

REQUEST FOR QUOTATION OF GOODS AND SERVICES

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO MANAGE THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR SOCIAL MEDIA PLATFORMS FOR A PERIOD OF TWELVE (12) MONTHS - RFQ 07-2024

Kindly furnish us with a written quotation as detailed in the enclosed schedule. The quotation must be submitted on the letterhead of your business and submitted not later than **09 April 2024 @ 11h00 AM** to email address: quotations@sadpmr.co.za

The following conditions will apply:

- 1) Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- 2) Price(s) quoted must be firm and inclusive of VAT.
- 3) A firm delivery period must be indicated.
- 4) These quotations will be evaluated in terms of Preferential Procurement Regulations, 2022:
 - 80 points for price**
 - 20 points for specific goals as follows:**
 - Enterprise owned by Youth – 5 points
 - Enterprise owned by Black women – 5 points
 - Enterprise owned by People with Disabilities – 5 points
 - Small, medium and Micro Enterprise – 5 points
- 5) Only bidders registered on the central supplier database (CSD) and with a CSD number will be considered for this tender, as this is a requirement from the National Treasury.
- 6) Late responses will not be considered.

ISSUED BY:	CONTACT (SPECIFICATION)	PERSON	CONTACT (ADMINISTRATION)	PERSON
<p>THE CHIEF EXECUTIVE OFFICER SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR P.O. BOX 16001 DOORFONTEIN 2028</p> <p>Tel: (011) 223 7000 Fax: (011) 334 8898</p>	<p>Mmoloki Makume</p> <p>E-mail: mmolokim@sadpmr.co.za</p>		<p>Cynthia Khadimovha</p> <p>E-mail: cynthiak@sadpmr.co.za</p>	

PART A
INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/
PUBLIC ENTITY)**

BID NUMBER:	RFQ 07-2024	CLOSING DATE:	09 April 2024	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO MANAGE THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR SOCIAL MEDIA PLATFORMS FOR A PERIOD OF TWELVE (12) MONTHS				
BID RESPONSE DOCUMENTS SHOULD BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
RESPONSES SHOULD BE EMAILED TO quotations@sadpmr.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	M Makume		CONTACT PEOPLE	C Khadiamovha	
TELEPHONE NUMBER	(011) 223 7000		TELEPHONE NUMBER	(011) 223 7000	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	mmolokim@sadpmr.co.za		E-MAIL ADDRESS	cynthiak@sadpmr.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES
 NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES
 NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED,

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 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.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a



**SOUTH AFRICAN DIAMOND AND
PRECIOUS METALS REGULATOR**

Corner Bonaero Drive and Cote D Azur Avenue
Kempton Park 1622, South Africa

P. O. Box 16001, Doornfontein 2028 – South Africa
Tel (011) 223 7000 Fax (011) 334-8898
info@sadpmr.co.za

All correspondence to be addressed: The Chief Executive Officer

**SUBJECT: TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER TO
MANAGE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR SOCIAL
MEDIA PLATFORMS FOR A PERIOD OF TWELVE (12) MONTHS.**

1. RFQ NO:

DESCRIPTION:

- The appointed service provider will be required to manage SADPMR accounts on the following social media platforms: Facebook, Instagram, Twitter, LinkedIn, and YouTube.
- The successful service provider(s) with the required expertise will be expected to perform the following functions:

The service provider is required to set up.

- ✓ Social media business page
- ✓ Social media ad account
- ✓ Social media ad campaign

Organic media (content marketing)

- ✓ 4 social media posts (per platform)

Reporting and management:

- ✓ Overall account and campaign management
- ✓ Month-end report and insights to SADPMR

Social media maintenance

Social platforms and website sync

- The Service Providers will report to the communication officer for Corporate Communication.

- The service provider will have to ensure that the expected outputs are completed on time and that they comply with the specific project criteria and requirements.
- The service providers will be required to source the required information and material for the development of the entire advertisement.
- The service provider is not required to attend SADPMR's events (conferences, stakeholder holder engagement etc.). Employees from the Communication Division will provide the appointed service provider with the information and images, whereby the service provider will use this to create their posts for the entity.

2. CONTRACT PERIOD

Contract will be for a period of Twelve (12) Months.

3. COMPANY EXPERIENCE

Service providers should at least have a minimum three (3) years' experience in the social media monitoring, analysis and reporting environment and be supported by proof from three (3) contactable referees/references indicating that similar project/s was/were executed by the company.

4. REPORTING REQUIREMENTS

A written media monitoring and analysis report prepared by the Project Manager (service provider) must be submitted to the SADPMR monthly and quarterly. Any patents or copyright developed from this project will belong to the SADPMR.

5. CONFIDENTIALITY OF INFORMATION

All information sourced by the service provider on behalf of the SADPMR shall be treated confidentially and as the sole property of the SADPMR and must not be shared with external parties without the consent of the SADPMR.

6. PAYMENT

The SADPMR will not make an upfront payment to a successful service provider. Payments will only be made in accordance with the delivery of service that will be agreed upon by both parties and receipt of an original invoice.

7. EVALUATION METHODOLOGY

Service providers will be evaluated based on functionality. The minimum threshold for functionality is 70 out of 100 points. Service providers who fail to meet the minimum threshold will be disqualified and will not be evaluated further for price and preference points for specific goals.

NB: table below serves as allocation of scores.

NO	CRITERIA	SCORING	WEIGHTS
	Company Experience:	Company experience (managing social media)	50

1	<p>(i) At least five (5) years' experience in research, media monitoring, reporting, and analysis environment.</p> <p>(ii) Supported by proof from Three (3) contactable referees.</p>	<p>accounts for the state-owned entity)</p> <p>Attach Company profile with track records.</p> <p>2-5 years= 15 points; 6- 8years= 25 points; 9-14= 40 points; more than 15 years = 50 points</p> <p>No Degree = no experience = 0</p>	
2	<p>Team leader and team members:</p> <p>(i) Team Leader must have at least five (5) years of experience in the Media monitoring and analysis environment,</p> <p>(ii) Individual team members must have at least three (3) years' experience in media monitoring and analysis as well as in professional writing and editing of media reports.</p> <p>(iii) CV's must be attached.</p>	<p>10 years or more = 30 points</p> <p>6 - 9 years = 4 points</p> <p>5 years = 3 points</p> <p>2 - 3 years = 2 points</p> <p>1 year or less = 1 point</p> <p>5 years or more = 5 points</p> <p>4 years = 4 points</p> <p>3 years = 3 points</p> <p>No experience = 0 points</p>	30

3	<p>Qualifications</p> <p>(i) Team leader must possess a minimum of a bachelor's degree in communication, Media Relations Studies, Journalism, Public Relations.</p> <p>(ii) Team members must possess a minimum of a bachelor's degree in Communication, Media Relations Studies, Journalism, Public Relations</p> <p>(i) Copy of certified certificates must be attached as proof.</p>	<p>Master's and above = 10 points Honors degree = 4 points Degree = 3 points Diploma = 2 points No Degree = 1 point</p>	10
4	<p>Software</p> <p>(i) Company should use a variety of software tools for all our data collection and reporting – such as Brand Watch, GA4, SEMRush, Search Console and GTM.</p>	<p>Clearly defined dashboard attached= 5 points Standard and acceptable dashboard attached = 2 points</p>	5
5	<p>Infrastructure</p> <p>(i) Municipality bill; Valid Lease agreement; with contacts and address; 3 months bank statements</p>	<p>Attached certify copies= 5 points Not attached =3 points No infrastructure = 0 points</p>	5
Total			100

Kindly furnish us with a written quotation as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and submitted not later than