN RFP 09]	

<b>SIGNATURE OF BIDDER</b>		<b>DATE</b>	
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b>			

**This RFP is subject to the General Conditions of Contract and where applicable any other Special Conditions of Contract.**

 <b>GAUTENG PROVINCE</b> PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	<h1>Provincial Supply Chain Management</h1>	
	<b>Request for Proposal</b>	<b>Page 3 of 3</b>

**Tender documents can be obtained from <http://www.treasury.gpg.gov.za>**

ANY ENQUIRIES REGARDING BIDDING PROCEDURE MAY BE DIRECTED TO:	
DEPARTMENT	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILE	
E-MAIL ADDRESS	

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	
CONTACT PERSON	
TELEPHONE NUMBER	
FACSIMILIE	
E-MAIL ADDRESS	

**TYPE OF CONTRACT (COMPLETED BY PROJECT MANAGER)**

<b>SERVICE BASED</b>	Y		N		TERM BASED TYPE	Y		N		VALUE BASED TYPE	Y		N	
<b>VALUE BASED</b>	Y		N											
<b>QUANTITY BASED</b>	Y		N											
<b>TERM BASED</b>	Y		N											



# Provincial Supply Chain Management

**RFP Point System**
**Page 1 of 1**

<b>RFP NUMBER</b>		<b>CLOSING DATE</b>	
<b>VALIDITY OF RFP</b>		<b>CLOSING TIME</b>	

In case of queries, please contact the GPT Contact Centre at tel: 0860 011 000

\*GPT is acting as Common Service Provider or buying organisation on behalf of all Gauteng Provincial Government Customer Departments / Institutions.

The goods / services are therefore required by the Customer Department / Institution, as indicated on RFP 01.

**The Gauteng Provincial Government requests your bid on the goods and/or services listed on the attached forms. Please furnish all information as requested and return your bid on the date stipulated. Late and incomplete submissions may invalidate the bid submitted.**

**This RFP will be evaluated on the basis of Preferential Procurement Regulation, 2017 pertaining to the Preferential Procurement Policy Framework Act (Act number 5 of 2000).**

## Point System

Points SHALL be allocated as follows:

Points for

Points for

**\* It is the responsibility of the bidder to attach A VALID SWORN AFFIDAVIT {EME/QSE} ATTESTED BY A COMMISSIONER OF OATHS OR VALID CERTIFIED COPY OF B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE WITH THIS RFP DOCUMENT TO QUALIFY FOR THE PREFERENCE POINTS**



**GAUTENG PROVINCE**  
PROVINCIAL TREASURY  
REPUBLIC OF SOUTH AFRICA

# Provincial Supply Chain Management

## Instructions to Bidders

Page 1 of 2

1. The RFP (Request for Proposal) Pack is drawn up so that certain essential information should be furnished in a specific manner. Any additional particulars shall be furnished in a separate annexure.
2. The RFP forms should not be retyped or redrafted, but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question or on other forms obtainable from the relevant Department or Institution advertising this RFP. Additional offers made in any other manner may be disregarded.
3. Should the RFP forms not be filled in by means of electronic devices, bidders are encouraged to complete forms in a black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regards to claims arising from the fact that pages are missing or duplicated.
5. The forms RFP 04 to RFP 09 and PREF documents shall be completed, signed and submitted with the bid. RFP 10 (National Industrial Participation Programme Form) will only be added to the RFP pack to be completed by bidders when an imported component in excess of US \$ 10 million is expected.
6. A separate RFP 06 form (RFP Price Schedule per item) shall be completed in respect of each item. Photocopies of this form may be prepared and used or additional copies, (if required) are obtainable from the relevant Department or Institution advertising this RFP(not applicable for Pre-qualification of Bidders).
7. Firm delivery periods and prices are preferred. Consequently bidders shall clearly state whether delivery periods and prices will remain firm or not for the duration of any contract, which may result from this RFP, by completing RFP 06 (RFP Price Schedule per item) and RFP 07 (Non-Firm Prices per item) (not applicable for Pre-qualification of Bidders).
8. If non-firm prices are offered bidders must ensure that a separate RFP 07 (Non-Firm Prices per item) is completed in respect of each item for which a non-firm price is offered. Photocopies of this form may be prepared and used or additional copies, (if required) are obtainable from the relevant Department or Institution advertising this RFP (not applicable for Pre-qualification of Bidders).
9. Where items are specified in detail, the specifications form an integral part of the RFP document (see the attached specification) and bidders shall indicate in the space provided whether the items offered are to specification or not (not applicable for Pre-qualification of Bidders).
10. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified" (see the attached specification) (not applicable for Pre-qualification of Bidders).
11. In cases where the items are not to specification, the deviations from the specifications shall be indicated (see the attached specification).
12. In instances where the bidder is not the manufacturer of the items offered, the bidder must as per RFP 06 (RFP Price Schedule per item) submit a Letter of Supply from the relevant manufacturer or his supplier (not applicable for Pre-qualification of Bidders).
13. The offered prices shall be given in the units shown in the attached specification, as well as in RFP 06 (RFP Price Schedule per item) (not applicable for Pre-qualification of Bidders).
14. With the exception of imported goods, where required, all prices shall be quoted in South African currency. Where bids are submitted for imported goods, foreign currency information must be supplied by completing the relevant portions of RFP 06 (RFP Price Schedule per item) and RFP 07 (Non-Firm Prices per item) (not applicable for Pre-qualification of Bidders).
15. Unless otherwise indicated, the costs of packaging materials (if applicable) are for the account of the bidder and must be included in the bid price on RFP 06 (RFP Price Schedule per item) (not applicable for Pre-qualification of Bidders).
16. Delivery basis (not applicable for Pre-qualification of Bidders):
  - (a) Supplies which are held in stock or are in transit or on order from South African manufacturers at the date of offer shall be offered on a basis of delivery into consignee's store or on his site within the free delivery area of the bidder's centre, or carriage paid consignee's station, if the goods are required elsewhere.
  - (b) Notwithstanding the provisions of paragraph 16(a), offered prices for supplies in respect of which installation / erection / assembly is a requirement, shall include ALL costs on a "delivered on site" basis, as specified on RFP 06 (RFP Price Schedule per item).
17. Unless specifically provided for in the RFP document, no bids transmitted by facsimile or email shall be considered.
18. Failure on the part of the bidder to sign any of the forms RFP 04 to RFP 10 and PREF documents and thus to acknowledge and accept the conditions in writing or to complete the attached RFP forms, Preference documents, questionnaires and specifications in all respects, may invalidate the bid.
19. Bids should preferably not be qualified by the bidder's own conditions of bid. Failure to comply with these requirements (i.e. full



# Provincial Supply Chain Management

## Instructions to Bidders


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acceptance of the General Conditions of Contract or to renounce specifically the bidder's own conditions of bid, when called upon to do so, may invalidate the bid.

20. In case of samples being called for together with the bid (refer to RFP 05 in this regard), the successful bidder may be required to submit **pre-production samples** to the South African Bureau of Standards (SABS) or such testing authority as designated at the request of the relevant Department concerned. Unless the relevant Department decides otherwise, pre-production samples must be submitted within thirty (30) days of the date on which the successful bidder was requested to do so. Mass production may commence only after both the relevant Department and the successful bidder have been advised by the SABS that the pre-production samples have been approved.
21. Should the pre-production samples pass the inspections / tests at the first attempt, the costs associated with the inspections / tests will be for the account of the relevant Department. If the SABS or such testing authority as designated do not approve the pre-production samples, but requires corrections / improvements, the costs of the inspections / tests must be paid by the successful bidder and samples which are acceptable in all respects must then reach the SABS or such testing authority as designated within twenty-one (21) days of the date on which the findings of the SABS or such testing authority as designated were received by the successful bidder. Failure to deliver samples within the specified time and to the required standards may lead to the cancellation of the intended contract.
22. In case of samples being called for together with the bid (refer to RFP 05 in this regard), the samples must be submitted together with the bid before the closing time and date of the RFP, unless specifically indicated otherwise. Failure to submit the requested sample(s) before the closing time and date of the RFP may invalidate the bid.
23. In cases where large quantities of a product are called for, it may be necessary for the relevant item to be shared among two (2) or more suppliers.
24. In cases where the relevant Department or Institution advertising this RFP may deem it necessary, a formal contract may be entered into with the successful bidder, in addition to a Letter of Acceptance and / or purchase order being issued.
25. If any of the conditions on the RFP forms are in conflict with any special conditions, stipulations or provisions incorporated in the bid invitation, such special conditions, stipulations or provisions shall apply.
26. This RFP is subject to the General Conditions of Contract and re-issues thereof. Copies of these conditions are obtainable from any office of the Gauteng Provincial Government (GPG).
27. Each bid must be submitted in a separate, sealed envelope on which the following must be clearly indicated:
  - NAME AND ADDRESS OF THE BIDDER;
  - THE BID (RFP) NUMBER; AND
  - THE CLOSING DATE.

The bid must be deposited or posted;

  - posted to Gauteng Provincial Treasury and to reach the destination not later than the closing time and date; OR
  - deposited in the tender box of the Gauteng Provincial Treasury before the closing time and date.
28. The Gauteng Provincial Government has become a member and as such a key sponsor of the Proudly South African Campaign. GPG therefore would like to procure local products of a high quality, produced through the practise of sound labour relations and in an environment where high environmental standards are maintained. In terms of the Proudly South African Campaign South African companies are encouraged to submit interesting and innovative achievements in the manufacturing field (if relevant to this RFP) – including information on new products, export achievements, new partnerships and successes and milestones.
29. **Compulsory GPG Contract:** It is a mandatory requirement that successful bidder/s (to whom a tender is awarded) sign a GPG Contract upon award of any given contract.

 <b>GAUTENG PROVINCE</b> PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	<h1>Provincial Supply Chain Management</h1>	
	<h2>Bidder's Disclosure</h2>	<h2>Page 1 of 3</h2>

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?


YES		NO	
-----	--	----	--

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



 <b>GAUTENG PROVINCE</b> PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	<h1>Provincial Supply Chain Management</h1>	
	<h2>Bidder's Disclosure</h2>	<h2>Page 2 of 3</h2>

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

2.2.1 If so, furnish particulars:

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

YES		NO	
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2.3.1 If so, furnish particulars:

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### 3. DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.  
 Filename:RFP4GPT (SBD4)



 <b>GAUTENG PROVINCE</b> PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA	<h1>Provincial Supply Chain Management</h1>	
	<b>Bidder's Disclosure</b>	<b>Page 3 of 3</b>

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

<b>Signature</b>		<b>Date</b>	
<b>Position</b>		<b>Name of Bidder</b>	



# Provincial Supply Chain Management


**Special Conditions**

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<b>RFP NUMBER</b>	
<b>RFP DESCRIPTION</b>	
<b>CUSTOMER DEPARTMENT</b>	
<b>CUSTOMER INSTITUTION</b>	

THE FOLLOWING MUST ACCOMPANY YOUR BID, IF INDICATED BY "✓"

<b>Samples</b>	<b>SABS /Equivalent Certificate</b> May not be older than one (1) year, the cost of which will be for the account of the bidder.	<b>Bidders Briefing Session</b>
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 <p><b>GAUTENG PROVINCE</b> PROVINCIAL TREASURY REPUBLIC OF SOUTH AFRICA</p>	<b>Provincial Supply Chain Management</b>	
	<b>Special Conditions</b>	Page 2 of 3

## EVALUATION METHODOLOGY

Bidders must complete Compulsory documents and attach it to their tender document, failing which the tender shall not be considered for Stage 1 evaluation.

Points will be awarded in accordance with the Preferential Procurement Policy Framework Act (PPPFA)

### Stage 1

Criteria for Functionality	Points
<b>TOTAL</b>	

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Bidders are required to use an envelope bidding system, whereby the Technical Proposal (Stage 1) will be placed in a sealed and marked envelope :

- Stage One-



**GAUTENG PROVINCE**  
PROVINCIAL TREASURY  
REPUBLIC OF SOUTH AFRICA

# Provincial Supply Chain Management

**Special Conditions**

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## SUPPLIER JOB CREATION ANALYSIS

Company Name		Date Est.	
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	Permanent	Temp	SA Citizens	Other	Comments
Staff compliment at Establishment of Enterprise					
Current staff compliment					
Number of jobs to be created if Bid is successful					

- The successful bidder may be audited during the course of the contract to verify the above information.

Comments to include:

- If Job Creation is direct (by your own company) or indirect (by your supplier)
- Where the jobs created for employees that were in existing positions or unemployed? (Net Job Creation)

NOTE: Job Creation should adhere to all applicable RSA Legislation and Regulations.

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THIS SECTION IS FOR OFFICE USE ONLY!						
Observations	Initial Job Count	Job Creation Potential	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Year 1						
Year 2						
Year 3						
Year 4						
Year 5						

# TERMS OF REFERENCE

**FOR THE**

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INVITATION TO PARTICIPATE IN A PANEL OF SERVICE PROVIDERS FOR THE  
PROVISION OF MEDIA AND ADVERTISING SERVICES FOR THE GAUTENG  
DEPARTMENT OF ECONOMIC DEVELOPMENT FOR A PERIOD OF 3 YEARS.

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## **1. INTRODUCTION**

As part of the Growing Gauteng Together 2030 framework embarked upon by the 6<sup>th</sup> Administration, the Gauteng Department of Economic Development (GDED) continues to facilitate and promote economic activity across the Gauteng City Region (GCR). It is of utmost importance for the GDED to be able to effectively communicate with all its stakeholders in support of the Gauteng Province's economic development and growth plans. Thus, there is a need for the GDED to streamline its procurement mechanisms for all media, advertising and related services to improve coordination. Therefore, GDED wishes to establish a panel of service providers for the procurement of these services for the next three (3) years.

## **2. BACKGROUND**

The mandate of the GDED is to facilitate, promote economic growth and development in the Gauteng Province, with a targeted commitment to focus on enhancing inclusivity of the economy, while not neglecting to improve its competitiveness. The GDED will achieve this mandate through the implementation of several programmes and strategies aimed at having catalytic impact, driving and promoting economic development, as highlighted below:

- Ensuring radical economic transformation and reindustrialisation that addresses the triple policy imperatives of decent work, an inclusive economy and equality.
- Protecting and promoting the rights of consumers and facilitating ethical business practices in relation to customer services, while regulating the liquor and gambling industries and maximising the benefits from these industries that can accrue to broader socio-economic development in the province.
- Creating an enabling regulatory environment and stimulating business practices that promote inclusive economic growth.
- Forging strategic partnerships locally and globally to ensure effective implementation of sustainable special projects.
- Promoting and attracting trade and investment to the economy and directing investment into strategic economic infrastructure.
- The provision of an enabling environment for consumer satisfaction in order to stimulate the growth of businesses and the economy through the Consumer Affairs unit as derived from the Gauteng Consumer Affairs (Unfair Business Practices) Act 7 of 1996 and the Consumer Protection Act 68 of 2008.
- Regulation of the liquor industry to ensure ethical business practice and empowered stakeholders; promote and maintain an effective and efficient regulatory system for the liquor industry; maximise the benefits derived from the liquor industry and minimise their

potential negative impact; generate revenue from the industry and create awareness on the harm caused by alcohol abuse; and promote responsible trade and maintain a regulated liquor industry as envisaged by the Gauteng Liquor Act No.2 of 2003.

- Through the Gauteng Gambling Board, regulating and controlling gambling in the province with a view to promoting ethical business conduct, an inclusive economy, revenue generation for the fiscus and promoting responsible gambling.
- Through the Economic Planning unit, providing ahead-of-the curve economic insights and thought leadership to inform the economic development agenda.
- Through the Sector and Industry unit, to enhance the global competitiveness of resource base sectors, build a strong, globally competitive, innovative and diversified manufacturing capabilities in Gauteng, enhance and increase the contribution of service-based sectors to job creation, and coordinates work to identify and realise job and economic opportunities related to long term environmental and climate change challenges.
- Through the Inclusive Economy unit, to facilitate the empowerment of previously disadvantaged individuals and communities; facilitate and support the establishment of viable and sustainable co-operatives sector in the province that contributes positively to economic growth and create decent work; and mobilise, align, coordinates and capacitate local economies towards enhanced and sustainable regional economic development and integration, and monitoring the implementation of programmes aimed at driving transformation for township communities.

### 3. SCOPE OF WORK

This scope of work calls for a multi-channel approach with a focus on the provision of **media strategy, planning, buying, advertising and creative services as well as operational support**. Bidders that wish to respond to this opportunity must be able to provide the following services:

#### 3.1 Required Services

- 1) Working with GDED communication, develop a segmentation approach for identified campaigns, to target different audience groups and stakeholders and thereafter develop a media strategy and integrated media plans that will create wide reaching awareness.
- 2) Interpret briefs to inform the creation, development and execution of various campaigns and key messages that will be appropriate for each of the identified media platforms from time-to-time, where material does not exist. This may include;



creative conceptualisation, content development, design, copywriting, copy editing, layout, desktop publishing, production services, etc.

- 3) The supply of finished artwork or uploading of material for flighting, where required.
- 4) Working with GDED communication, prepare integrated/360-degree media plans (to include broadcast, print, out-of-home, digital, social and any other media that GDED may be utilised from time-to-time).
- 5) Booking and purchase approved media on behalf of GDED on identified media platforms, including the development of social media calendars and boosting of social media posts. The successful bidder should have internal capacity to perform media buying and not outsource the function.
- 6) Specifically, for digital and social media, providing strategic input and counsel on suitable content angles and where required produce compelling content (copy, videos, graphics and other multimedia content) that is appropriate for distribution on the various digital and social media platforms.
- 7) Negotiate preferential prices and placement of adverts with media owners and indicate the percentage discount and value-add that can be offered to GDED.
- 8) Being able to effect urgent content changes when requested and no limits must be applied on reverts.
- 9) Providing a quality service professionally, for undertaking and managing the requested services, as well as be able to apply best practice and adhere to international trends to guide the work from brief to execution and reporting. For example, negotiating discounts or value-adds, using reliable and reputable analytic tools to provide full monitoring and analytic reporting for online activities and recommend suitable interventions where required.
- 10) Developing and proposing measurement metrics for each activity undertaken on each campaign, including regular status reports on each and produce written close-out reports on the campaigns' performance.
- 11) Provide proof that work was implemented and especially for advertising, proof that adverts were flighted. For example, tear sheets of printed adverts placed, audio visuals of the radio and television adverts, official proof of flighting from radio stations, etc.

## 4. DELIVERABLES AND BID PROPOSAL

Over the 3-year period, there will be various advertising and promotional campaigns with different strategic objectives. The deliverables will be project specific and the requirements will be identified for each of the campaigns as and when they arise. Bidders must therefore be able to render services, depending on the GDED's needs of the specific campaign.

### 4.1 Services Categories

**Table 1: Categories per deliverable**

<b>Category 1</b>	<b>Media Buying</b>	Media buying for campaigns in; broadcast, print, out-of-home, digital, social and any other media type that may be identified.
<b>Category 2</b>	<b>Digital Marketing</b>	Digital marketing such as, but not limited to; digital news sites, keywords advertising, search engine result pages, social media advertising, social media management, e-mail marketing, landing pages, display adverts, video marketing, call tracking, Email sponsored promotions, premium media buys, Online chat, search engine optimisation, analytics, etc.
<b>Category 3</b>	<b>Content Creation</b>	Creative design, content development, and production management services.

### 4.2 Bid Submission

Bidders may choose to respond to **one or more** of the above specified three (3) categories. Bidders' response must clearly indicate which categories are included in their bid proposal, label it accordingly and provide separate packages for each.

However, bidders need only **submit one (1) bid proposal which includes the separate packages** for their selected categories and the full set of Standard Bidding Documents (SBD), as published in this tender.

### 4.3 Briefing Session

Bidders are invited to a virtual briefing session. The briefing session is not compulsory but highly recommended. The meeting will be held via Microsoft teams, link to be forwarded with tender advert.

## 5. EVALUATION CRITERIA

The evaluation of bids will be in terms of the Public Finance Management Act 1 of 1999 (the PFMA), the GDED Supply Chain Policy, the Preferential Procurement Policy Framework Act 5 of 2000 and the Preferential Procurement Regulations, 2017.

Bids will be evaluated in the following stages:

- **Stage 1A: Pre-qualification**
- **Stage 1B: Administration Compliance**
- **Stage 1C: Functionality - Technical Evaluation (Category 1, 2 and 3)**
- **Stage 1D: Functionality - Presentation Evaluation (Category 1 - Media Buying only)**

**NOTE: The Price and Preferential Points System will not form part of this tender evaluation and will only be performed once the prequalified panel of service providers is established, through a Request For Quotation (RFQ) process, in line with the prescribed SCM guides.**

### 5.1 STAGE 1A: PRE-QUALIFICATION

In applying Preferential Procurement Regulation of 2017, the Department invokes Regulation 4(1) in relation to applying a pre-qualification criterion to advance certain designated groups.

**The following criteria will be applied to this tender with the specific tendering condition that one or more of the following tenderers may respond:**

- a ) A tenderer must be from levels 1 to 4 as a B-BBEE status level contributor; or
- b) an EME or QSE; or
- c ) A tenderer sub-contract a minimum of 30% to one or more of the following-
  - I. an EME or QSE which is at least 51% owned by black people;
  - II. an EME or QSE which is at least 51% owned by black people who are youth;
  - III. an EME or QSE which is at least 51% owned by black people who are women;
  - IV. an EME or QSE which is at least 51% owned by black people with disabilities;
  - V. an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;
  - VI. a Cooperative which is at least 51% owned by black people;
  - VII. an EME or QSE which is at least 51% owned by black people who are military veterans;

### 5.1.1 Evidence to be provided as proof of the above:

- Proof of valid original B-BBEE Status Level Verification Certificate (or a certified copy thereof), issued by a SANAS accredited verification agency.
- Bidders qualifying as an Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE), must submit a valid original Sworn Affidavit (or a certified copy thereof) signed by the EME or QSE representative and attested by a Commissioner of Oaths, in accordance with the Justices of the Peace and Commissioners of Oaths Amendment Act, 1963 and prescribed by the B-BBEE Codes of Good Practice.
- Bidders that qualify as Qualifying Small Enterprises (QSE) and is less than 51% black owned, must submit proof of a valid original B-BBEE Status Level Verification Certificate (or a certified copy thereof), issued by a SANAS accredited verification agency.
  - In addition, the Bidder must also submit proof of a valid original Sworn Affidavit (or a certified copy thereof) stipulating that their annual Total Revenue was between R10,000,000.00 (Ten Million Rand) and R50,000,000.00 (Fifty Million Rand) based on their latest Financial Statements/Management Accounts and other information available.
- In the case where subcontracting is compulsory, a tenderer must submit a copy of a signed agreement between all parties of their intention to sub-contract and clearly indicating the scope of work and percentage to be sub-contracted by a tenderer.
- In case of a trust, consortium (including unincorporated consortia) or Joint Venture, the tenderer must provide a copy of the joint venture agreement signed by all parties and proof of a valid original consolidated B-BBEE Status Level Verification Certificate (or a certified copy thereof), issued by a SANAS accredited verification agency
- Templates of the Sworn Affidavits may be downloaded from the Department of Trade, Industry and Competition (dtic) or obtained through the Companies and Intellectual Property Commission (CIPC) websites.
- All certificates and/or sworn affidavits as a *“true copy of the original”*, must comply with the requirements outlined in the Justices of the Peace and Commissioners of Oaths Act, No.16 of 1963 and its Regulations promulgated in Government Notice GNR 1258 of 21 July 1972 Justices of the Peace and Commissioners of Oaths Act, No. 16 of 1963.

- Any invalid or expired certificates and/or sworn affidavits will result in disqualification
- In case a tenderer subcontracting Military Veterans: A confirmation letter from the Department of Military Veterans that the subcontracted company is owned by military veterans (the letter must be on the letterhead of the Department of Military Veterans and must be signed) or Submission of Demobilization Certificate
- In case a tenderer subcontracting people with disabilities: Letter from a Medical Professional confirming the nature of disability for the Directors of the company.

**NOTE: Please note bidders that do not comply with the aforementioned pre-qualification criteria will be disqualified and not be further evaluated.**

**NOTE: Bidders should note that it is the responsibility of the bidder to conduct due diligence on the sub-contractor, and to solely manage and quality assure the work of the sub-contractor.**

## **5.2 STAGE 1B: ADMINISTRATIVE COMPLIANCE**

- Submission of Request For Proposal (RFP) pack, with all the pages.
  - Submission of RFP Pack Section 1.
  - All the Standard Bidding Documents must be duly completed and signed in full by the Bidder.
- Completed and Signed Standard Bidding Documents by the bidder (SBD):
  - Section 1: SBD 1 and 4

**NOTE: Bidders must ensure that the bid document is submitted with all the pages in the RFP pack (Section 1) and all the SBD documents are completed and signed. Bidders who do not comply with the aforementioned requirements on SBD forms will be disqualified.**

### **5.2.1 OTHER RETURNABLE DOCUMENTS (NON-DISQUALIFYING)**

- A Tax Compliance Status Pin letter from SARS. In the case of a partnership/ consortium/ joint-venture, submit a Tax Compliance Status Pin letter from SARS for each party.
- Proof of registration with the National Treasury Supplier Database (CSD).
- Certified copies of ID's for the Directors or owners of the company dated, stamped and certified by Commissioner of Oaths not more than 3 months old, for companies with more than 10 directors at least 5 certified ID's should be submitted.

## 6. FUNCTIONALITY EVALUATION

The bidders' proposals will be evaluated separately per each of the three service categories specified under paragraph 4.1 of this tender. Bidders are required to achieve the minimum thresholds specified for each of the three categories for which they are responding to.

Bidders that achieve the indicated minimum threshold will qualify to form part of on the panel of service providers for each of the category/ies to which they have responded.

**Table 2: Summary of required thresholds for each category per stage of functional evaluation**

CATEGORY	STAGE 1C: TECHNICAL EVALUATION	STAGE 1D: PRESENTATION EVALUATION
<b>Category 1: Media Buying</b>	Requires a <b>minimum threshold of 70 out of 100</b> to qualify for the next stage of evaluation.	A <b>minimum threshold of 70 out of 100</b> qualifies a bidder to be listed on the panel of service providers for the Media Buying category.
<b>Category 2: Digital Marketing</b>	A <b>minimum threshold of 70 out of a 100</b> qualifies a bidder to be listed on the panel of service providers for the Digital Marketing category	Not required
<b>Category 3: Content Creation</b>	A <b>minimum threshold of 70 out of 100</b> qualifies a bidder to be listed on the panel of service providers for the Content Creation category.	Not required

### 6.1 Technical Evaluation

The evaluation criteria for measuring functionality for each category are shown on the tables below for each of the three categories. Bidders are to pay attention to the indicated minimum threshold required to qualify for each of the categories.

## 6.2 Stage 1C: Functionality Technical Evaluation – [CATEGORY 1: MEDIA BUYING]

Table 3: Evaluation criteria

Criteria	Requirement	Points Allocated
1. Experience and Evidence of bidder in providing integrated media planning and buying services	<p>On the table provided (or create your own identical table) provide a list of <b>campaigns</b> that the bidder has implemented <b>media planning and/or media placement in the past</b>.  <i>Included in table: description of project/campaign, year implemented, summary of bidder's role, contact reference name with valid telephone and email.</i></p> <p><b>NB- Only campaigns, not single requests for media placement. A campaign with less than three (3) mediums is not deemed to be integrated and will therefore not be considered.</b></p> <p>Each campaign must be accompanied by a letter of reference to confirm work conducted. The reference letter must be <b>signed and dated by the company for which the service was provided</b>. It must clearly specify <b>the date that the service was provided, a description the scope of service provided</b>. It must be on an <b>official letterhead</b> with <b>valid contacts</b> of the company and <b>reference person</b> for which the work was done.</p> <p>a) None submitted = <b>0 point</b>  b) 1 campaign with valid reference letter = <b>5 points</b>  c) 2 campaigns, ALL with valid reference letters = <b>15 points</b>  d) 3 campaigns, ALL with valid reference letters = <b>25 points</b>  e) 4, ALL with valid reference letters = <b>30 points</b>  f) 5 or more campaigns, ALL with valid reference letters = <b>40 points</b></p>	<b>40</b>
2. Ability of bidder to	Select a single case study from any of the referenced campaigns in point one (1) above to demonstrate company's	<b>40</b>



Criteria	Requirement	Points Allocated
<b>develop and implement an integrated media planning and placement</b>	<p>ability to develop and implement integrated media planning and placement.</p> <p><b>A case study that is not accompanied by a valid reference as per point one (1) above will not be considered.</b></p> <p><b>As per above, a campaign with less than three (3) mediums is not deemed to be integrated and will therefore not be considered.</b></p> <p>This subsection will be scored in terms of the following four (4) criteria:</p> <ol style="list-style-type: none"> <li>1) Provide a description of the case study/scenario, including campaign objective/s</li> <li>2) Describe the strategic rationale for the direction chosen to achieve the objectives of the case study</li> <li>3) Demonstrate that the case study was an integrated, 360-degree campaign encompassing a minimum of three (3) communication mediums such as: radio, TV, print, Out-of-Home, digital, etc</li> <li>4) Outline campaign achievements by indicating the successes/results for factors used to measure outcomes, for example, awareness, registration, enquiries, attendance, traffic, engagement time, downloads, etc.</li> </ol>	
	<p>g) Response meets all 4 of the above criteria = <b>40 points</b></p> <p>h) Response meets any 3 of the above criteria = <b>30 points</b></p> <p>i) Response meets any 2 of the above criteria = <b>15 points</b></p> <p>j) Response meets one of the above criteria = <b>5 points</b></p> <p>k) Response does not meet any of the above criteria = <b>0 point</b></p>	

Criteria	Requirement	Points Allocated
<b>3. Experience of bidder with media targeting Township Communities</b>	<p>Submit example/s of past work to demonstrate company's experience in the planning and implementation of media that specifically targets township communities, as follows:</p> <ul style="list-style-type: none"> <li>• Community Radio</li> <li>• Any type of Out-of-Home element</li> </ul> <p>Additionally, the example/s must be accompanied by a letter/s of reference to confirm work conducted. The reference letter/s must be <b>signed</b> and <b>dated by the company for which the service was provided</b>. It must clearly specify the <b>date that the service was provided, and the scope of service provided</b>; and must be on an <b>official letterhead</b> with <b>valid contacts</b> of the company and <b>reference person</b> for which the work was done.</p> <p><b>Examples that are not accompanied by a valid reference as per point one (1) above will not be considered.</b></p> <p>Examples can be supplied as printed hard copies or on memory stick.</p>	<b>20</b>
	l) Community Radio example with valid reference = <b>10 points</b>	
	m) Example of an Out-of-Home element with valid reference = <b>10 points</b>	
<b>TOTAL</b>		<b>100</b>
<b>Minimum Threshold</b>		<b>70</b>

Bidders are required to achieve a minimum threshold of 70 out of 100 to qualify for the next stage of evaluation, which is a presentation to the bid evaluation panel. Bidders that do not meet the minimum threshold of 70 will not be considered for further evaluation.

### 6.3 Stage 1D: Functionality Presentation Evaluation – [CATEGORY 1: MEDIA BUYING]

Qualifying bidders will be required to do a presentation to the GDED's bid evaluation panel. The presentation must cover the points outlined in the evaluation criteria in the table below, for which the following scoring method will be applied:

Criteria	Weighted Scoring	Points Scoring	Total Score
1) Introduction	5	-	5
2) Understanding of Communication Environment	20	-	20
3) Case Study	65	-	65
4) Project Team	-	10	10
<b>Total</b>			<b>100</b>
<b>Threshold</b>			<b>70</b>

The presentations will be evaluated on a scale of 1-5, using the measures as follows:

- 1 - Unacceptable and does not meet the requirement
- 2 - Serious reservations
- 3 - Acceptable with minor reservations
- 4 - Good
- 5 - Excellent

**Excellent** - Exceeds the requirement. Exceptional demonstration by the bidder of the relevant ability, understanding, appropriate methodology, experience, skills, resource and quality measures required to provide media buying services. Response also proposes factors that will offer potential added value.

**Good** - Satisfies the requirement with minor additional benefits. Above average demonstration by the bidder of the relevant ability, understanding, appropriate methodology, experience, skills, resource and quality measures required to provide media buying services. Response also proposes minor additional factors that will offer potential added value.

**Acceptable** - Satisfies the requirement with minor reservations. Some minor reservations by the bidder of the relevant ability, understanding, appropriate methodology, experience, skills, resource and quality measures required to provide media buying services. Response also proposes minor additional factors that will offer potential added value.

**Serious Reservations** - Major reservations in satisfying the requirement. Considerable reservations by the bidder of the relevant ability, understanding, appropriate methodology,

experience, skills, resource and quality measures required to provide media buying services. Response proposes limited or no factors that will offer potential added value.

**Unacceptable** - Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the bidder has the ability, understanding, appropriate methodology, experience, skills, resource and quality measures required to provide media buying services. Response proposes limited or no factors that will offer potential added value.

**Table 4: Evaluation criteria**

<b>Presentation Item</b>	<b>Weighted / Points Scoring</b>
<b>1. Introduction</b> <b>Provided a brief introduction of the company's credentials</b> (evaluated on a scale of 1-5) <ul style="list-style-type: none"> <li>A brief introduction of the company and what it does/description of services = <b>2 points</b></li> <li>Company's experience in relation to media planning and buying services = <b>2 points</b></li> <li>Company's unique selling proposition/benefits = <b>1 point</b></li> </ul>	<b>5</b>
<b>2. Demonstrate an understanding of the local and international communication environment in which the GDED operates by presenting the following</b> (evaluated on a scale of 1-5) <ul style="list-style-type: none"> <li>Bidder's understanding of GDED's audience = <b>5 points</b></li> <li>Bidder's understanding of the communication needs of GDED's audience's = <b>5 points</b></li> <li>Bidder's understanding of GDED communication environment = <b>10 points</b></li> </ul>	<b>20</b>
<b>3. Using a previous case study, present the approach that the bidder follows to develop a response to a communication problem by outlining the following</b> (evaluated on a scale of 1-5)	<b>65</b>

Presentation Item	Weighted / Points Scoring
<ul style="list-style-type: none"> <li>State the communication problem statement/s and communication objective/s = <b>5 points</b></li> <li>Basis used for segmentation &amp; target audience selection = <b>10 points</b></li> <li>Process and approach followed to determine media mix = <b>20 points</b></li> <li>Tools used for planning and producing media plans = <b>5 points</b></li> <li>Subsequent execution of plan (media plan/schedule) = <b>10 points</b></li> <li>Campaign management, measurement, and reporting = <b>10 points</b></li> <li>Any other considerations made that will offer potential added value = <b>5 points</b></li> </ul>	
<p><b>4. Provide an outline of the team that will execute the GDED account as follows:</b></p> <ul style="list-style-type: none"> <li>Team lead relevant experience in the provision of either media planning, buying, marketing, communication and/or advertising services, as indicated in their CV = <b>5 points</b>  <b>A CV of the team lead must be provided, with a clear indication of their experience in line with the required service.</b> <ul style="list-style-type: none"> <li>No experience = 0 point</li> <li>1 – 4 years = 2 points</li> <li>5 – 9 years = 3 points</li> <li>10 years and more = 5 points</li> </ul> </li> <li>In respect to this particular scope, provide an organogram to illustrate what human resources will be allocated and how will they be allocated = <b>5 points</b> <ul style="list-style-type: none"> <li>1 resource = 0 point</li> <li>2 – 3 resources = 2 points</li> <li>4 and more resources = 5 points</li> </ul> </li> </ul>	<b>10</b>
<b>TOTAL</b>	<b>100</b>
<b>Minimum Threshold</b>	<b>70</b>

Bidders that score the minimum threshold of 70 out of 100 will qualify to be listed on the panel of service providers for the **Category 1 - Media Buying** of this tender.

#### 6.4 Stage 1C: Functionality Technical Evaluation – [CATEGORY 2: DIGITAL MARKETING]

Table 5: Evaluation criteria

Criteria	Requirement	Points Allocated
<b>1. Company Credentials</b>	<p><b>Provide a brief introduction of the company's credentials in respect of providing digital marketing services.</b></p> <p>n) A brief introduction of the company and what it does/description of services = <b>2 points</b></p> <p>o) Company's experience in relation to digital marketing services = <b>2 points</b></p> <p>p) Company's unique selling proposition/benefits = <b>1 point</b></p>	<b>5</b>
<b>2. Company's understating of the digital media landscape</b>	<p><b>Demonstrate an understanding of the local and international digital media (including social media) environment in which the Department, its subsidiaries and related entities operates.</b></p> <p>q) Does not offer a clear understanding of subject, provides weak or no support for subject, including insufficient or no support for ideas or conclusions = <b>0 point</b></p> <p>r) Attempts to demonstrates some understanding of subject, with limited examples, data, facts and/or statistics or evidence to support the subject and conclusions or ideas = <b>5 points</b></p> <p>s) Demonstrates clear understanding of subject with pertinent examples, facts and/or statistics, supports conclusions/ideas on current digital media trends, digital channels and consumption patterns with evidence = <b>10 points</b></p>	<b>10</b>
<b>3. Experience &amp; Evidence of</b>	<b>On the table provided (or create your own identical table) list examples of past work in which the bidder</b>	<b>25</b>

<p><b>bidder to implement digital marketing</b></p>	<p><b>developed and implemented digital media solutions.</b></p> <p><i>Included in table: short description of project/campaign, year implemented, summary of bidder's role, reference with valid telephone and email contacts.</i></p> <p><b>NB- Only campaigns, not single requests for media placement. A campaign with less than three (3) mediums is not deemed to be integrated and will therefore not be considered.</b></p> <p>Each campaign must be accompanied by a letter of reference to confirm work conducted. The reference letter must be <b>signed</b> and <b>dated by the company for which the service was provided</b>. It must clearly specify <b>the date that the service was provided, a description the scope of service provided</b>. It must be on an <b>official letterhead</b> with <b>valid contacts</b> of the company and <b>reference person</b> for which the work was done.</p> <p><b>t) None submitted = 0 points</b></p> <p><b>u) 1 campaign, with a valid reference letter = 5 points</b></p> <p><b>v) 2 campaigns, ALL with valid reference letters = 10 points</b></p> <p><b>w) 3 campaigns, ALL with valid reference letters = 15 points</b></p> <p><b>x) 4 and more campaigns, ALL with valid reference letters = 25 points</b></p> <p>y)</p>	
<p><b>4. Ability of bidder to develop and implement integrated digital marketing campaigns</b></p>	<p>Select a single case study from or any of the referenced campaigns in point three (3) above to demonstrate company's ability to develop and implement digital media solutions.</p> <p><b>A case study that is not accompanied by a valid reference as per point three (3) above will not be considered.</b></p>	<p><b>50</b></p>



	<p><b>As per above a campaign with less than three (3) mediums is not deemed to be integrated and will therefore not be considered.</b></p> <p>This subsection will be scored in terms of the following six (6) criteria:</p> <ol style="list-style-type: none"> <li>1) Description of the case study/scenario, including campaign objective/s</li> <li>2) Describe the strategic rationale for the direction chosen in achieving the objectives of the case study</li> <li>3) Demonstrate that the case study was an integrated, 360-degree campaign encompassing of a variety of digital channels such as: digital news sites, social media, search, paid, owned, SMS, etc.</li> <li>4) Provide examples of the copy and/or creative execution that was used for the case study (Examples can be supplied as printed hard copies or on memory stick).</li> <li>5) For the case study, detail the achievements by indicating the factors used to measure success, for example: sales leads, traffic, attendance, engagements, improvement on rankings of SERPs, etc. as well as indicate what was achieved against the stated indicators</li> <li>6) Provide an example of one (1) social media calendar previously developed</li> </ol> <p>z) Response meets all 6 of the above criteria = <b>50 points</b></p> <p>aa) Response meets any 5 of the above criteria = <b>40 points</b></p> <p>bb) Response meets any 4 of the above criteria = <b>30 points</b></p> <p>cc) Response meets any 3 of the above criteria = <b>15 points</b></p> <p>dd) Response meets any 2 of the above criteria = <b>8 points</b></p> <p>ee) Response meets only 1 of the above criteria = <b>3 points</b></p>	
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	ff) Response does not meet any of the above criteria = <b>0 point</b>	
<b>5. Human resource capacity of bidder</b>	<p>Provide an outline of the team that will be allocated to GDED as follows:</p> <p>gg) Team Lead with relevant experience in digital marketing as indicated in their CV = <b>5 points</b>  <b>A CV of the team lead must be provided, with a clear indication of their experience in line with the required service.</b></p> <ul style="list-style-type: none"> <li>○ No experience = 0 point</li> <li>○ 1 – 4 years = 2 points</li> <li>○ 5 – 9 years = 3 points</li> <li>○ 10 years and more = 5 points</li> </ul> <p>hh) In respect to this particular scope, provide an organogram to illustrate what human resources will be allocated and how will they be allocated = <b>5 points</b></p> <ul style="list-style-type: none"> <li>○ 1 resource = 0 point</li> <li>○ 2 – 3 resources = 2 points</li> <li>○ 4 and more resources = 5 points</li> </ul>	<b>10</b>
<b>TOTAL</b>		<b>100</b>
<b>Minimum Threshold</b>		<b>70</b>

Bidders that score the minimum threshold of 70 out of 100 will qualify to be listed on the panel of service providers for the **Category 2 - Digital Marketing** of this tender.

## 6.5 Stage 1C: Functionality Technical Evaluation – [CATEGORY 3: CONTENT CREATION]

Table 6: Evaluation criteria

Criteria	Requirement	Points Allocated
<b>1. Company Credentials</b>	<p><b>Provide a brief introduction of the company's credentials in respect of graphic design and other content creation services.</b></p> <p>ii) A brief introduction of the company and what it does/description of services = <b>4 points</b></p> <p>jj) Company's experience in relation to content creation = <b>4 points</b></p> <p>kk) Company's unique selling proposition/benefits = <b>2 points</b></p>	<b>10</b>
<b>2. Ability &amp; Evidence of bidder to develop creative content</b>	<p><b>Supply past examples to demonstrate company's ability to develop the following types of content:</b></p> <p>ll) Creative for advocacy/call to action = <b>10 points</b></p> <p>mm) Logo and/or brand identity design = <b>10 points</b></p> <p>nn) Creative for brand awareness = <b>10 points</b></p> <p>oo) Educational creative such; brochure, infographic = <b>10 points</b></p> <p>pp) Audio visual creative such as corporate videos and animation = <b>10 points</b></p> <p>qq) B2B content such as; annual report &amp; newsletters = <b>10 points</b></p> <p>rr) Script writing/copy editing/headline copy = <b>5 points</b></p> <p>ss) Producing radio ads = <b>5 points</b></p> <p>Only one (1) example is required for each type of content. Artwork can be supplied as printed hard copies or on memory stick.</p> <p>Each example must be accompanied by a letter of reference</p>	<b>70</b>

Criteria	Requirement	Points Allocated
	<p>to confirm work conducted. The reference letter must be <b>signed and dated by the company for which the service was provided</b>. It must clearly specify <b>the date that the service was provided, a description the scope of service provided</b>. It must be on an <b>official letterhead</b> with <b>valid contacts</b> of the company and <b>reference person</b> for which the work was done.</p> <p><b>Examples not accompanied by a valid reference will score a zero</b></p>	
<b>3. Human Resource capacity of bidder</b>	<p>Provide an outline of the team that will be allocated to GDED as follows:</p> <p>tt) Team Lead with relevant experience in content creation as indicated in their CV = <b>10 points</b></p> <p><b>A CV of the team lead must be provided, with a clear indication of their experience in line with the required service.</b></p> <ul style="list-style-type: none"> <li>○ No experience = 0 point</li> <li>○ 1 – 4 years = 2 points</li> <li>○ 5 – 9 years = 3 points</li> <li>○ 10 years and more = 5 points</li> </ul> <p>uu) In respect to this particular scope, provide an organogram to illustrate what human resources will be allocated and how will they be allocated = <b>10 points</b></p> <ul style="list-style-type: none"> <li>○ 1 resource = 0 point</li> <li>○ 2 – 3 resources = 4 points</li> <li>○ 4 and more resources = 10 points</li> </ul>	<b>20</b>
<b>TOTAL</b>		<b>100</b>
<b>Minimum Threshold</b>		<b>70</b>

Bidders that score the minimum threshold of 70 out of 100 will qualify to be listed on the panel of service providers for the **Category 3 - Content Creation** of this tender.

## **7. SECURITY SCREENING/ BACKGROUND CHECK**

Awarding of the contract to the successful bidders is subject to security screening or security background check at the discretion of the Department.

## **8. INTELLECTUAL PROPERTY RIGHTS**

All information generated, communication produced, and data acquired under the auspices of this project remains the intellectual property of the Gauteng Department of Economic Development.

## **9. CONFIDENTIALITY**

The service provider/s will be bound by the same clause of confidentiality and code of ethics as applicable to officials in the public service.

## **10. PENALTIES / WARRANTIES**

If it is shown that errors or shortcomings exist within the service provided, the bidder shall be notified in writing and shall be required to perform corrective services within seven (7) days to remedy such errors at no cost to the Department.

The Department reserves the right to reject work that does not meet the required standard and engage a different service provider to complete the work. The Department shall serve thirty (30) days written notice for termination of contract in the case of non-performance.

The Department reserves the right to inspect or audit any document pertaining to this contract within one year of the date of expiry of the contract. This may also include queries and complaints.

Should any audit or inspection reveal that the Contractor has not complied with any of the terms of this contract, the Contractor will be liable for the cost of the audit or inspection as well as the cost of any losses incurred by the Department associated with such non-compliance.

The Department also has the right to terminate the contract at any stage if there is substantive proof of inefficiency in the delivery of the service.

**11. SUBMISSION OF RFP**

A submission must be in 1 hard copy. The proposals must be submitted in 1 sealed envelope (technical responses). The submission must be clearly marked with the tender description and RFP number. Refer to paragraph 4.2 of this document for further clarity.

**12. DELIVERY ADDRESS**

RFP must be submitted to **Imbumba House, 75 Fox Street, Marshalltown, Johannesburg**

**13. TECHNICAL ENQUIRIES:****SUPPLY CHAIN MANAGEMENT ENQUIRIES:**

Hlamalani Masetoni

Email: [Hlamalani.masetoni@gauteng.gov.za](mailto:Hlamalani.masetoni@gauteng.gov.za)

**TECHNICAL ENQUIRIES:**

Director: **Samkelisiwe Levin**

Email: [sam.levin@gauteng.gov.za](mailto:sam.levin@gauteng.gov.za)



**GAUTENG PROVINCE**  
PROVINCIAL TREASURY  
REPUBLIC OF SOUTH AFRICA

# Provincial Supply Chain Management

**Registered Supplier Confirmation**

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**THIS FORM IS TO BE COMPLETED BY REGISTERED SUPPLIERS ONLY**

## PLEASE NOTE:

SUPPLIERS ARE REQUIRED TO PROVIDE THEIR REGISTERED CENTRAL SUPPLIER DATABASE (CSD) NUMBER \_\_\_\_\_

For confirmation of your supplier number and/or any assistance please call the GPT Call Centre on **0860 011 000**.

Registered Suppliers to ensure that all details completed below are CURRENT.

MANDATORY SUPPLIER DETAILS			
GPT Supplier number			
Company name (Legal & Trade as)			
Company registration No.			
Tax Number			
VAT number (If applicable)			
COIDA certificate No.			
UIF reference No.			
Street Address		Postal Address	
CONTACT DETAILS			
Contact Person		Telephone Number	
Fax Number		Cell Number	
e-mail address		Principal's Id number	
BANKING DETAILS (in the name of the Company)			
Bank Name		Branch Code	
Account Number		Type of Account	

**I HEREBY CERTIFY THAT THIS INFORMATION IS CORRECT.**

Name(s) & Signature(s) of Bidder(s)

DATE:



**GAUTENG PROVINCE**  
PROVINCIAL TREASURY  
REPUBLIC OF SOUTH AFRICA

# Provincial Supply Chain Management

**Tax Clearance Requirements**

Page 1 of 1

## IT IS A CONDITION OF BIDDING THAT -

- 1.1 The taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with the South African Revenue Service to meet his / her tax obligations.
- 1.2 The South African Revenue Service (SARS) from the 18 April 2016 has introduced an enhanced Tax Compliance Status System, whereby taxpayers will obtain their Tax Compliance Status (TCS) PIN instead of original Tax Clearance Certificate hard copies.
- 1.3 Bidders are required to submit their unique Personal Identification Number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and Tax Status.
- 1.4 Application for Tax Compliance Status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website [www.sars.gov.za](http://www.sars.gov.za).
- 1.5 In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate Tax Compliance Status (TCS) / PIN / CSD Number.
- 1.6 Where no TCS is available but the bidder is registered on the Central Supplier Database (CSD), a CSD Number must be provided.

## QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- |     |   |     |                          |    |                          |
|-----|---|-----|--------------------------|----|--------------------------|
| 2.1 | Is the bidder a resident of the Republic of South Africa (RSA)? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2.2 | Does the bidder have a branch in RSA?                           | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2.3 | Does the bidder have a permanent establishment in the RSA?      | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2.4 | Does the bidder have any source of income in the RSA?           | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS/TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER ABOVE 1.4 ABOVE.**





# Provincial Supply Chain Management

**Financial Statements**

**Page 1 of 1**

## Submission of Financial Statements

The latest financial statements for the last two years are required (except if it is a new or a dormant entity)

a) Financial statements must be signed by the auditor (in the case of companies) or the accounting officer (in the case of close corporations) the owner (in case of sole proprietors). Signatures must be on the accounting officer's / auditors report on the auditor's /accounting officer's letterhead.

b) Financial statements must be signed by the member/s (in the case of close corporations) or by the director/s (in the case of companies.)

c) In bids where consortia/joint ventures/sub-contractors and partnerships are involved, all bidders must submit their financial statements.

d) If it is a new or dormant entity an opening set of financial statements must be submitted with the tender document. A letter from the auditor (in the case of companies) or the accounting officer (in the case of close corporations) stating that the entity has not yet traded must be attached.

e) In cases where an entity has operated for a period less than a year the Management Accounts Report for the period in operation must be submitted signed accordingly as stated in paragraph (a) and (b) of this document.

f) In cases where the entity has operated for a period more than a year but less than two years, then the financial statement for the first year of operation signed accordingly as per paragraph (a) and (b) of this document must be submitted.

## **Annexure A**

# **GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT July 2010**

### **NOTES**

The purpose of this document is to:

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

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

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

## TABLE OF CLAUSES

1. Definitions
2. Application
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5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
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## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 “Day” means calendar day.
  - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
  - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
  - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

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

- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.
- 2. Application**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance**
- 7.1 Within thirty (30) days of receipt of the notification of contract award,

**security**

the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

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

**8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the

cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

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

## **9. Packing**

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

## **10. Delivery and documents**

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

## **11. Insurance**

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

## **12. Transportation**

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

## **13. Incidental services**

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties,



- provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

#### **14. Spare parts**

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

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

#### **15. Warranty**

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

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

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

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

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

may have against the supplier under the contract.

#### **16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

#### **17. Prices**

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

#### **18. Contract amendments**

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

#### **19. Assignment**

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

#### **20. Subcontracts**

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

#### **21. Delays in the supplier's performance**

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily

available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

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

## **23. Termination for default**

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

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

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

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

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the

envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

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

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

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

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

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

#### **24. Anti-dumping and countervailing duties and rights**

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

**25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination for insolvency**

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of Disputes**

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


**28. Limitation of liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34. Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)

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

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

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

#### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the  preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.


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

	POINTS
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.


1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.



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## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

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### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20**

**or**

**90/10**

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

Where

$P_s$  = Points scored for price of bid under consideration


$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

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

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

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

 <div style="display: inline-block; vertical-align: middle;"> <b>GAUTENG PROVINCE</b>          PROVINCIAL TREASURY          REPUBLIC OF SOUTH AFRICA       </div>	<h1 style="margin: 0;">Provincial Supply Chain Management</h1>
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## 5. BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contributor:  =  (maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## 7. SUB-CONTRACTING

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

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME or QSE? 

YES		NO	
-----	--	----	--

(v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of

Preferential Procurement Regulations 2017:

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

**If feasible to subcontract for a contract above R30 million, an organ of state must apply subcontracting to advance designated groups. (As per Preferential Procurement Regulations 2017)**


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### 8 DECLARATION WITH REGARD TO COMPANY/FIRM

 8.1 Name of company/firm 

 8.2 VAT registration number 

 8.3 Company registration number 

8.4 TYPE OF COMPANY/ FIRM [TICK APPLICABLE BOX]

- Partnership/Joint Venture / Consortium

- One person business/sole propriety

- Close corporation

- Company

- (Pty) Limited

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

8.6 COMPANY CLASSIFICATION [TICK APPLICABLE BOX]

- Manufacturer

- Supplier

- Professional service provider


- Other service providers, e.g. transporter, etc.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

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

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

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

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- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

## WITNESSES

<p>Name(s) &amp; Signature(s) of Bidder(s)</p>
--

DATE:

ADDRESS:

--

1	
2	