

# **SANRAL**

SOUTH AFRICAN NATIONAL ROADS AGENCY SOC LTD



Reg.No.1998/009584/30

**BUILDING SOUTH AFRICA  
THROUGH BETTER ROADS**

**REQUEST FOR PROPOSAL [RFP] No: NRA 2024/1307**

**REQUEST FOR BID: APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION  
OF COMMUNICATIONS, PUBLIC RELATIONS, AND MEDIA RELATIONS FOR TOLL  
AND NON-TOLL NETWORK**

**FOR A PERIOD OF FIVE (5) YEARS**

<b>ISSUE DATE:</b>	<b>10 OCTOBER 2024</b>
<b>BRIEFING SESSION DATE:</b>	<b>17 OCTOBER 2024</b>
<b>CLOSING DATE:</b>	<b>01 NOVEMBER 2024</b>
<b>CLOSING TIME:</b>	<b>12:00 PM</b>

**SECTION 1: SBD1 FORM****PART B  
INVITATION TO BID**

BID NUMBER:	NRA 2024/1307	ISSUE DATE:	10 OCT 2024	CLOSING DATE:	01 NOV 2024	CLOSING TIME:	12:00 PM
DESCRIPTION	REQUEST FOR BID: FOR APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF COMMUNICATIONS, PUBLIC RELATIONS, AND MEDIA RELATIONS FOR TOLL AND NON-TOLL NETWORK						
VALIDITY PERIOD	<b>90 WORKING DAYS</b> INCLUDING THE FIRST DAY AND INCLUDING THE LAST DAY.						
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>							
CONTACT PERSON	ProcurementHO09						
TELEPHONE NUMBER	012 844 8000						
E-MAIL ADDRESS	ProcurementHO09@nra.co.za						
<b>SUPPLIER INFORMATION</b>							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: 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 MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]</b>							
ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?					<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER QUESTIONNAIRE BELOW ]		
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					<input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>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 1.3 BELOW.</b>							

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

1. TAX COMPLIANCE REQUIREMENTS	
1.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
1.2	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.
1.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
1.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
1.5	IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / 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.

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: \_\_\_\_\_

## SECTION 2: NOTICE TO BIDDERS

### 1. INSTRUCTIONS TO BIDDERS

#### 1.1 Submission of bid

The RFP submissions will close at **12h00 on Friday, 1<sup>st</sup> November 2024** and all RFP documentation must be sealed in a clearly marked envelope and placed in the tender box.

Bids shall be clearly marked with the RFP reference number and sealed in an envelope when placing in the tender box and addressed to:

**SANRAL: 48 Tambotie Avenue**

**VAL DE GRACE**

**PRETORIA**

**0184**

**Tender Box location GPS Coordinates (25,746454"S 28 ,289338"E)**

- 1.1.1** Bidders **must submit one original plus one hard copy and electronic copy (e.g. on compact disk or memory stick)**. Additional supporting information can be provided in a separate file and cross-referenced in the main submission. The RFP envelope must also contain the Bidder's details on the back of the envelope.
- 1.1.2** No bid may be withdrawn after it has been submitted to Sanral unless the Bidder so requests in writing and such request is received by Sanral before the scheduled closing date. All bids received by Sanral on or before the scheduled closing date and time shall be valid and binding for a period of 90 (ninety) working days calculated from the last scheduled closing date ("validity period"). During the validity period or any extensions to the validity period, bid prices shall remain firm save only for cost variations as are measurable by the permissible contract price adjustments as set out elsewhere in this document.
- 1.1.3** No telegraphic, e-mailed or faxed bids will be accepted.
- 1.1.5** Properly motivated alternatives may be submitted but will only be considered **if a compliant offer has been submitted**. The alternative shall be approached and priced to the same detail as required by this RFP.
- 1.1.6** Bidders will be judged on the basis of the information submitted by the due date as well as additional information as may have been requested by Sanral. A Bidder will be disqualified for the furnishing of, misleading or incorrect information, which Sanral may rely upon in the selection of a preferred Bidder.
- 1.1.7** Bidders must ensure that their bids contain all documents as specified in this RFP.

#### 1.2 Clarification

If a Bidder considers that any of the RFP documents are deficient in any respect and require clarification, or if any words or figures are indistinct or ambiguous, or should Bidders have any queries regarding this document they may contact SANRAL **by e-mail or fax only** using the contact information stated in the SBD 1 Form.

**Enquiries will close at 14h00 on Monday, 28<sup>th</sup> October 2024.** Sanral will not be obliged to respond to any queries received after this date. No unauthorised alteration, addition or note entered by the Bidder in the RFP documents shall modify the issued RFP.

#### 1.3 Compulsory Briefing Session

A compulsory briefing session will be conducted Virtually on the **17<sup>th</sup> of October. 2024 12:00pm**, for a period of ± 2 hours. The briefing session will start punctually, and information will not be repeated for the benefit of Respondents arriving late.

Bidders must send an email to the contact person to request for link to join the meeting. The closing date for the request is 2 days prior to the Briefing Session. A tender clarification briefing presentation will be sent to all Bidders who attended the briefing session, it is the responsibility of the Bidder to ensure they receive the presentation.

Late arrivals (15 Minutes late) will not be allowed to participate in the meeting and their submissions shall be declared non-responsive. **A tenderer's representative cannot represent more than one tenderer at the tender briefing meeting.**

### **1.1 Conflicts of Interest**

Bidders are required to identify and to disclose as soon as possible any conflict of interest or potential conflict of interest to Sanral. Bidders should contact Sanral for clarity on whether a conflict of interest actually exists or not. The existence of a conflict of interest, or a failure by a bidder timeously to disclose any such conflict or part conflict of interest, may result in the bidder's bid being disqualified.

### **1.2 Participation in More than One Bid**

No bidder or any member of the bidder's consortium may participate or have an interest (whether direct or indirect) in any other bidder or in any member of any other bidder's consortium for purposes of submitting a bid.

### **1.3 Collusion with others**

Bidders may not negatively engage or collude with any Service Providers, whether local or international, for purposes of submission of bids in response to the RFP. Such action will lead to disqualification with no further evaluation of their bid.

### **1.4 Communication**

Specific queries relating to this RFP before the closing date of the RFP should be submitted to the contact person stated in the SBD 1 Form 5 days before tender closing date. In the interest of fairness and transparency Sanral's response to such a query will then be made available to other bidders.

It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of Sanral in respect of this RFP between the closing date and the date of the award of the business.

Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

Respondents may also, at any time after the closing date of the RFP, communicate with the name of delegated individual on any matter relating to its RFP response:

All unsuccessful bidders have a right to request Sanral to furnish individual reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form.

### **1.5 Joint Ventures or Consortiums**

Respondents who would wish to respond to this RFP as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If at the time of the bid submission such a JV or consortium agreement has not been concluded, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by Sanral through this RFP process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to Sanral.

Respondents are to note that for the purpose of Evaluation, a JV will be evaluated based on one consolidated B-BBEE score card (a consolidated B-BBEE Status Level verification certificate) Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in the specific goals Claim Form.

## **1.6 Legal Compliance**

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

## **1.7 Disclaimers**

Respondents are hereby advised that SANRAL is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of a Quotation in response to it. Please note that Sanral reserves the right to:

- modify the RFP's goods / service(s) and request Respondents to re-bid on any changes;
- reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify Quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced Quotation or an alternative bid;
- place an order in connection with this Quotation at any time after the RFP's closing date;
- award only a portion of the proposed goods / services which are reflected in the scope of this RFP;
- split the award of the order/s between more than one Supplier/Service Provider should it at Sanral's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- cancel the quotation process;
- validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to Sanral to do so;
- request audited financial statements or other documentation for the purposes of a due diligence exercise;
- not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provides for it;
- to cancel the contract and/request that National Treasury place the Respondent on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent or on any other basis recognised in law;
- award the business to the next ranked bidder, provided that he/she is still prepared to provide the required Goods/Services at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the next ranked bidder(s) were notified of their bid being unsuccessful. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods/Services at their quoted price.
- Should a bidder fail to respond to a request for extension of the validity period before it expires, that bidder will be excluded from tender process.

**1.8 Security clearance**

Acceptance of this bid could be subject to the condition that the Successful Respondent, its personnel providing the goods and its subcontractor(s) must obtain security clearance from the appropriate authorities to the level of CONFIDENTIAL/ SECRET/TOP SECRET. Obtaining the required clearance is the responsibility of the Successful Respondent. Acceptance of the bid is also subject to the condition that the Successful Respondent will implement all such security measures as the safe performance of the contract may require.

**1.9 Johannesburg Stock Exchange Debt Listing Requirements**

Sanral may also be required to disclose information relating to the subsequent contract i.e. the name of the company, goods/services provided by the company, the value and duration of the contract, etc. in compliance with the Johannesburg Stock Exchange (JSE) Debt Listing Requirements.

**1.10 National Treasury's Central Supplier Database**

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Sanral is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

**For this purpose, the attached SBD 1 Form must be completed and submitted as a mandatory returnable document by the closing date and time of the bid.**

**1.11 Tax Compliance**

Respondents must be compliant when submitting a proposal to Sanral and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

It is a condition of this bid that the tax matters of the successful Respondents be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Respondents tax obligations.

The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids.

Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

**Sanral urges its clients, suppliers and the general public to report any fraud or corruption to**

**TIP-OFFS ANONYMOUS:**

**0800 204 558**

### **SECTION 3**

#### **BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS**

## **1 BACKGROUND**

The South African National Roads Agency SOC Limited, generally known as SANRAL, is an independent, statutory company registered in terms of the Companies Act. The South African government, represented by the Minister of Transport, is the sole shareholder and owner of SANRAL.

SANRAL operates in terms of its founding legislation, The South African National Roads Agency Limited and National Roads Act (Act No. 7,1998). It is governed by a Board of directors, who are appointed by the Minister of Transport, the Chief Executive Officer, and a representative of the Minister of Finance.

SANRAL has a distinct mandate – to finance, improve, manage and maintain the national road network (the “economic arteries” of South Africa). SANRAL introduced and consolidated the concept of Public Private Partnerships that culminated in the internationally acclaimed Maputo Development Corridor.

SANRAL is committed to carry out its mandate by protecting and preserving the environment through context-sensitive solutions.

SANRAL will continue to support the development of South Africa’s human capital through tertiary institutions and cooperative governance.

SANRAL has two primary sources of income. Non-toll roads are funded from allocations made by the National Treasury. Toll roads are funded from borrowings on the capital and money markets – bonds issued on the Bond Exchange of South Africa (BESA) in the name of the South African National Roads Agency Limited, or through the concessioning of roads to private sector consortia.

SANRAL actively participates in communities across South Africa. SANRAL has a corporate center in Val-de-Grace, Pretoria and four regional locations across the country. The regional offices are located in Menlyn, Pretoria; Pietermaritzburg; Port Elizabeth and Bellville, greater Cape Town. The organization is planning to open offices in all provinces.

## **2 EXECUTIVE OVERVIEW**

SANRAL seek to appoint a Service Provider for the provision of appointment of a service provider for the provision of communications, public relations, and media relations for toll and non-toll network for a period of 5 years.

The South African National Roads Agency Limited is soliciting proposals from qualified Service Provider/s to enter into an agreement for the provision of Media and Public Relations Management Services. The agreement will be for a period of five (5) years.

### **3 SCOPE OF REQUIREMENTS**

#### **3.1 Scope of Work**

The South African National Roads Agency SOC Limited (SANRAL) is soliciting proposals from Service Provider/s that will offer the following communications, public relations and media relations services for its Toll and Non-toll network. SANRAL requires the service provider/s to have the ability to service both its and non-toll networks, including its regional/provincial offices.

#### **3.2 Broad Scope of Works**

The broad scope of work includes strategic communication, strategic counsel, brand positioning, media relations, including event planning for media engagement opportunities, crisis management, media monitoring and analysis, thought leadership content and eventing, internal communications, corporate communications, messaging and positioning, multimedia development and visual storytelling, speaking engagements, media training, data journalism, and reputation management in general.

The service provider(s) will be expected to deliver on the following:

- Develop sustainable communication programmes and plans for all the SANRAL pillars of operations (Roads, Mobility, Stakeholders Engagements and Road Safety).
- Develop a communication programme and plan for the agency's toll and non-toll road portfolios.
- Lead and coordinate efforts in Brand PR.
- Develop and implement a crisis communication plan for both toll and non-toll operations.
- Work in conjunction with different business within SANRAL and its key partners, including the national Department of Transport, to improve the agency's communication efforts and therefore reputation.
- Keep the public informed about SANRAL's programmes and projects.
- Work in sync with all other SANRAL Communication service providers to ensure a seamless service and an integrated communication strategy.
- Provide annual media training to SANRAL staff, including refresher training.
- Provide advice to SANRAL executives on media relations and strategic communication issues.
- Develop media talking points, story angles and timely messages.
- Conceptualise and organise high exposure media debates, interviews, press briefings, one-on-one media engagements which will provide SANRAL's perspective on issues.
- Conduct regular media tours to SANRAL projects.
- Craft and execute a Newsroom PR strategy for SANRAL.
- Draft and disseminate news releases, including multimedia releases with story angles which will resonate with both the media and SANRAL's target audiences.
- Conceptualise, draft and place thought-provoking opinion pieces, feature articles and advertorials that relate to SANRAL's work.
- Provide regular media monitoring and analysis reports to give insight into how the media and other opinion leaders are responding to SANRAL's messages.
- Provide monthly media reports (quantitative and qualitative).
- Monitor the media daily and provide morning and afternoon reports with recommendations.
- Draft responses to media queries timeously for SANRAL's approval.
- Manage the queries received through the press office email on a 24/7 basis.
- Arrange university lectures and other executive thought leadership platforms/speaking engagements.
- Gather internally curated data and turn that information into marketable stories.
  - Keep up to date and identify key financial market events and conferences for SANRAL to participate.
  - Coordinate large scale investor engagements.

It is the responsibility of the successful agency to initiate, develop and maintain the synergy with other SANRAL communications service providers to ensure effective implementation and cohesiveness in the execution of the broader marketing and communication strategy. The successful agency should gain an in-depth understanding of SANRAL, the brand, corporate identity, challenges and strategic objectives.

### 3.3 Defining of Key Concepts

- **Angle**

The focus used when writing a story that will be presented to the media.

- **Brand**

This goes beyond the identifying symbol, logo, or tagline to encompass the experience a person has when interacting with SANRAL.

- **Brand PR**

The practice of managing a brand's reputation through various communication channels, including media relations, social media, content marketing and other public-facing activities with the aim of building trust and credibility with the public.

- **Crisis management**

The process of preparing an organization for a major event that threatens the organization, its reputation, stakeholders or the general public.

- **Crisis communication**

The dissemination of information by an organization to address a crisis that impacts the public and/or the organization's reputation.

- **Data journalism**

The process of reporting or elevating facts using structured data as the core of storytelling and managing it objectively.

- **Media monitoring**

It is continuous listening to who is saying what about an organization/brand, people associated with it, an industry and any other topic that is important to an organization and its operations.

- **Newsroom PR**

A specialist and focused media relations approach that specializes in securing mainstream, regional, local and niche press/media coverage for an organization.

- **Thought leadership**

The expression of ideas that demonstrate a person or organization has expertise in a particular field, area or topic.

## 4. SPECIFICATIONS FOR PUBLIC RELATIONS

- 4.1. Develop public relations (PR) and corporate communication strategy and plan for SANRAL with the key objectives to enhance its reputation and to establish it as a resource for national road infrastructure information.

### 4.1.1 The scope of work includes:

- 4.1.1.1 Development of a clear PR strategy for SANRAL's business which includes the Toll and Non-toll road network.
- 4.1.1.2 Help the SANRAL brand make the connect with its target audiences in an enduring way.
- 4.1.1.3 Advise on regular updates to road users and stakeholders in a manner that will make them feel part of the brand.

- 4.1.1.4 Use SANRAL's corporate social responsibility work and community development efforts to build and maintain goodwill.
- 4.1.1.5 Create special events – such as panel discussions, press conferences, university lectures and other thought leadership platforms for SANRAL's Board and Executive leadership – and manage all aspects including media relations, eventing, audio-visual support, staging, programme agenda, and supporting material.

#### **4.1.2 SPECIFICATIONS FOR MEDIA RELATIONS**

##### **The scope of work includes:**

- 4.1.2.1 Develop and maintain effective working relations with editors, journalists and media outlets nationally, provincially, regionally and at community level.
- 4.1.2.2 Create and maintain the SANRAL national, regional and local media list, including specialised publications related to engineering, environment and transport.
- 4.1.2.3 Support SANRAL's in-house communications team/staff in fielding and managing media outreach and enquires.
- 4.1.2.4 Compile and distribute relevant news clips relating to SANRAL's business and activities/news related to its business, including toll and non-toll roads on a daily basis (at least twice a day) with recommendations where responses are deemed necessary.
- 4.1.2.5 Depending on the issues at hand, media clips are provided with recommendations from Monday to Sunday including holidays.
- 4.1.2.6 Source and manage the media monitoring services for the duration of the contract with approval by SANRAL.
- 4.1.2.7 Provide a media analysis on a monthly basis and where necessary on a project basis.
- 4.1.2.8 Create and maintain a press release calendar of upcoming announcements.
- 4.1.2.9 Create and maintain a pitch calendar (who would we target and what would be the angle of the story).
- 4.1.2.10 Develop and implement strategies relating to daily newspaper editorial boards and letters to the editor.
- 4.1.2.11 Prepare senior management, project managers and the Board for media interviews and/or general interactions with the media.
- 4.1.2.12 Initiate or assist in writing media advisories, media statements, press releases, good news stories and other documents for distribution to the media.
- 4.1.2.13 Initiate or assist in writing documents (e.g. briefing documents and speaking notes) for Executives, Board and the Shareholder Representative.
- 4.1.2.14 Conduct media outreaches around SANRAL projects and events to keep public informed about SANRAL's work and progress.
- 4.1.2.15 Ensure proper coordination with the other SANRAL communication service providers resulting in an integrated PR approach and strategy for SANRAL.
- 4.1.2.16 Familiarize its employees assigned to the SANRAL account with SANRAL's business, products and services.
- 4.1.2.17 Develop multi-media releases and place them accordingly on various platforms including traditional media and digital.
- 4.1.2.18 Prepare a SANRAL press kit, which may include but is not limited to a SANRAL profile, project specific background, SANRAL staff bios and a list of frequently asked questions together with other SANRAL material relevant to the activity.

#### **5. SPECIFICATIONS FOR CRISIS COMMUNICATION AND MANAGEMENT**

##### **5.1 The scope of work includes:**

- 5.1.1 Review current crisis management plan and establish a process to ensure that crises are effectively anticipated (planning), managed (response) and evaluated (recovery) at SANRAL Head Office and Regional Offices.
- 5.1.2 Create or update the crisis management plan template
- 5.1.3 Be available on a 24-hour basis by telephone and email during a crisis situation and face-to-face when necessary.

## **6. SPECIFICATIONS FOR MEDIA TRAINING**

### **6.1 The scope of work includes (but is not limited to the following):**

- 6.1.1 Provide bespoke media training on all aspects of the media.
- 6.1.2 Work with SANRAL to identify candidates (board members; executives; project managers) for media training.
- 6.1.3 Conduct, as part of the media training, mock interviews that will help SANRAL leadership and employees practice communication skills and get comfortable in front of the camera.

## **7. DELIVERY AND TRAVEL**

### **7.1 Delivery as and when required.**

- 7.1.1 As and when necessary, as per National Treasury Travel Policy (Downloadable from the National Treasury website).
- 7.1.2 Travel as and when required.
- 7.1.3 All disbursements paid per invoice.
- 7.1.4 Travel to meetings at SANRAL's Office's must be included in rate per hour.

## **8. OTHER TENDER SPECIFICATIONS AND REQUIREMENTS**

### **8.1 Programme Administration**

- 8.1.1 Participate in daily update calls.
- 8.1.2 Prepare monthly reports of activities linked to expenditures as required by clients.
- 8.1.3 Participate in strategy meetings with SANRAL team to assess accomplishments and financial status for future planning.
- 8.1.4 Create and maintain project activities and budget allocations linked to the achievements of the strategic objectives that SANRAL's communications team has as deliverables.
- 8.1.5 Attend SANRAL-related meetings (e.g. project specific meetings).
- 8.1.6 Attend inter-agency planning meetings.
- 8.1.7 Prepare monthly forecasts, reports of activities linked to costs and expenditures as required by client.
- 8.1.8 Participate in weekly status meetings.
- 8.1.9 Meet and collaborate with SANRAL's other appointed communication service providers.

### **8.2 Account Management and Workflow:**

- 8.2.1 Issue status reports for all projects including but not limited to project description, current status, next steps, timelines and due dates.
- 8.2.2 Screen and quality check work before presentation to SANRAL (on brief, strategy and implementation).
- 8.2.3 Submit work timeously for approval by SANRAL.
- 8.2.4 Prepare and submit cost estimates timeously prior to work being carried out.
- 8.2.5 Prepare and submit campaign timing plans.
- 8.2.6 Obtain sign-off from authorised SANRAL representative.
- 8.2.7 Submit annual budget forecast and updates on a monthly basis.
- 8.2.8 Issue cost estimates, invoices and statements timeously as per SANRAL process.
- 8.2.9 Manage and resolve financial queries with third parties.
- 8.2.10 Manage all third-party suppliers.
- 8.2.11 Apply and adhere to Corporate Identity.
- 8.2.12 Develop and maintain a database with all work produced for SANRAL. This database of information will be handed over to SANRAL on a yearly basis and when required by client.
- 8.2.13 Prepare and submit cost estimates timeously prior to work being carried out.
- 8.2.14 Prepare and submit monthly PR plans.
- 8.2.15 Obtain sign-off from authorised SANRAL representative(s).
- 8.2.16 Submit monthly annual budget forecast and updates as per client request.

8.2.17 Issue cost estimates, invoices, and statements timeously as per SANRAL process.

8.2.18 Manage and resolve financial queries with third parties.

## **9. INTERSHIP FOR GRADUATES/CANDIDATES**

The Participant would be required to provide internship to young graduates/candidates pursuing a career in Public Relations and Communications in order to assist them to fulfil their training and professional requirements. This shall include, but not limited to internship to graduates seeking in-service training in order to allow them to achieve professional status. The internship shall endure for the duration of the tender and terminate at the expiry thereof. An intake of at least two interns per annum shall apply. This figure may increase or decrease depending on the expenditure patterns of the account.

The Participant shall, during the contract anniversary month each year provide an internship plan to SANRAL for approval and shall thereafter extend invite to graduate/candidates seeking in-service training in Public Relations and Communications.

The Participant shall note that performance against the internship plan shall be discussed at monthly meetings and that penalties shall apply for a lack of performance and diligence on the part of the Participant.

## **10. Location of the Project**

The proposer shall deliver provision of communications, public relations, and media relations services and all related services specified in this document remotely and at SANRAL's premises at 48 Tambotie Avenue, Val de Grace, Pretoria, 0184 and the mentioned SANRAL's regional offices.

## **11. Description of the Project**

Appointment of a service provider for the provision of communications, public relations, and media relations for toll and non-toll network for a period of 5 years

## **12. Contract period**

The contract period is for 5 years from the date of appointment.

## **13. Resources**

The key resources required are as follows:

- Two Media Personnels
- Two experienced team leaders (Public Relations and Media Relations)
- Writing and editors
- Six writers

## **14. Sub-contracting**

### **14.1 Objectives of sub-contracting Targeted Enterprises**

14.1.1 Amongst others, the key objectives of Government are to extend economic opportunities and build entrepreneurial capacity in rural and underdeveloped areas and townships by:

- a. optimising the utilisation of local resources in the Project Area.
- b. developing these local resources in the execution of the project; and
- c. maximising the amount of funds retained within the Project Area.

14.1.2 To give effect to these objectives the Service Provider shall, over the full duration of the contract:

- i. subcontract Targeted Enterprises as stated in the Conditions of Contract Clause 19.2; and
- ii. give preference to Targeted Enterprises which are from rural and underdeveloped areas and townships within the Project Area(s).

## **15. Monitoring sub-contractor performance and payments**

- To ensure that the sub-contractor programme achieves its goals, the Services Provider is required to involve its sub-contractors in status and other critical meetings meant to enhance delivery of services to SANRAL.

- To minimise disputes and ensure transparency, SANRAL requires the Service Provider to table a report on a monthly basis of its spend on sub-contracting work. During the ranking of such a report, the attendance of the sub-contractor(s) is encouraged.
- The Service Provider is expected to periodically assess the performance of its sub-contractors, ensuring that the right metrics are being monitored and reports compiled. SANRAL may from time to time ask for such reports.

**16. PENALTY**

- Penalty to be levied on appointed service provider if sub-contracting requirement is not met
- $\text{Penalty Targeted Enterprises} = 1.0 \times (\text{TE} - \text{TGE})$

Where:

TE = Monetary value (excluding VAT) of Targeted Enterprises calculated at the percentage stipulated in the Special Conditions of contract applied to the Final Contract Value

TGE = Cumulative monetary value (excluding VAT) by Targeted Enterprises subcontracted to the contract by the Service Provider.

## SECTION 4

### CRITERIA AND RETURNABLE DOCUMENTS

#### 4.1 STEP ONE: Test for Responsiveness

The test for administrative responsiveness will include the following:

<b>Administrative responsiveness check</b>	
• Bid received before closing date and Time	
• Bidder has completed SECTION 1: SBD1 Form	
• Bidder has submitted a Priced Offer	
• Bidder has attended Non-Compulsory Briefing Session	
<ul style="list-style-type: none"> <li>• Mandatory Technical Requirement</li> <li>• Only those tenderers who satisfy the following criteria are eligible to submit tenders:</li> <li>• Registered on National Treasury Central Supplier Database at the closing of tender.</li> <li>• Tenderers, or in the event of a Joint Venture, each member of the Joint Venture or Designated group, shall be registered on the National Treasury Central Supplier Database at the closing date for tender submissions. If not registered as verified online at tender closing; the tender will be declared non-responsive.</li> </ul>	

***The test for administrative responsiveness [Step One] must be passed for a Respondent's Proposal to progress to Step Two***

#### 4.2 STEP TWO: Minimum Threshold 75 out of 100 points for Technical Criteria

The test for the Technical and Functional threshold will include the following:

Quality Evaluation Criteria	Maximum Points
<p><b>BIDDER'S EXPERIENCE</b></p> <p>Bidders must list the number of public-sector clients where similar services were provided in the past ten (10) years. Each reference letter must be on a client (i.e. company letterhead) and include but not limited to:</p> <ul style="list-style-type: none"> <li>-A brief description of services rendered</li> <li>-Quality of service</li> <li>Duration of service- Work within budget (ability to work with and manage a budget</li> </ul> <p>i) &gt;1 but &lt;=3 reference letters for similar services = <b>[1]</b>  ii) &gt;3&lt;=6 reference letters for similar services = <b>[2]</b>  iii) &gt;6&lt;=9 reference letters for similar services= <b>[4]</b>  iv) &gt;9 reference letters for similar services= <b>[5]</b></p> <p><b>Bidders must provide contactable reference letters from public sector companies or clients where similar services were provided.</b></p>	<b>5</b>
<p><b>COMPANY EXPERIENCE CAPABILITY MEDIA RELATIONS AND PUBLIC RELATIIONS</b></p> <p>Demonstrate the number of years of experience in national public sector companies in Media Relations and PR (minimum of 10 years)</p> <p>Tenderer must submit case studies to demonstrate experience.</p> <p>i) If &lt; 1 Case study submitted exercise= <b>[0]</b>  ii) If &gt;=2 but &lt; 3 Case study submitted = <b>[1]</b>  iii) If &gt;= 3 but &lt; 5 Case study submitted = <b>[2]</b>  iv) If &gt;= 5 but &lt; 8 Case study submitted = <b>[4]</b>  v) If =&gt; 8 Case study submitted = <b>[5]</b></p>	<b>5</b>
<p><b>NEWSROOM PUBLIC RELATIONS</b></p> <p>Showcase relevant experience in developing and successfully pitch stories to the media, <b>supplying a sample of 7-12 verifiable stories</b> (print, broadcast, online and digital).</p> <p>i) Not submitted = <b>[0]</b>  ii) Submitted 1-3 samples= <b>[2]</b>  iii) Submitted 4-6 samples= <b>[4]</b>  iv) Submitted 7-12 samples = <b>[5]</b></p>	<b>5</b>
<p><b>KEY RESOURCES EXPERIENCE IN PUBLIC RELATIONS AND STRATEGIC COMMUNICATIONS, QUALIFICATIONS AND COMPETENCE</b></p> <p>The tenderer must provide a <b>minimum of two key resources</b> at senior PR and strategic communications level with at least 10 years experience in national public sector companies.</p> <p>The tenderer must attach comprehensive CVs of the relevant individual/s that may be in the area/s of expertise as indicated.</p> <p>i) No relevant experience = <b>[0]</b>  ii) If 1-3 years relevant experience = <b>[1]</b>  iii) If 4-6 years relevant experience = <b>[3]</b>  iv) If 6-10 years relevant experience = <b>[4]</b></p>	<b>5</b>

v) If >10 relevant experience = [5]	
<b>SENIOR MEDIA RELATIONS KEY RESOURCES EXPERIENCE</b> Tenderer must provide a <b>minimum of two</b> senior experienced media relations persons with at least 10 years individual experience.  (Attach CVs of identified resources) i) Not relevant experience= [0] ii) If 1-3 years relevant experience = [1] iii) If 4-5 years relevant experience= [3] iv) If 7-10 years relevant experience= [4] v) If >10 relevant experience = [5]	<b>5</b>
<b>PUBLIC RELATIONS AND MEDIA RELATIONS TEAM LEADERS KEY RESOURCES EXPERIENCE (FORMB2.3)</b>  Tenderer must provide a minimum of four experienced team leaders with at least ten years' experience in public relations and Media Relations – (toll and non-toll). One experienced team leader for content generation (writing and editing, writing copy) with a minimum of 10 years individual experience as a team leader on a national public sector account.  i) Not relevant experience = [0] ii) If 1-3 years relevant experience= [1] iii) If 4-6 years relevant experience= [3] iv) If 7-10 years relevant experience = [4] v) If >10 relevant experience = [5]	<b>5</b>
<b>WRITING TEAM KEY RESOURCES EXPERIENCE (FORM B2.4)</b>  Tenderer must provide writing team comprising of a minimum of 4 writers with at least 10 of years experience.  i) Not relevant experience = [0] ii) If 1-3 years relevant experience = [1] iii) If 4-6 years relevant experience = [3] iv) If 7-10 years' relevant experience= [4] v) If >10 relevant experience= [5]	<b>5</b>
<b>INTERDISCIPLINARY AGENCY MANAGEMENT EXPERIENCE (FORM B3)</b>  Tenderer must indicate overall interdisciplinary agency management experience. Provide three examples of how you have worked with other agencies across the various communications disciplines. Submit CV and qualification.  i) Not supplied= [0] ii) Provided one example and relevant = [2] iii) Provided two examples and relevant = [4] iv) Provided three examples and relevant= [5]	<b>5</b>
<b>TECHNICAL EXPERIENCE IN COMPARABLE PROJECTS (FORM B4)</b> Tenderer must provide 12 examples of written work (8 press releases and 4 opinion pieces), indicating where and when they were published.  i) Not submitted = [0] ii) Submitted but not published= [1] iii) Submitted one-five published examples = [3] iv) Submitted six- eleven published examples= [4] v) Submitted twelve and more published examples= [5]	<b>5</b>

<b>EXPERIENCE IN REPUTATION MANAGEMENT (FORM B5)</b> Tenderer must provide an example of work carried out for a national public sector organisation, government department of how reputation was managed. The example must include: <ul style="list-style-type: none"> <li>• A Reputation management strategy</li> <li>• Approach/methodology used to execute the strategy</li> <li>• Show a measurable outcome for that implementation</li> </ul> i) Not submitted = <b>[0]</b> ii) Submitted relevant= <b>[3]</b> iii) Relevant and measurable (outcomes) = <b>[5]</b>	<b>5</b>
<b>MEDIA LIAISON AND MANAGEMENT (FORM B6)</b> Tenderer must submit four examples of media issues managed in the last 10 years. The examples must include: <ul style="list-style-type: none"> <li>-a media strategy</li> <li>-approach/methodology used to execute the campaign</li> <li>-show measurable impact/outcome</li> </ul> i) Not supplied = <b>[0]</b> ii) Provided two examples and relevant= <b>[3]</b> iii) Provided three examples and relevant= <b>[4]</b> iv) Provided all four examples and relevant = <b>[5]</b>	<b>5</b>
<b>EXPERIENCE IN SPEECH WRITING</b> Tenderer must provide ten (10) examples of speech writing carried out in the last ten (10) years.  i) Not supplied ii) Provided 1-3 examples = <b>[2]</b> iii) Provided 4-5 examples= <b>[3]</b> iv) Provided 6-9 examples = <b>[4]</b> v) Provided 10 and above examples = <b>[5]</b>	<b>5</b>
<b>MEDIA TRAINING</b>  <b>Experience of Media Training:</b> Provide an example of two media training exercises that were conducted for a public sector client over the last five years <ul style="list-style-type: none"> <li>i) Not provided = <b>[0]</b></li> <li>ii) Provided one relevant exercise= <b>[3]</b></li> <li>iii) Provided two relevant exercises= <b>[5]</b></li> </ul>	<b>5</b>
<b>Total</b>	<b>65</b>

**Note to bidders: All proposed key resources must not be from a sub-contractor.**

The minimum number of evaluation points achieved for Step 2 quality evaluation criteria is not less than **50 points out of 65 points.**

***The minimum threshold for technical/functionality [Step TWO] must be met or exceeded for a Respondent's Proposal to progress to Step THREE of the evaluation***

Tenderers who met the minimum requirements for stage 2 will be invited for stage 3: presentation.

### STEP THREE: PRESENTATION

The following service requirements must be demonstrated at presentation stage:

Evaluation Category for Presentation		Points
<b>Capability</b> Present the infrastructure of company and years in operation.	Company infrastructure not fit for purpose and years in operation (less than 3 years) in operation	1
	Adequate company infrastructure and experience (5 or more year in operation)	3
	Company infrastructure impressive and more than 10 years in operation	5
<b>Capacity</b> Present the available capacity for this SANRAL contract as follows: Media relations and writing (two teams toll and non-toll)  PR and Media Strategists	If <20	1
	if > =20 years but < 30 years	2
	If >= 30 years but < 40 years	3
	If >= 40 years plus	5
<b>Suitability</b>  Showing an understanding of protocol within the organisation, in relation to the Shareholder and government in general.	Not understanding	0
	Irrelevant/ not as per brief	1
	Relevant to requirement	3
	A clear understanding of organizational and government protocol	5
<b>Clarity and Thoroughness of Presentation</b>	Presentation not clear and lacking detail	0
	Clear but not thorough enough	1
	Presentation is clear and thorough	3
	Presentation is focused, coherent, effectively uses facts and stats, and effectively uses images. Presenter(s) wowed the panel.	5
<b>Case Study:</b> Provide a recent case study where a public sector client's reputation was sustained and/or improved over a period of time through PR and media relations.	Does not sufficiently address the requirement	5
	Relevant to requirement	10
	A clear, innovative measurable and relevant to requirement	15
<b>Total</b>		<b>35</b>

**The minimum number of evaluation points for phase 2: presentation criteria is not less than 25 points out of 35 points.**

The tenderer must achieve a minimum aggregate threshold score of **75 points** for both quality and presentation to proceed to price and preference evaluation

***The minimum threshold for technical/functionality [Step TWO] must be met or exceeded for a Respondent’s Proposal to progress to Step THREE for final evaluation form part***

**4.3 STEP FOUR: Evaluation and Final Weighted Scoring**

**a) Price and Specific Goal**

Sanral will utilise the following formula in its evaluation of Price:

$$PS = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

- Ps* = Score for the Bid under consideration
- Pt* = Price of Bid under consideration
- Pmin* = Price of lowest acceptable Bid

Specific goals	Criteria	10 points		20 points	
		Point allocation	Maximum points	Point allocation	Maximum points
B-BBEE Level	Level 1	10.00	10.00	20.00	20.00
	Level 2	9.00		18.00	
	Level 3	6.00		14.00	
	Level 4	5.00		12.00	
	Level 5	4.00		8.00	
	Level 6	3.00		6.00	
	Level 7	2.00		4.00	
	Level 8	1.00		2.00	
	Non-compliant contributor	0.00		0.00	

- b) **Specific Goals** [Weighted score 10 point]
- Specific goals preference points claim form
  - Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in the specific goals Claim Form.

#### 4.4 STEP FIVE: Post Tender Negotiations (if applicable)

- Respondents are to note that Sanral may not award a contract if the price offered is not market-related. In this regard, Sanral reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e.:
  - first negotiate with the highest ranked bidder or cancel the bid, should such negotiations fail,
  - negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential manner.
- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
- Should Sanral conduct post tender negotiations, Respondents will be requested to provide their best and final offers to Sanral based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).

#### 4.5 STEP SIX: Award of business and conclusion of contract

- Immediately after approval to award the contract has been received, the successful or preferred bidder(s) will be informed of the acceptance of his/their Quotation by way of a Letter of Award. Thereafter the final contract will be concluded with the successful Respondent(s).
- Otherwise, a final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.

Respondents are to note that, on award of business, Sanral is required to publish the tendered prices of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, ([www.etenders.gov.za](http://www.etenders.gov.za)), as required per National Treasury Instruction Note 01 of 2015/2016. **[This is not applicable if RFP was not advertised on National Treasury e-Tender Publication Portal]**

Respondents declaring a commercial relationship with a DPIIP or FPPO are to note that Sanral is required to annually publish on its website a list of all business contracts entered into with DPIIP or FPPO. This list will include successful Respondents, if applicable.

SECTION

TENDERS TO COMPLETE

The following rates will be applied.

ITEM	DESCRIPTION	Unit of measure	Quantity	Senior			Middle			Junior			TOTAL  A+B+C
				Rate	% of work split	Amount (A)	Rate	% of work split	Amount (B)	Rate	% of work split	Amount (C)	
A	SPECIFICATIONS FOR COMMUNICATIONS AND PUBLIC RELATIONS												
A1.1	SCOPE OF WORKS												
1.1.1	Development of a clear PR strategy.	Rate per hour	1800 hours										
1.1.2	Development of an action plan.		1800 hours										
1.1.3	Development of Communication Tools.	Rate per hour	500 hours										
1.1.4	Develop relationships with leading third-parties and key opinion leaders.	Rate per hour	1800 hours										
1.1.5	Draft, write, proof read and edit all articles, press releases, blog pieces and	Rate per hour	1800 hours										

ITEM	DESCRIPTION	Unit of measure	Quantity	Senior			Middle			Junior			TOTAL A+B+C
				Rate	% of work split	Amount (A)	Rate	% of work split	Amount (B)	Rate	% of work split	Amount (C)	
	related information about SANRAL's business.												
<b>A1.2</b>				<b>MEDIA</b>									
<b>A1.2.1</b>				<b>MEDIA RELATIONS</b>									
1.2.1.1	Develop and maintain effective working relations with editors, journalists and media outlets	Rate per hour	2000 hours										
1.2.1.2	Create and maintenance of media databases, national and regional	Rate per hour	300 hours										
1.2.1.3	port SANRAL's in-house communications team/staff.	Rate per hour	2000 hours										
1.2.1.4	Compile and distribute relevant news clips relating to SANRAL's business.	Rate per hour	1800 hours										
1.2.1.5	Provide recommendations resulting out of media monitoring review.	Rate per hour	200 hours										

ITEM	DESCRIPTION	Unit of measure	Quantity	Senior			Middle			Junior			TOTAL A+B+C
				Rate	% of work split	Amount (A)	Rate	% of work split	Amount (B)	Rate	% of work split	Amount (C)	
1.2.1.6	Media clips are provided with recommendations 24/7.	Rate per hour	200 hours										
1.2.1.7	Source and manage the media monitoring services.	Rate per hour	200 hours										
1.2.1.8	Provided a media analysis.	Rate per hour	800 hours										
1.2.1.9	Create and maintain a press release calendar.	Rate per hour	500 hours										
1.2.1.10	Create and maintain pitch calendar.	Rate per hour	100 hours										
1.2.1.11	Develop and implement strategies relating to daily newspapers.	Rate per hour	200 hours										
1.2.1.12	Create and manage special media events.	Rate per hour	500 hours										
1.2.1.13	Prepare SANRAL staff for media relations/interviews.	Rate per hour	100 hours										
1.2.1.14	Arrange high exposure media debates.	Rate per hour	1000 hours										
1.2.1.15	Prepare detailed media brief for SANRAL staff media interactions.	Rate per hour	500 hours										
1.2.1.16	Initiate or assist in writing documents for media distribution.	Rate per hour	1000 hours										

ITEM	DESCRIPTION	Unit of measure	Quantity	Senior			Middle			Junior			TOTAL A+B+C
				Rate	% of work split	Amount (A)	Rate	% of work split	Amount (B)	Rate	% of work split	Amount (C)	
1.2.1.17	Initiate or assist in writing documents about issues relating to SANRAL.	Rate per hour	1800 hours										
1.2.1.18	Conduct media outreaches to inform the public about SANRAL business.	Rate per hour	1000 hours										
1.2.1.19	Leverage meetings/events to attract media attention to SANRAL's projects.	Rate per hour	300 hours										
1.2.1.20	Initiate educational programmes that will result in on-going media attention about SANRAL's projects.	Rate per hour	1000 hours										
1.2.1.21	Writing key media messages for SANRAL.	Rate per hour	200 hours										
1.2.1.22	Generate content for internal and external publications.	Rate per hour	1000 hours										
1.2.1.23	Participate in weekly status meetings and reviews.	Rate per hour	1000 hours										
1.2.1.24	Collaborate with the teams across disciplines.	Rate per hour	200 hours										
1.2.1.25	Ensure proper collaboration with other	Rate per hour	300 hours										

ITEM	DESCRIPTION	Unit of measure	Quantity	Senior			Middle			Junior			TOTAL A+B+C
				Rate	% of work split	Amount (A)	Rate	% of work split	Amount (B)	Rate	% of work split	Amount (C)	
	SANRAL service providers.												
1.2.1.26	Accurately manage, track and provide reports on spend.	Rate per hour	800 hours										
1.2.1.27	Familiarise its employees on SANRAL account with SANRAL and other SANRAL service providers.	Rate per hour	500 hours										
1.2.1.28	Develop multi-media releases and profile them on various media platforms.	Rate per hour	500 hours										
1.2.1.29	Plan for university lectures and liaise with all stakeholders.	Rate per hour	500 hours										
<b>A1.2.2</b>	<b>Media training and media interviews:</b>												
1.2.2.1	Work with SANRAL to identify candidates.	Rate per hour	300 hours										
1.2.2.2	Identify and coordinate media training sessions.	Rate per hour	300 hours										
1.2.2.3	Prepare briefing and follow up documents for every interview/debate.	Rate per hour	300 hours										
<b>A1.2.3</b>	<b>Media materials:</b>												

ITEM	DESCRIPTION	Unit of measure	Quantity	Senior			Middle			Junior			TOTAL A+B+C
				Rate	% of work split	Amount (A)	Rate	% of work split	Amount (B)	Rate	% of work split	Amount (C)	
1.2.3.1	Prepare a SANRAL press kit	Ongoing	100 hours										
<b>B</b>	<b>SPECIFICATIONS FOR CONTENT GENERATION</b>												
1.1	Source, write, edit, proofread and prepare all content for SANRAL owned-publications	Rate per hour	1800 hours										
1.2	Edit and proofread all content for all SANRAL's publications during contract term.	Rate per hour	1800 hours										
1.3	Ensure timeous approval of information by SANRAL.	Rate per hour	100 hours										
1.4	Ensure a dedicated staff to edit and proofread all SANRAL's publication on all publication platforms.	Rate per hour	300 hours										
1.5	Translation of material in any official language.	Rate per hour	200 hours										
1.6	Develop content and publication plan	Rate per hour	500 hours										
<b>C</b>	<b>SPECIFICATIONS FOR DESIGN AND LAYOUT</b>												
1.1	Collaborate with the advertising agency where design is required to ensure consistency		500 hours										
<b>D</b>	<b>ADDITIONAL LIST OF DELIVERABLES</b>												

ITEM	DESCRIPTION	Unit of measure		Quantity	Senior			Middle			Junior			TOTAL A+B+C
					Rate	% of work split	Amount (A)	Rate	% of work split	Amount (B)	Rate	% of work split	Amount (C)	
1.1	Media management plan.	Rate	per hour	200 hours										
1.2	Assist in conceptualizing and management of media tours.	Rate	per hour	200 hours										
1.3	Drafting and finalising of FAQ's.	Rate	per hour	300 hours										
1.4	Media response database.	Rate	per hour	400 hours										
1.5	Media log during crisis situations.	Rate	per hour	400 hours										
1.6	Reputation strategy and implementation plan.	Rate	per hour	1200 hours										
1.7	Crisis management strategy and implementation plan.	Rate	per hour	400 hours										
1.8	Manage and maintain performance reports to SANRAL.	Rate	per hour	400 hours										
1.9	Turnaround times and processes to be identified in the scheduling reports.	Rate	per hour	700 hours										
1.10	Conduct research on a national or regional specific level and adjust strategies accordingly.	Rate	per hour	500 hours										
1.14	Provide quality management process	Rate	per hour	400 hours										

ITEM	DESCRIPTION	Unit of measure	Quantity	Senior			Middle			Junior			TOTAL  A+B+C
				Rate	% of work split	Amount (A)	Rate	% of work split	Amount (B)	Rate	% of work split	Amount (C)	
F	CRISIS MANAGEMENT												
1.1	Review current crisis management plan and establish a process to ensure crisis.	Rate per hour	1000 hours										
1.2	Must be available on a 24/7 basis.	Rate per hour	1000 hours										
G	MONITORING AND EVALUATION												
1.1	Regular listening of voice of the public through media monitoring.	Rate per hour	1000 hours										
1.2	Evaluation of results of our activities and revision of communication plan.	Rate per hour	400 hours										
F	OTHER TENDER SPECIFICATIONS AND REQUIREMENTS												
F1	PROGRAMME ADMINISTRATION												
1.1.	Daily update calls	Rate per hour	200 hours										
1.2	Weekly status meeting	Rate per hour	Once a week for the whole year										
1.3	Prepare a monthly report	Rate per hour	100 hours										
1.4	Monthly strategic meetings	Rate per hour	300 hours										
1.5	Develop the project tracker	Rate per hour	200 hours										

ITEM	DESCRIPTION	Unit of measure	Quantity	Senior			Middle			Junior			TOTAL A+B+C
				Rate	% of work split	Amount (A)	Rate	% of work split	Amount (B)	Rate	% of work split	Amount (C)	
1.6	Attend SANRAL project meetings	Rate per hour	100 hours										
<b>F6</b>	<b>ACCOUNT MANAGEMENT AND WORK FLOW</b>												
6.1	Issue status reports for all projects that include but are not limited to project number, description, current status, next steps, timeline and due date	Rate per hour	500 hours										
6.2	Screen work before presentation to Client (on brief and strategy)	Rate per hour	300 hours										
6.3	Submit work for approval by Client	Rate per hour	200 hours										
6.4	Prepare and submit cost estimates	Rate per hour	200 hours										
6.5	Provide three quotes for third party service	Rate per hour	200 hours										
6.6	Prepare and submit campaign timing plans	Rate per hour	200 hours										
6.7	Obtain sign-off from authorised Client representative	Rate per hour	200 hours										
6.8	Issue invoices and statements	Rate per hour	200 hours										
6.9	Manage and resolve financial queries	Rate per hour	200 hours										

ITEM	DESCRIPTION	Unit of measure	Quantity	Senior			Middle			Junior			TOTAL  A+B+C
				Rate	% of work split	Amount  (A)	Rate	% of work split	Amount  (B)	Rate	% of work split	Amount  (C)	
6.10	Manage third party suppliers	Rate per hour	300 hours										
6.11	Coordinate and project manage all projects	Rate per hour	500 hours										
6.12	Oversee the application of and adherence to Corporate Identity	Rate per hour	500 hours										
6.13	Develop and maintain digital guard-book and communication message book of all work for Client	Rate per hour	200 hours										
6.14	Issue financial reports highlighting projects completed and/or invoiced, out-of-pocket expenses, media expenditures and other costs and committed budgets.	Rate per hour	300 hours										
6.15	Issue financial reconciliations indicating the difference between third party amounts and actual third party costs.	Rate per hour	300 hours										
TOTALS PER LEVEL OF SENIORITY				R			R			R			R
SUB-TOTAL (SENIOR + MIDDLE + JUNIOR) FEES												R	

ITEM	DESCRIPTION	Unit of measure	Quantity	Senior			Middle			Junior			TOTAL  A+B+C
				Rate	% of work split	Amount  (A)	Rate	% of work split	Amount  (B)	Rate	% of work split	Amount  (C)	
TOTAL AMOUNT FOR FIVE YEARS: SUB-TOTAL X 5 (A) – AMOUNT TO BE FOWARDED TO PART C											R		

NOTE: The quantities listed above are estimates for evaluation purposes and for the duration of the contract.

MARK UP:

Please provide a mark-up proposal not exceeding what the industry prescribes.

PART B -PRICING SCHEDULE: PRODUCTION

DESCRIPTION	UOM	QUANTITY	RATE	AMOUNT
Marketing and advertising cost and disbursements per annum	Provisional Sum	1	R 59 619 472.00	R 59 619 472.00
Mark-up	Percentage			
SUB-TOTAL PRODUCTION PER ANNUM				
TOTAL: SUB-TOTAL X 5 (AMOUNT TO BE FOWARDED TO PART C)				

## SECTION QUOTATION FORM

### *Example for Goods*

Item No	Description of Item	Unit	Quantity	Rate (Excl. VAT)	TOTAL PRICE (Excl. VAT)
1	.....				
2	.....				
3	.....				
<b>TOTAL PRICE, exclusive of VAT:</b>					
<b>VAT 15% (if applicable)</b>					
<b>Total Inclusive of VAT (where applicable)</b>					

### *Example for Services*

No	Deliverable/ Description of Services	Resource Designation/ Title of resource	Salary Band equivalent in accordance with DPSA "Hourly Fee Rates for Consultants"	No of Resources	Estimated No. of Hours	Resource Rate per Hour (excl. VAT)	Total (excl. VAT)
1	DisplayText		.....	.....			
2	DisplayText		.....	.....			
3	DisplayText		.....	.....			
4	DisplayText		.....	.....			
<b>TOTAL PRICE, exclusive of VAT:</b>							
<b>VAT 15% (if applicable)</b>							
<b>Total Inclusive of VAT (where applicable)</b>							

*Respondents are to note that Sanral will round off final pricing scores to the nearest 2 (two) decimal places.*

#### **Notes to Pricing:**

4.5.1 All Prices must be quoted in South African Rand, inclusive of VAT

4.5.2 Any disbursement not specifically priced for will not be considered/accepted by Sanral.

4.5.3 To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being disqualified.

**SECTION 5****RETURNABLE DOCUMENTS****List of Returnable Documents**

The tenderer must complete the following returnable documents:

<b>The tenderer must complete the following returnable documents:</b>	<b><u>Completed (tick)</u></b>
Form A1: SBD 1	
Form A2: SBD 4: Declaration of Interest	
Form A3: SBD 6.1: Tenderer's BBBEE Verification certificate (Incorporated in SBD 6.1)	
Form A4: Declaration of tenderer's past supply chain management practices	
Form A5: Protection of Personal information (POPIA)	
Form A6: RFT Declarations and Breach of law	
Form A7: Certificate of Authority for Signatory	
Form A8: Certificate of Authority for Joint Ventures (where applicable)	
Form A9: Declaration of Tenderer's current status of any debt outstanding with SANRAL	
Form A10: Domestic Prominent Influential Persons (DPIP) OR Foreign Prominent Public Officials (FPPO)	
Form A11: Certificate of Fronting practices	
Form A12: Specific goals points claim form	
Form A13: Vendor Registration number on Central Supplier Database	
FORM A14: Declaration of Tenderer's Litigation history	
Form A15: Valid Tax Clearance Pin issued by the South African Revenue Services.	
Form A16: Schedule of Deviations or Qualifications by Tenderer	
Form B1.1: Tenderer's Experience	
Form B1.1 .1: Contactable Reference Template	
Form B1.2: Media Relations and Public Relations	
Form B1.3: Newsroom PR	
Form B2.1: Key Resources Experience in PR And Strategic Communications	
Form B2.2: Senior Media Relations Key Resources Experience	
Form B2.3: PR and Media Relations Team Leaders Key Resources Experience	
Form B2.4: Writing Team Key Resources Experience	
Form B.3: Interdisciplinary Agency Management Experience	
Form B4: Technical Experience in Comparable Projects	
Form B5: Experience in Reputation Management	
Form B6: Media Liaison and Management	

The tenderer must complete the following returnable documents:	Completed (tick)
Form B7: Experience in Speech Writing	
Form B8: Media Training	

**CONTINUED VALIDITY OF RETURNABLE DOCUMENTS**

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its valid proof of B-BBEE status, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract [**the Agreement**] and fail to present Sanral with such renewals as and when they become due, Sanral shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement immediately without any liability and without prejudice to any claims which Sanral may have for damages against the Respondent.

Signed:.....Date:.....  
Name:.....Position.....  
Tenderer:.....

**FORM A2: BIDDER'S DISCLOSURE SBD4****Notes to tenderer:**

## i. Definitions:

## a. "State" means:

- o any National or Provincial Department, National or Provincial Public Entity or Constitutional Institution within the meaning of the Public Finance Management Act, 1999 (Act No 1 of 1999);
- o any Municipality of Municipal Entity;
- o Provincial Legislature;
- o National Assembly or the National Council of Provinces; or
- o Parliament.

## b. "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

## ii. In the case of a joint venture (JV), a separate declaration form is to be completed and submitted by each JV member.

## iii. If the Form is omitted or blank; or if the tenderer found to have failed to declare conflict or declare false information, The tender will be declared non-responsive and should it be discovered after the award of a contract, contract maybe terminated and tenderer will be ultimately restricted from doing business with the State.

**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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?..... **YES/NO**

## 2.2.1 If so, furnish particulars:

.....  
 .....

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**

## 1. If so, furnish particulars:

.....  
 .....

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.
- 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.

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

Signed:.....Date:.....  
 Name:.....Position.....  
 Tenderer:.....

**FORM A3: TENDERER'S B-BBEE VERIFICATION CERTIFICATE (INCORPORATING SBD 6.1)**

**Notes to Tenderer:**

1. A tenderers' scorecard shall be a B-BBEE Verification Certificate issued in accordance with:
  - The Amended Generic Codes of Good Practice issued in terms of government gazette No. 42496, issued on 31 May 2019.
- i) The scorecard shall be submitted as a certificate attached to Returnable Schedule Form A14; and
- ii) The certificate shall:
  - Be valid at the closing date;
  - Have been issued by a verification agency accredited by the South African National Accreditation System (SANAS);
  - Be in the form of a sworn affidavit (accompanied by an audited financial statement or Management Account on the latest financial year) or a certificate issued by the Companies and Intellectual Property Commission in the case of an Exempted Micro Enterprise (EME); and
  - Have a date of issue less than 12 (twelve) months prior to the tender closing date (see Tender Data 4.15); and
- iii) A valid BBBEE Certificates shall contain:
  - Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address.
  - Value-Added Tax number, where applicable.
  - The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes.
  - B-BBEE status with corresponding procurement recognition level.
  - The relevant Codes used to issue the B-BBEE verification certificate.
  - Have a date of issue and expiry (e.g. 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate.
  - Financial period which was used to issue the B-BBEE Verification Certificate
- iv) A valid Sworn Affidavit must contain the following:
  - Name/s of deponent as they appear in the identity document and the identity number.
  - Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit.
  - Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
  - Percentage black ownership, black female ownership and whether they fall within a designated group.
  - Indicate total revenue for the year under review and whether it is based on audited financial statements or management accounts.
  - Financial year-end (must be in the format dd/mm/yyyy) as per the enterprise's registration documents, which was used to determine the total revenue.
  - B-BBEE status level. An enterprise can only have one status level.
  - Date deponent signed and date of Commissioner of Oath must be the same.
  - Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.
- v) In an event of an un-incorporated Joint Venture (JV), a valid project specific (must contain SANRAL project name and number) consolidated B-BBEE Verification Certificate in the name of the JV shall be submitted.

A notated affidavit is given below. this indicates critical information that is required., as well as formats and conventions that must be adhered to.

Please use appropriate affidavit linked to your Sector code; where applicable.

Signed:.....Date:.....  
 Name:.....Position.....  
 Tenderer:.....

**FORM A4: DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

**Notes to tenderer:**

1. **This declaration:**
  - a. **must form part of all tenders submitted.**
  - b. **in the case of a joint venture (JV), must be completed and submitted by each member of the JV**
2. **This form serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse and/or misused the State's procurement of the supply chain management system.**
3. **The tender of any tenderer may be disregarded if that tenderer or any of its directors have –**
  - a. **abused and/or misused the State's procurement and/or supply chain management system;**
  - b. **committed fraud, corruption, or any other improper conduct in relation to such State system; and/or**
  - c. **has been charged with fraud, corruption or any other improper conduct whether of a criminal or civil nature during the course and scope of rendering services to the state or any other party and/or entity; or**
  - d. **failed to perform on any previous contract [with the State].**
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with this tender.**

4.1	Is the tenderer or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? <b>Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/ Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied.</b> The Database of Restricted Suppliers now resides on the National Treasury website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	Yes ♦	No ♦
4.1.1	If Yes, furnish particulars:		
4.2	Is the tenderer or any of its directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combatting of Corrupt Activities Act (No. 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury website ((<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>)) by clicking on its link at the bottom of the home page.</b>	Yes ♦	No ♦
4.2.1	If Yes, furnish particulars:		
4.3	Was the tenderer or any of its directors convicted by a court of law (including a court outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ♦	No ♦
4.3.1	If Yes, furnish particulars:		
4.4	Was any contract between the tenderer and any organ of State terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ♦	No ♦
4.4.1	If Yes, furnish particulars:		

**CERTIFICATION**

I, the undersigned, .....  
certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Signature: .....

Name: .....

Position: .....

Date: .....

Name of tenderer: .....

**FORM A5: PROTECTION OF PERSONAL INFORMATION**

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No.4 of 2013.(“POPIA”):  
consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.
2. SANRAL will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:  
Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.
3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFT, the Responsible party is “SANRAL” and the Data subject is the “Respondent”. SANRAL will process personal information only with the knowledge and authorisation of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
4. SANRAL reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this RFT and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning SANRAL.
5. In responding to this bid, SANRAL acknowledges that it will obtain and have access to personal information of the Respondent. SANRAL agrees that it shall only process the information disclosed by Respondent in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
6. SANRAL further agrees that in submitting any information or documentation requested in this RFT, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by SANRAL and/or its authorised appointed third parties.
7. Furthermore, SANRAL will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, SANRAL requires the Respondent to process any personal information disclosed by SANRAL in the bidding process in the same manner.
8. SANRAL shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this RFT (physically, through a computer or any other form of electronic communication).
9. SANRAL shall notify the Respondent in writing of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Respondent must take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.
10. The Respondent may, in writing, request SANRAL to confirm and/or make available any personal information in its possession in relation to the Respondent and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA. The Respondent may further request that SANRAL correct (excluding critical/mandatory or evaluation information), delete, destroy, withdraw consent or object to the processing of any personal information relating to the Respondent in SANRAL’s possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.
11. In submitting any information or documentation requested in this RFT, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFT and further confirming that they are aware of their rights in terms of Section 5 of POPIA

**Respondents are required to provide consent below:**

<b>YES</b>		<b>NO</b>	
------------	--	-----------	--

12. Further, the Respondent declares that they have obtained all consents pertaining to other data subject’s personal information included in its submission and thereby indemnifying SANRAL against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted.
13. The Respondent declares that the personal information submitted for the purpose of this RFT is complete, accurate, not misleading, is up to date and may be updated where applicable.

Signature of Respondent's authorised representative: \_\_\_\_\_

Should a Respondent have any complaints or objections to processing of its personal information, by SANRAL, the Respondent can submit a complaint to the Information Regulator on <https://www.justice.gov.za/inforeg/>, click on contact us, click on [complaints.IR@justice.gov.za](mailto:complaints.IR@justice.gov.za)

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

#### **FORM A6: CERTIFICATE OF ACQUAINTANCE WITH RFT DOCUMENTS**

**By signing this certificate, the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with and agrees with all the conditions governing this RFT. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, SANRAL will recognise no claim for relief based on an allegation that the Respondent overlooked any such term or condition or failed properly to take it into account in calculating tendered prices or any other purpose:**

**Note:** Should a Respondent be successful and awarded the bid, they will be required to complete a Supplier registration as a vendor onto the SANRAL vendor master database.

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFT unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by SANRAL's Legal Department who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from the Standard terms or conditions could result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond, before submitting the bid. The Bidder agrees that he/she will have no claim or cause of action based on an allegation that any aspect of this RFT was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if this Certificate of Acquaintance with RFT documents included in the RFT as a returnable document, is found not to be true and/ or complete in every respect.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

**FORM A7: CERTIFICATE OF AUTHORITY FOR SIGNATORY****Notes to tenderer:**

1. The signatory for the tenderer shall confirm his/her authority thereto by attaching on the tendering company's letterhead a duly signed and dated copy of the relevant resolution of the board of directors/partners. Submit a copy of the resolution on printed and bound hard copy and flash drive.
2. In the event that the tenderer is a joint venture, a certificate is required from each member of the joint venture clearly setting out:
  - authority for signatory,
  - undertaking to formally enter into a joint venture contract should an award be made to the joint venture,
3. The resolution below is given as an example of an acceptable format for authorisation, but submission of this page with the example completed shall not be accepted as authorisation of the tenderer's signatory.
4. In the event that authorisation is for more than one project, then all projects shall be listed in the copy of the resolution of the Board of Directors/Partners.

By resolution of the board of directors/partners passed at a meeting held on

Mr/Ms      whose signature appears below, has been duly authorised to sign all documents in connection with the tender for contract no NRA 2024/1307 REQUEST FOR BID: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF COMMUNICATIONS, PUBLIC RELATIONS, AND MEDIA RELATIONS FOR TOLL AND NON-TOLL NETWORK FOR A PERIOD OF 5 YEARS

and any contract which may arise therefrom on behalf of (*enter name of tenderer in block capitals*)

SIGNED ON BEHALF OF THE COMPANY:

IN HIS/HER CAPACITY AS:

DATE:

SIGNATURE OF SIGNATORY:

WITNESSES: .....  
SIGNATURE      SIGNATURE

.....  
NAME (print)      NAME (print)

Signed:.....Date:.....  
Name:.....Position.....  
Tenderer:.....

**FORM A8: JOINT VENTURE AGREEMENT**

REQUEST FOR BID: FOR APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF COMMUNICATIONS, PUBLIC RELATIONS, AND MEDIA RELATIONS FOR TOLL AND NON-TOLL NETWORK

Bidder Name	Contact Detail (Name, Cellphone, Email)	Share % in the JV
Total		100

**Note to Tenderer:**  
In the event of a Joint Venture, attach to this form a signed and properly completed Joint Venture Agreement

Signed:.....Date:.....  
Name:.....Position.....  
Tenderer:.....

**FORM A9: DECLARATION OF TENDERER’S CURRENT STATUS OF ANY DEBT OUTSTANDING TO SANRAL**

**Notes to tenderer:**

1. **The signatory for the tenderer (as per Form A2.1) shall complete and sign this form declaring the current status of (any) debt outstanding to SANRAL.**
2. **In the event that the tenderer is a Joint Venture, a declaration is required from each member of the Joint Venture.**

I, the undersigned, declare that:

i. the tenderer or any of its Directors/Members do not have any debt outstanding to SANRAL, other than what is listed below:

ii. the tenderer and/or any of its Directors/Members freely, voluntarily and without undue duress unconditionally authorises SANRAL to set off any debts agreed to which is due and payable by the tenderer or any of its Directors/Members in terms of this declaration against any moneys due to the tenderer or any of its Directors/Members.

iii. to the best of my knowledge the above information is true and accurate.

Signed and sworn before me at ..... on the ..... day of

..... 20.....

.....  
SIGNATURE

The deponent having:

1. Acknowledged that he/she knows and understands the contents hereof;
2. Confirmed that he/she has not objection to the taking of the prescribed oath;
3. That he/she considered the prescribed oath as binding upon his/her conscience; and
4. The Regulations contained in the Government Gazette Notice R1258 of July 1972 and R 1648 of August 1977 having been complied with.

.....  
COMMISSIONER OF OATHS

Signed: ..... Date: .....

Name: ..... Position: .....

Tenderer: .....

## **FORM A10: DOMESTIC PROMINENT INFLUENTIAL PERSONS (DPIP) OR FOREIGN PROMINENT PUBLIC OFFICIALS (FPPO)**

### **Notes to Tenderer:**

1. In line with a policy on the management of Prominent Influential Persons (PIP's), the purpose of this declaration form is to ensure maintenance and monitoring of the business relationships with prominent, influential stakeholders who have domestic and/or foreign influence as far as the procurement under the management of the Employer is concerned. This is done to mitigate the Employer's perceived association, reputational, operational or legal risk, as it strives to foster and maintain fair and transparent business relations. (This policy is available on the Employer's website: [www.nra.co.za](http://www.nra.co.za))
2. It is compulsory that all prospective and existing tenderers conducting business with the Employer, who potentially meet the definition of DPIP's, FPPO's or FIN's, complete this form by supplying credible information as required and submit together with their tender document.
3. Tenderers are required at the tender stage to declare any DPIP's, FPPO's or FIN's involved in their tenders, as part of their submission.
4. Further, that tenderers shall at the tender stage furnish the Employer of all information relating to namely, shareholders names, identity numbers and share certificates of the individual and/or transaction concerned using the form below, for verification purposes, including where applicable, confirmation as it relates to:
  - i. Knowledge of any offence within the meaning of Chapter 2, Section 12 and 13 of Prevention and Combating of Corrupt Practices Act No 4 of 2006; and/or
  - ii. Knowledge of any offence within the meaning of Chapter 3 of Prevention of Organised Crime Act No 121 of 1998 as it relates to any of the shareholders, directors, owners and/or individual link to the tenderer.
5. Tenderers undertake that should it be discovered that the information provided in the table below is fraudulently or negligently misrepresented, then Chapter 9, Section 214 and 216 of Companies Act No 17 of 2008 shall apply to shareholders, directors, owners and/or individual link to the tenderer.
6. Should the tenderer fail to declare or supply the Employer with credible information in the prescribed form, the tender may be rendered invalid.
7. Should the Employer, in the process of conducting verification and investigation of information supplied by the tenderer find out that the information poses a reputational risk, the tender shall be rendered invalid.
8. The following definitions shall apply:
  - i. "Board" means the Board of Directors or the Accounting Authority of the Employer.
  - ii. "Business relationship" means the connection formed between the Employer and external stakeholders for commercial purposes.
  - iii. "DD" means Due Diligence.
  - iv. "Domestic Prominent Influential Person" means an individual who holds an influential position, including in an acting position for a period exceeding 6 (six) months, or has held at any time in the preceding 12 (twelve) months, in the Republic, as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017.
  - v. "DPIP" means a Domestic Prominent Influential Person.
  - vi. "Family members and known close associates" means immediate family members and known close associates of a person in a foreign or domestic prominent position, as the case may be, as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017.
  - vii. "Foreign Influential National" means an individual who is not a South African citizen or does not have a permanent residence permit issued in terms of the Immigration Act No 13 of 2002, who possesses personal power that induces another person to give consideration or to act on any basis other than the merits of the matter.
  - viii. "Foreign Prominent Public Official" means (as defined in the Financial Intelligence Centre Amendment Act No 1 of 2017) an individual who holds or has held at any time in the preceding 12 (twelve) months, in any foreign country a prominent public function.
  - ix. "FPPO" means a Foreign Prominent Public Official.
  - x. "Improper influence" means personal power that induces another person to give consideration or to act on any basis other than the merits of the matter.
  - xi. "The Employer" means the South African National Roads Agency SOC Limited (SANRAL) with registration number 1998/009584/30.
  - xii. "Senior Management" means the Executive Committee or its individual members.
9. A separate declaration is required from each DPIP, FPPO and FIN. In the event that the tenderer is a Joint Venture (JV), a separate declaration from each DPIP, FPPO and Fin from each of the Joint Venture (JV) members, is required.

**Prominent Influential Persons (PIP's) Reporting Form**

<b>IDENTIFICATION PARTICULARS</b>				
Primary Particulars	First Name	Surname	Middle Name	ID/Passport Number
Country Details	Country of Origin	Citizenship	Current Country of Residence	
<b>CURRENT STATUS AND BACKGROUND</b>				
Current Occupation	Occupational Title		Status	
			Active	Non-active
Is the potential/business partner (mark with an "X" whichever is applicable):				
a DPIIP	a FPPO	a FIN	Family member or Close Associate of a DPIIP/FPPO/FIN?	
<b>KNOWN BUSINESS INTERESTS</b>				
No	Name of Entity	Role in Entity	Status	
1			Active	Non-active
2				
3				
4				
5				

<b>MEDIA REPORTS / OTHER SOURCES OF INFORMATION</b>
(Please reference all known negative or damaging media reports associated with the DPIIP/FPPO/FIN)

**Reporting Person/s:**

Full names:		
Designation:		
Department:		
Head of Department:		
Head of Department's signature:	Date:	
Reporting Person's signature:	Date:	

**DECLARATION / UNDERTAKING BY THE TENDERER**

I, the undersigned,  
declare that:  
    i.the information furnished on this declaration form is true and correct.  
    ii.I accept that, any action may be taken against me should this declaration prove to be false.

Signed:.....Date:.....  
Name:.....Position.....  
Tenderer:.....

**FORM A11: CERTIFICATE OF FRONTING PRACTICES****Fronting Practices**

**Window-dressing:** This includes cases in which black people are appointed or introduced to an enterprise on the basis of tokenism and may be:

- Discouraged or inhibited from substantially participating in the core activities of an enterprise; and
- Discouraged or inhibited from substantially participating in the stated areas and/or levels of their participation;

**Benefit Diversion:** This includes initiatives implemented where the economic benefits received as a result of the B-BBEE Status of an enterprise do not flow to black people in the ratio as specified in the relevant legal documentation.

**Opportunistic Intermediaries:** This includes enterprises that have concluded agreements with other enterprises with a view to leveraging the opportunistic intermediary's favourable B-BBEE status in circumstances where the agreement involves:

- Significant limitations or restrictions upon the identity of the opportunistic intermediary's suppliers, Service Providers, clients or customers;
- The maintenance of their business operations in a context reasonably considered improbable having regard to resources; and
- Terms and conditions that are not negotiated at arms-length on a fair and reasonable basis.

**Responsibility to Report Fronting**

In order to effectively deal with the scourge of Fronting, verification agencies, and/or procurement officers and relevant decision makers are encouraged to obtain a signed declaration from the clients or entities that they verify or provide business opportunities to, which states that the client or entity understands and accepts that the verification agency, procurement officer or relevant decision maker may report Fronting practices to **the dti**. Intentional misrepresentation by measured entities may constitute fraudulent practices, public officials and verification agencies are to report such cases to **the dti**.

**Fronting Indicators**

<ul style="list-style-type: none"> <li>• The black people identified by an enterprise as its shareholders, executives or management are unaware or uncertain of their role within an enterprise;</li> </ul>
<ul style="list-style-type: none"> <li>• The black people identified by an enterprise as its shareholders, executives or management have roles of responsibility that differ significantly from those of their non-black peers;</li> </ul>
<ul style="list-style-type: none"> <li>• The black people who serve in executive or management positions in an enterprise are paid significantly lower than the market norm, unless all executives or management of an enterprise are paid at a similar level;</li> </ul>
<ul style="list-style-type: none"> <li>• There is no significant indication of active participation by black people identified as top management at strategic decision making level;</li> </ul>
<ul style="list-style-type: none"> <li>• An enterprise only conducts peripheral functions and does not perform the core functions reasonably expected of other, similar, enterprises;</li> </ul>
<ul style="list-style-type: none"> <li>• An enterprise relies on a third-party to conduct most core functions normally conducted by enterprises similar to it;</li> </ul>
<ul style="list-style-type: none"> <li>• An enterprise cannot operate independently without a third-party, because of contractual obligations or the lack of technical or operational competence;</li> </ul>
<ul style="list-style-type: none"> <li>• The enterprise displays evidence of circumvention or attempted circumvention;</li> </ul>

<ul style="list-style-type: none"> <li>• An enterprise buys goods or services at a significantly different rate than the market from a related person or shareholder;</li> </ul>
<ul style="list-style-type: none"> <li>• An enterprise obtains loans, not linked to the good faith share purchases or enterprise development initiatives, from a related person at an excessive rate; and</li> </ul>
<ul style="list-style-type: none"> <li>• An enterprise shares all premises and infrastructure with a related person, or with a shareholder with no B-BBEE status or a third-party operating in the same industry where the cost of such premises and infrastructure is disproportionate to market-related costs.</li> </ul>

## DECLARATION

I, the undersigned,  
in submitting the accompanying tender on behalf of the tenderer do hereby make the following statements that I  
certify to be true and complete in every respect:

1. I have read and understand the contents of this certificate.
2. I accept that the Employer may report fronting practices to the Department of Trade and Industry and the B-BBEE Commissioner.
3. I accept that intentional misrepresentation by measured entities may constitute fraudulent practices that shall be reported to the Department of Trade and Industry and the B-BBEE Commissioner.

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

## FORM A12. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)

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. 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
  -

### 2. To be completed by the organ of state

- a. The applicable preference point system for this tender is the 90/10 preference point system.
- b. The 90/100 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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.

### 4. To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
<b>Total points for Price and Specific Goals</b>	<b>100</b>

5. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

6. The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

### 2. DEFINITIONS

- a. **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- b. **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- c. **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- d. **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

e. **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### POINTS AWARDED FOR PRICE

##### 3.1.1 THE 90/10 PREFERENCE POINT SYSTEMS

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

#### 90/10

$$Ps = 90(1 - \frac{Pt - Pmin}{Pmax - Pmin})$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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:

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 tender will be used to determine the applicable preference point system; or

b. any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

The specific goals allocated points in terms of this tender	Criteria	Number of points allocated (90/10 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE level scorecard of the tendering entity.	B-BBEE Level 1	10.00	
	B-BBEE Level 2	9.00	
	B-BBEE Level 3	6.00	
	B-BBEE Level 4	5.00	
	B-BBEE Level 5	4.00	
	B-BBEE Level 6	3.00	
	B-BBEE Level 7	2.00	
	B-BBEE Level 8	1.00	
	Non-compliant contributor	0.00	

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.**

## 5. DECLARATION WITH

### REGARD TO COMPANY/FIRM

1. Name of company/firm.....
  2. Company registration number: .....
  3. 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. 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 fraudulent basis, be restricted 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, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

**FORM A13: REGISTRATION ON NATIONAL TREASURY**

The tenderer shall provide a copy supplier registration from the Central Supplier Database ([www.treasury.gov.za](http://www.treasury.gov.za)). Tenderers who are not registered in the Central Supplier Database at tender closure will be declared non-responsive. In the case of a Joint Venture, a copy of the registration from must be provided for each member of the Joint Venture.

Name of Service Provider:

Central Supplier Database Supplier Number:

Supplier Commodity:

Delivery Location:

Signed:.....Date:.....

.....

Name:.....Position.....

.....

Tenderer:.....

.....

**FORM A14: DECLARATION OF TENDERER’S LITIGATION HISTORY**

**Note to tenderer:**  
The tenderer shall list below details of any litigation with which the tenderer (including its directors, shareholders or other senior members in previous companies) has been involved with any organ of state or state department within the last ten years. The details must include the year, the litigating parties, the subject matter of the dispute, the value of any award or estimated award if the litigation is current and in whose favour the award, if any, was made.

CLIENT	OTHER LITIGATING PARTY	DISPUTE	AWARD VALUE	DATE RESOLVED

Signed:.....Date:.....  
.....  
Name:.....Position.....  
.....  
Tenderer:.....  
.....

**FORM A15: CERTIFICATES OF TAX COMPLIANCE**

The Tenderer shall complete the declaration below.

I, (name)  
the undersigned in my capacity as (position)  
on behalf of (name of company)  
herewith grant consent that SARS may disclose to the South African National Roads Agency SOC  
Limited (SANRAL) our tax compliance status.

For this purpose our unique security personal identification number (PIN) is

In the event of a joint venture each member shall comply with the above requirements.

Signed:.....Date:.....

.....

Name:.....Position.....

.....

Tenderer:.....

.....

**FORM A16: SCHEDULE OF DEVIATIONS OR QUALIFICATIONS BY TENDERER**

PAGE	DESCRIPTION

Signed:.....Date:.....  
.....  
Name:.....Position.....  
.....  
Tenderer:.....

**FORM B1.1: TENDERER’S PREVIOUS EXPERIENCE**

**Notes to Tenderer:**

- a) Failure to submit a completed form B1.1 will result in 0 (zero) points for past performance on the project except in the case that it is an eligibility requirement then it will lead to disqualification.
- b) List the number of public-sector companies where similar services were provided in the last ten (10) years and attach reference letters
- c) Tenderer must provide contactable reference letters from public sector companies or clients where similar services were provided at least over the last 10 years.

Previous client	Description of previous work/services rendered	Year work/services rendered	Contact details Name, surname and contact number

Signed:.....Date:.....  
.....  
Name:.....Position.....  
.....  
Tenderer:.....

**FORM B1.1.1- CONTACTABLE REFERENCE TAMPLATE****Note to tenderer:**

Tenderers are required to submit reference letters as part of the proposal on the closing date of bid. The below format must be completed by the referee and included in the bid submission.

<b>Company Name</b>	
<b>A brief description of services rendered</b>	
<b>Name and Surname</b>	
<b>Contract Value</b>	

<b>A. RATING (Indicate with an X in the relevant field)</b>					
<b>Category</b>	<b>Delighted (5)</b>	<b>Very Satisfied (4)</b>	<b>Satisfied (3)</b>	<b>Dissatisfied (2)</b>	<b>Very Dissatisfied (1)</b>
<b>1. Turnaround Time for Delivery of Good/Services</b>					
<b>2. Quality of Goods/Service</b>					
<b>3. Invoicing/ Service Work within budget (ability to work with and manage a budget)</b>					

**Signature:** .....

**Date** .....

**Telephone/Mobile:** .....

**Email:** .....

NB: This document must be completed by the referee and included in the bid submission. Alternatively, the client's letterhead may be used for this purpose provided it complies with the evaluation criteria requirements.

A separate form must be completed for each reference as required in the evaluation criteria. Information provided will be verified and if found to be false or misrepresented, punitive measures will be instituted against the respective party including blacklisting and restriction from participating in any future government bid

## FORM B1.2: TENDERER'S PREVIOUS EXPERIENCE

### Note to tenderer:

1. Demonstrate the number of years of experience in national public sector companies in Media Relations and PR (minimum of 10 years)
2. Tenderer must submit case studies to demonstrate experience

Signed:.....Date:.....

.....

Name:.....Position.....

.....

Tenderer:.....

### FORM B1.3: TENDERER'S PREVIOUS EXPERIENCE

**Note to tenderer:**

- Showcase relevant experience in developing and successfully pitch stories to the -media, supplying a sample of 7-12 verifiable stories (print, broadcast, online and digital).

Signed:.....Date:.....

.....  
Name:.....Position.....

.....  
Tenderer:.....

FORM B2.1: KEY RESOURCE’S EXPERIENCE

Note to tenderer:

- Attach a copy of Curriculum Vitae (CVs) for two senior public relations and strategic communications with at least 10 years experience in national public sector companies.
- Failure to submit a completed form B1 will result in 0 (zero) points for key person’s experience on the project except in the case that it is an eligibility requirement then it will lead to disqualification.

NAME	PROPOSED POSITION

Key resource experience

BRIEF DESCRIPTION OF WORK EXPERIENCE	RELEVANT EXPERIENCE STARTED	RELEVANT EXPERIENCE ENDED	POSITION HELD	QUALIFICATION/S

Comments: \_\_\_\_\_

\_\_\_\_\_

Signed:.....Date:.....

.....

Name:.....Position.....

.....

Tenderer:.....

FORM B2.2: KEY RESOURCE’S EXPERIENCE

Note to tenderer:

- Attach a copy of Curriculum Vitae (CVs) of two senior media relations persons with a at least of 10 years individual experience.
- Failure to submit a completed form B2.2 will result in 0 (zero) points for key person’s experience on the project except in the case that it is an eligibility requirement then it will lead to disqualification.

NAME	PROPOSED POSITION

Key resource experience

BRIEF DESCRIPTION OF WORK EXPERIENCE	RELEVANT EXPERIENCE STARTED	RELEVANT EXPERIENCE ENDED	POSITION HELD	QUALIFICATION/S

Comments:

---

---

Signed:.....Date:.....  
.....  
Name:.....Position.....  
.....  
Tenderer:.....

FORM B2.3: KEY RESOURCE’S EXPERIENCE

Note to tenderer:

- Attach a copy of Curriculum Vitae (CVs) for four experienced team leaders with at least ten years experience in Public Relations and Media Relations.
- Attach a copy of Curriculum Vitae (CV) for one experienced team leader for content generation (writing and editing, writing copy) with a minimum of 10years individual experience as a team leader on a national public sector account.
- Failure to submit a completed form B2.3 will result in 0 (zero) points for key person's experience on the project except in the case that it is an eligibility requirement then it will lead to disqualification.

NAME	PROPOSED POSITION

Key resource experience

BRIEF DESCRIPTION OF WORK EXPERIENCE	RELEVANT EXPERIENCE STARTED	RELEVANT EXPERIENCE ENDED	POSITION HELD	QUALIFICATION/S

Comments:

Signed:.....Date:.....  
.....  
Name:.....Position.....  
.....  
Tenderer:.....

FORM B2.4: KEY RESOURCE’S EXPERIENCE

Note to tenderer:

- Attach a copy of Curriculum Vitae (CVs) for four experienced team leaders with at least ten years experience in Public Relations and Media Relations.
- Attach a copy of Curriculum Vitae (CVs) for a writing team comprising of a minimum of 4 writers with at least 10 of years experience.
- Failure to submit a completed form B2.4 will result in 0 (zero) points for key person's experience on the project except in the case that it is an eligibility requirement then it will lead to disqualification.

NAME	PROPOSED POSITION

Key resource experience

BRIEF DESCRIPTION OF WORK EXPERIENCE	RELEVANT EXPERIENCE STARTED	RELEVANT EXPERIENCE ENDED	POSITION HELD	QUALIFICATION/S

Comments:

Signed:.....Date:.....  
.....  
Name:.....Position.....  
.....  
Tenderer:.....

**FORM B3: INTERDISCIPLINARY AGENCY MANAGEMENT EXPERIENCE**

**Notes to Tenderer:**

- The tenderer must indicate overall interdisciplinary agency management experience and provide three examples of how they have worked with other agencies across the various communications disciplines.

Signed:.....Date:.....

.....

Name:.....Position.....

.....

Tenderer:.....

**FORM B4: TECHNICAL EXPERIENCE IN COMPARABLE PROJECTS**

**Notes to Tenderer:**

- Tenderer must provide 12 examples of written work (8 press releases and 4 opinion pieces), indicating where and when they were published.

Signed:.....Date:.....  
.....

Name:.....Position.....  
.....

Tenderer:.....

**FORM B5: EXPERIENCE IN REPUTATION MANAGEMENT****Notes to Tenderer:**

Tenderer must provide an example of work carried out for a national public sector organisation, government department of how reputation was managed. The example must include:

- A Reputation management strategy
- Approach/methodology used to execute the strategy
- Show a measurable outcome for that implementation

Signed:.....Date:.....

.....

Name:.....Position.....

.....

Tenderer:.....

## FORM B6: MEDIA LIAISON AND MANAGEMENT

### Notes to Tenderer:

Tenderer must provide four examples of media issues managed in the last 10 years. The examples must include:

- a media strategy
- approach/methodology used to execute the campaign
- show measurable impact/outcome

---

Signed:.....Date:.....

Name:.....Position.....

Tenderer:.....

**FORM B7: EXPERIENCE IN SPEECH WRITING**

**Notes to Tenderer:**

Tenderer must provide ten (10) examples of speech writing carried out in the last ten (10) years.

---

Signed:.....Date:.....  
.....  
Name:.....Position.....  
.....  
Tenderer:.....

**FORM B8: MEDIA TRAINING**

**Notes to Tenderer:**

Tenderer must provide an example of two media training exercises that were conducted for a public sector client over the last five years

---

Signed:.....Date:.....

.....  
Name:.....Position.....

.....  
Tenderer:.....