



Province of the
EASTERN CAPE
OFFICE OF THE PREMIER

**APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE PROVISION OF BROADCAST
AIRTIME FROM A VARIETY OF MEDIA PLATFORMS FOR THE EASTERN CAPE OFFICE
OF THE PREMIER (ECOTP) FOR A PERIOD OF TWELVE (12) MONTHS**

BID NO: SCMU1-24/25-0003

NAME OF BIDDER:	
CSD NUMBER	
COMPULSORY BRIEFING/ CLARIFICATION	16 AUGUST 2024 AT 11H00
CLOSING DATE	30 AUGUST 2024
CLOSING TIME	11H00 AM
BID TOTAL AMOUNT (INCLUDING VAT)	R.....

PREPARED BY:

SUPPLY CHAIN MANAGEMENT UNIT
OFFICE OF THE PREMIER
PRIVATE BAG X 0047
BHISHO
Website: www.ecprov.gov.za

TABLE OF CONTENT

DESCRIPTION	PAGE
Bid Notice	3
Special Conditions of Bid	4-7
Certificate of authority for signatory and JV	8-9
Invitation to Bid (SBD 1)	10-11
Terms of reference	12-26
Pricing Schedule	29-33
Bidder's Disclosure (SBD 4)	34-36
Preference Points Claim Form (SBD 6.1)	37-41
Annexure B	42-43



BID NOTICE

Bids are hereby invited from suitable and qualified service provider for:

APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE PROVISION OF BROADCAST AIRTIME FROM A VARIETY OF MEDIA PLATFORMS FOR THE EASTERN CAPE OFFICE OF THE PREMIER (ECOTP) FOR A PERIOD OF TWELVE (12) MONTHS

Bid Documents are available at Office of the Premier, Independence Avenue, old ECDC Building Bhisho Second Floor, Office Number 2056. Electronic Documents will be available as from the **08 August 2024** on the website www.ecprov.gov.za under Procurement and also on the National Treasury e-tenders page: www.etenders.gov.za

Completed bid documents in a sealed envelope endorsed with the relevant bid number, bid description must be deposited in the bid box situated at Office of the Premier, Independence Avenue old ECDC Building, Ground Floor (Reception Area) not later than **11 O'clock on 30 August 2024** when bids will be opened in public.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT WILL BE APPLIED AND POINTS WILL BE AWARDED AS FOLLOWS:

Price	- 80 points
Specific goals	- 20 points

BID EVALUATION

The bid will be evaluated in three (3) phases as follows:

Phase 1: Pre-qualification criteria (Mandatory requirements)

Phase 2: Functionality Criteria

Phase 3: Price and Specific Goals

BREIFING SESSION

Date: 16 August 2024

Time: 11h00

Venue: Virtual

Link can be requested from sinoluhlu.maya@ecotp.gov.za

ENQUIRIES WITH REGARD TO THIS ADVERT MAY BE DIRECTED TO:

Admin Enquiries	Technical Enquiries
Ms. Loyiso Manyela Email: Loyiso.manyela@ecotp.gov.za	Ms. Yonela Dekeda Email: yonela.dekeda@ecotp.gov.za



SPECIAL CONDITIONS OF BID:

1. INTERPRETATION

The word "Bidder" in these conditions shall mean and include any firm of Contractors or any company or body incorporated or unincorporated.

The word "Department" in these conditions shall mean the OFFICE OF THE PREMIER

2. EXTENT OF BID

This contract is for the:

APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE PROVISION OF BROADCAST AIRTIME FROM A VARIETY OF MEDIA PLATFORMS FOR THE EASTERN CAPE OFFICE OF THE PREMIER (ECOTP) FOR A PERIOD OF TWELVE (12) MONTHS.

3. CONTRACT TO BE BINDING

The formal acceptance of this Bid by the Department will constitute a contract binding on both parties, and the Department may require sureties to its satisfaction from the contractor, for the due fulfilment of this contract, should it be requested in the Term of Reference

4. MODE OF BID

All Bids shall be completed and signed: All forms, annexures, addendums and specifications shall be signed and returned with the Bid document as a whole. ***The lowest or only bid will not necessarily be accepted.***

5. QUALITY

Should the specifications and / or descriptions not address any aspects of quality as specified, this should be clarified with the Department prior to the submission of a Bid.



6. INSURANCE CLAIMS. ETC.

The Department shall not be liable in any manner in respect of any claims, damages, accidents and injuries to persons, property or rights or any other courses of civil or criminal action that may arise from the carrying out of this contract.

The contractor shall insure his / her / their personnel and any plant, machinery or other mechanical or electronic equipment involved in the fulfilment of this contract and shall indemnify The Department against all risks or claims which may arise.

It may be required from the successful Bidder to submit proof of insurance or any other valid form of indemnification to The Department for scrutiny.

Failure to do so within 21 (twenty-one) days of acceptance of this Bid will be deemed to be a material breach of this contract and will render the contract null and void.

7. SIGNING OF DOCUMENTS

Bidders are required to return the complete set of documents duly signed.

In the event that a resolution to sign is not completed by all directors/ members of the enterprise, the signature of any one of the directors or members to this quotation will bind all the directors/ members of the enterprise and will therefore render the quotation valid. In the event that a non- member/ non-director to the enterprise sign this declaration, and no authority is granted, it will automatically invalidate the quotation. In the case of a joint venture or consortium, at least one director/ member of each of the parties need to sign the joint venture or consortium agreement. Furthermore, in the case of a joint venture or consortium at least one director/ member of each party to the joint venture or consortium must give consent to give authorisation for signatory to this bid.

8. PERIOD OF VALIDITY FOR BIDS AND WITHDRAWAL OF BID AFTER CLOSING DATE

All Bids must remain valid for a period of **90 (Ninety)** days from the closing date as stipulated in the Bid document.

9. PENALTY PROVISION

9.1 Should the successful Bidder:



- a) Withdraw the Bid during the afore-mentioned period of validity; or
- b) Advise the Department of his / her / their inability to fulfil the contract; or
- c) Fail or refuse to fulfil the contract; or
- d) Fail or refuse to sign the agreement or provide any surety if required to do so;

The Department may hold the bidder responsible for and the bidder is obligated to pay to the Department:

- a) All expenses incurred by the Department to advertise for or invite and deliberate upon new Bids, should this be necessary.
- b) The difference between the original accepted Bid price (inclusive of escalation) and:
 - i. A less favourable (for the Department) Bid price (inclusive of escalation) accepted as an alternative by the Department from the Bids originally submitted; or
 - ii. A new Bid price (inclusive of escalation).

9.2 Should the successful Bidder fail to deliver; provisions of the General Conditions of Contract will apply.

9.3 Disputes between the Department and a bidder (if any) will be dealt with in the form of litigation.

9.4 The penalties will be as per the SLA or Project Charter which will be signed after the awarding of the contract

10. VALUE ADDED TAX

In calculating the cost of the supply and delivery of services and / or material, the supplier will issue a "Tax Invoice" for all services rendered and / or materials supplied, which will reflect the exclusive cost of such services, goods or materials with the relevant Value Added Tax being added to the total.

11. PRICE ESCALATION

Contract price adjustments will be done annually on the anniversary of the contract start date. The price adjustment will be based on the Consumer Price Index Headline Inflation

STATS SA P0141 (CPI), Table E	Table E - All Items
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12. AUTHORITY TO SIGN BID DOCUMENT

In the case of a Bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to the Department at the time of submission of the Bid that the Bid has been signed by persons properly authorised thereto by resolution of the directors or under the



articles of the entity. Furthermore, in the case of a joint venture or consortium at least one directors/ members of each party to the joint venture or consortium must give consent to give authorisation for signatory to this bid.

In the event that a resolution to sign is not completed by all directors/ members of the enterprise, the signature of any one of the directors or members to this bid will bind all the directors/ members of the enterprise and will therefore render the bid valid.

If a non-member/ non-director to the enterprise sign this declaration, and no authority is granted, it will automatically invalidate the bid.

13. DURATION OF THE BID

The successful bidder will be contracted for the period of thirty-six (36) months, limited to the items listed on the tender document.

14. DELIVERY PERIODS

14.1 Delivery periods and relevant dates will be provided in the Service Level Agreement (SLA).

15. DISPUTES OR LIABILITIES

15.1 If disputes/ liabilities cannot be resolved by internal systems, the disputes will be settled by litigation. This paragraph replaces paragraph 29 in the General Conditions of Contract.

16. CLOSING DATE / SUBMITTING OF BIDS

16.1 Bids must be submitted in sealed envelopes clearly marked.

16.2 The completed bid documents must be deposited in the bid box situated at the Office of the Premier Building, Ground Floor (Reception Area), Bhisho not later than the **30 August 2024** at 11AM when bids will be opened in public.

17. NEGOTIATIONS WITH THE IDENTIFIED PREFERRED BIDDER

17.1 The Bid will be awarded to the bidder who scores the highest PPPFA points, calculated based on the total price offered. However, the final terms of this bid may be subjected to negotiation with the identified preferred bidder, should a need arise.

17.2 The Department may negotiate for additional resources from the successful bidder, should it be deemed necessary.



PART A: CERTIFICATE OF AUTHORITY FOR SIGNATORY

Signatory for companies shall confirm their authority thereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form.

An example is given below:

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

Mr. /Ms, whose signature appears below, has been duly authorized to sign all documents in connection with the Bid for **APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE PROVISION OF BROADCAST AIRTIME FROM A VARIETY OF MEDIA PLATFORMS FOR THE EASTERN CAPE OFFICE OF THE PREMIER (ECOTP) FOR A PERIOD OF TWELVE (12) MONTHS.**

and any Contract that

may arise there from on behalf of (name of Service Provider in block capitals)

SIGNED ON BEHALF OF THE COMPANY:

IN HIS/HER CAPACITY AS:

DATE:

SIGNATURE OF SIGNATORY:

WITNESSES: 1.



PART B: CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this Bid in Joint Venture and hereby authorise Mr/Ms
, authorised signatory of the company
, acting in the capacity of lead partner, to sign all documents in
 connection with the tender offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature. Name Designation
		Signature. Name Designation
		Signature. Name Designation
		SIGNATURE. NAME DESIGNATION

ATTACH SERVICE LEVEL AGREEMENT BETWEEN JOINT VENTURE PARTIES TO NEXT PAGE. "FAILURE TO SUBMIT JOINT VENTURE AGREEMENT AS PART OF THE COMPLETION OF THE BID WILL RESULT IN YOUR BID BEING REJECTED."



PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SCMU1-24/25-0003	CLOSING DATE:	30 AUGUST 2024	CLOSING TIME:	11H00
DESCRIPTION	Appointment of a service provider to facilitate provision of broadcast airtime from a variety of media platforms for the Eastern Cape Office of the Premier (ECOTP) for a period of twelve (12) months.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
ECOTP, Independence Avenue, ECDC , Bhisho					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Loyiso Manyela (Ms)		CONTACT PERSON	Yonela Dekeda (Ms)	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	loyiso.manyela@otp.gov.za		E-MAIL ADDRESS	yonela.dekeda@ecotp.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
1.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		1.1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES	☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES	☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES	☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES	☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES	☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					



PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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:





Province of the
EASTERN CAPE
OFFICE OF THE PREMIER

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE PROVISION OF BROADCAST AIRTIME FROM A VARIETY OF MEDIA PLATFORMS FOR THE EASTERN CAPE OFFICE OF THE PREMIER (ECOTP) FOR A PERIOD OF TWELVE (12) MONTHS.

BID NO: SCMU1-24/25-0003



1. OBJECTIVES

The Eastern Cape Office of the Premier (ECOTP) requires broadcast airtime in radio and television platforms for the placement of advertisement, conduct interviews, informercials, drama-series, storyline integration, outside broadcasts, television squeeze backs, live crossings frequently for the profiling of the work of government and strengthen communication with communities. The need for assistance in ensuring a cost effectiveness and efficiency of reaching targeted population has been identified.

2. SCOPE OF WORK

Media Buying is informed by the target audience intended for the message. Appointing a reputable service provider will allow a simpler and more efficient way of securing the services, also addressing urgent requests necessitated by unpredictable requirements/ environment.

- 2.1 Radio and Television (including terrestrial / digital tv) media platforms serve as very effective means of mass communication. Both platforms offer a serious level of selectivity through geographic inclusion on various radio stations and different program designs.
- 2.2 They act as a source of information and they also provide news in various areas of the province, and more so in the rural areas. Radio and Television are reliable media platforms that are utilised for the transmission of key government messages reaching the targeted audiences in appropriate languages understood by most of the Eastern Cape Citizens. These media platforms are also critical and relevant during emergency situations where information must be transmitted quickly to the public.
- 2.3 While new media platforms have emerged in the recent past, especially with the 4th Industrial Revolution, however radio and television have been proven to be a key communication tool that reaches a large audience simultaneously including in the most rural communities.
- 2.4 These platforms will provide the Provincial Government an opportunity to give factual and up to date information to the Eastern Cape citizens. The procurement of broadcast airtime will provide the Provincial Government an opportunity to communicate effectively and efficiently.

3. STRATEGIC IMPLICATIONS

- 3.1 In line with the Promotion of Access to Information Act No. 2 of 2000 (PAIA), ECOTP is mandated to disseminate Government information to the broader public.
- 3.2 The procurement is also in line with Provincial Communication Strategy Programme of Action of profiling the work of government, as well as sustain dialogue with communities and stakeholders.
- 3.3 Eastern Cape is a vast and multilingual province, the use of community, regional and national media platforms is imperative to effectively communicate appropriate government messages to the target audience and further reach the broader community.
- 3.4 Radio and television platforms will enable the Provincial Government to disseminate information with due regard to the language preference of the intended audience.
- 3.5 Informed by the government segmentation model as well as the population trends in South Africa, in particular the Eastern Cape, the media platforms analysed and identified to best suite the information needs of EC communities and government include terrestrial broadcast platforms such as SABC Radio stations like Umhlobo Wenene, Tru-FM, Radio2000 and SAFM, SABC TV Platforms; Eastern Cape Community Radio Stations, Radio Algoa, Mpuma Kapa TV and digital platforms like Keith Ngesi.
- 3.6 The profile of the identified media platforms is as follows:
 - 3.6.1 **Umhlobo Wenene FM** is an SABC national radio station, the only radio station that broadcasts in IsiXhosa with the largest footprint in the province. As per the latest South African Audience Research Foundation (SAARF) published in 2023, the station has grown its listenership to close to 5million, nationally and it covers 7 out of 9 provinces. According to the survey results, UWFM talks to 90% of the population of the Eastern Cape Province and is the number one radio station in the province and the Western Cape in terms of listenership.
 - 3.6.2 **Tru-FM** is a platform that is provided to communicate and engage on issues and programming that appeal to the youthful audience, in both Xhosa and English. It provides government with a platform to express, interact and engage with the youth who aspire to further their education and live their dreams in or to contribute in the development and

economic growth of the Eastern Cape. According to South African Audience Research Foundation (SAARF), it has a listenership of 285 000.

- 3.6.3 **RADIO 2000** is a cosmopolitan Music driven national radio station that broadcasts in English. The station provides content that is of high quality and engages audiences in healthy discussions that reflect and aim to unite South Africa's diverse cultures. There has been a noticeable increase in listenership especially from the Eastern Cape. This provides the Provincial Government an opportunity to interact with its target audience especially the young professionals and the businesspeople. In terms of demographic, RADIO 2000 attracts captains of Industry, opinion leaders and successful entrepreneurs with 1,9 million listenership.
- 3.6.4 **SA FM** is a high profile English national news and talk radio station. It draws its audience from SEM's 8-10, who have influence in decision making. The station is identified for Stakeholders and Media Engagement session. It aims to deliver credible and up-to-the-minute news coverage alongside relevant, informed analysis of current affairs, in accordance with its Public Broadcasting Service mandate. It also explores broader themes and subjects relevant to its target market and delivers the information in a manner which benefits all South Africans. The station targets discerning, mature, and sophisticated listeners nationally. The focus is primarily on decision makers seeking insightful and enabling information to keep themselves informed, with a 578 000 listenership.
- 3.6.5 **SABC TV** stations has been earmarked due to the fact that it provides a variety of platforms and products targeting different audiences with different languages spoken in the province (i.e IsiXhosa, Sesotho, English & Afrikaans). It has a 24-hour News Channel that reaches over 50 Countries and feeds into its terrestrial channels, namely, SABC 1, 2 & 3. Furthermore, it has Morning Live which is a daily SABC Breakfast Show which focuses on the agenda of the news of the day. The show carries among others the day's diary, market sense; socio-economic issues; science, technology, education matters and political issues.
- 3.6.6 **COMMUNITY RADIO STATIONS** in the Eastern Cape is predominantly rural and targets people in the bracket of SEM 1 – 3, with some facing significant challenges related to poverty, unemployment, inadequate housing and limited access to essential services. The advantage of Community Radio stations is that they are based in Local and District

Municipalities and therefore spread across the province and have a greater potential to penetrate every Municipal Ward. The community radio sector in the province has a collective of 2 million listeners per week, as according to figures from the South African Advertising Research Foundation (SAARF), and listeners spend an average of three and a half hours a day listening to the radio. Government Communication Strategy targets this group as its primary target audience for its messaging.

- 3.6.7 **ALGOA FM** is an adult contemporary radio station broadcasting in the region of the Eastern Cape and Garden Route. It offers listeners with national and local news reports with an audience of over 500 000. It is the only commercial radio station in the province broadcasting in English.
- 3.6.8 **MPUMAKAPA TV** is a growing regional television station with an audience reach of over 1 million. In the past, this platform has been used to carry out the television broadcast and production task of the State of the Province Address, the Provincial Communication component requires the expertise of Mpuma Kapa TV, as the only regional television channel in the Eastern Cape. The television channel will provide the necessary infrastructure, equipment, crew, cast and expertise to carry out the live broadcast as means to reach the broader Eastern Cape community.
- 3.6.9 **KEITH NGESI TV** is a digital media platform enabled through the emergence of the 4th Industrial Revolution. The station broadcasts primarily to audiences in the Eastern Cape, with an ability to reach audiences across the world. While the audience reach is still below 1 million, the platform provides an opportunity for government to disseminate information using platforms that create access to new audiences with a massive future growth potential. The station broadcasts in English and Xhosa, providing in-studio and outside broadcast services including podcasts.
- 3.7 As such, different products will be required from different stations at different time slots as reflected below to cater to varying audiences.

4. SCOPE OF WORK AND EXPECTED DELIVERABLES

The scope of work entails the following:

- 4.1 Facilitate placement of products provided and approved by the Office of the Premier (OTP) according to the agreed specification, platforms, and period as shown by the table below:

MEDIA PLATFORM	PROGRAMME / TIME CHANNEL	DURATION	PRODUCT DESCRIPTION
Umhlobo Wenene FM	6h00 – 09h00; 09h00 – 12h00, 15h00 – 18h00	45 Seconds	Advertisement
	06h00 – 09h00; 09h00 – 12h00, 15h00 – 18h00	45 seconds	Live reads
	06h00 – 09h00; 09h00 – 12h00, 15h00 – 18h00	3 hours	Live Broadcast
	06h00 – 09h00	5 minutes	Live interview
	18h00 – 21h00	25 minutes	radio interviews
	15h00 – 18h00	5 minutes	Feature / Infomercial
	13h30 – 13h45	3 minutes	Story line integration
SA FM	6h00 – 09h00; 09h00 – 12h00, 15h00 – 18h00	45 Seconds	Advertisement
	06h00 – 09h00; 09h00 – 12h00, 15h00 – 18h00	45 seconds	Live reads

SCMU1-24/25-0003: Appointment of a service provider to facilitate provision of broadcast airtime from a variety of media platforms for the Eastern Cape Office of the Premier (ECOTP) for a period of twelve (12) months.

MEDIA PLATFORM	PROGRAMME / TIME CHANNEL	DURATION	PRODUCT DESCRIPTION
	06h00 – 09h00; 09h00 – 12h00, 15h00 – 18h00	5 minutes	Live Interview
	06h00 – 09h00 09h00 – 12h00 15h00 – 18h00	3-hour package	Outside Broadcast
TRU FM	6h00 – 09h00 15h00 – 18h00	45 Seconds	Recorded advertisement
	06h00 – 09h00	5 minutes	Interviews
	06h00 – 09h00 09h00 – 12h00 15h00 – 18h00	3-hour package	Outside Broadcast
RADIO 2000	6h00 – 09h00 15h00 – 18h00	45 Seconds	Recorded advertisement
	06h00 – 09h00 12h00 – 15h00	5 minutes	Interviews
	09h00 – 12h00	3-hour package	Outside Broadcast
SABC 1	19h00 – 21h00	60 seconds	Recorded adverts
	19h30 – 20h00	60 seconds	Squeeze Back
SABC 2 / Channel 404	06h00 – 09h00	60 seconds	Recorded adverts
	06h00 – 09h00	3-hour package	Outside Broadcast
	09h00 – 12h00	3 X 5 minutes	Live Crossings
	09h00 – 12h00	1 hour	Live Drop In

SCMU1-24/25-0003: Appointment of a service provider to facilitate provision of broadcast airtime from a variety of media platforms for the Eastern Cape Office of the Premier (ECOTP) for a period of twelve (12) months.

MEDIA PLATFORM	PROGRAMME / TIME CHANNEL	DURATION	PRODUCT DESCRIPTION
SABC 3	19h00 – 21h00	60 seconds	Recorded adverts
MPUMA KAPA TV	19h00 – 20h00	60 Seconds	Recorded Adverts
	09h00 – 12h00	60-minute package	Outside Broadcast
	09h00 – 12h00	3-hour package	Outside Broadcast (SOPA Production inclusive of studio setup and broadcast equipment)
ALGOA FM	06h00 – 09h00	45 Seconds	Recorded Adverts
	15h00 – 18h00	45 Seconds	Recorded Adverts
	09h00 – 12h00	3-hour package	Outside Broadcast
EC COMMUNITY RADIO STATIONS / HUB	09h00 – 12h00	45 Seconds	Recorded Adverts
	15h00 – 18h00	45 Seconds	Recorded Adverts
	15h30 – 16h00	10 minutes	Live interview
	09h00 – 12h00	3 hours	Outside Broadcast
KEITH NGESI MEDIA (Radio & TV)	09h00 – 12h00	1 hour	Live and In-studio interview
	18h00 – 19h00	45 seconds	Recorded adverts
	09h00 – 12h00	3 hours	Outside Broadcast

- 4.2 The duration and time channel used will vary according to specific need per campaign.
- 4.3 The final product of recorded interviews and or delayed broadcast where applicable to be presented to OTP for copy testing and signing off before placement in broadcast platforms.
- 4.4 The service provider to supply OTP with POE (schedules, recordings, confirmation letters) of all media placements on a monthly basis.

5. EASTERN CAPE OFFICE OF THE PREMIER RESPONSIBILITIES

The ECOTP shall provide the following:

- 5.1 Identified media platforms required for a specific campaign.
- 5.2 Complete material for placement based on the nature of product as and when required (recorded adverts, content for live reads, story line integration, live drop in and squeeze backs)
- 5.3 Confirmation of details (date, time & venue) in respect of interview slots, outside broadcasts at least three (3) days prior to the broadcasting date.
- 5.4 Provision of questions for interviews

6. PROJECT DURATION

The successful bidder shall render the required services over a period of twenty-months (12) months.

7. CONDITIONS OF THE BID

Bidders must submit their bid proposals on the stipulated closing date and time noting that late bids will not be considered.

- 7.1 Bidders must comply with all conditions pertaining to the terms of reference requirements.
- 7.2 Bidders must submit all required documents in support of the bid as per mandatory and functionality criteria set in section 9 below (pages 11 to 15).
- 7.3 The ECOTP reserves the right to request clarity seeking information at any time during the evaluation process.
- 7.4 The successful bidder is expected to enter into a Service Level Agreement (SLA) ECOTP after the award of the contract.
- 7.5 The SLA shall be prepared by the ECOTP to include such terms and conditions commonly included in agreements of such nature, together with any other terms and conditions which are required by the ECOTP (whether arising from the specifications of the successful bidder's proposal or otherwise).
- 7.6 After careful consideration and thorough examination of the proposals, the ECOTP shall select the successful Bidder whose proposal most closely satisfies the criteria and the requirements. The lowest price (rate) offered will not necessarily be a decisive factor in choosing between Proposals.
- 7.7 ECOTP reserves the right to terminate the contract should the successful bidder fail to perform according to the requirements stipulated in the SLA.

8. COMPULSORY BRIEFING SESSION

A compulsory briefing session will be held virtual through MS Teams on the 16 August 2024 at 11H00. Link can be requested by email from sinoluhlu.maya@ecotp.gov.za /

9. BID EVALUATION CRITERIA

Responses will be evaluated using a predetermined set of evaluation criteria. The evaluation criteria is designed to reflect OTP's requirements in terms of identifying a suitable service provider and ensure the selection process is transparent and afford all the bidders a fair opportunity for evaluation and selection.

This bid will be evaluated in three (3) phases as follows:

9.1 Phase 1: Pre-qualification criteria **(Mandatory requirements)**

Bidders should note that, only bidders who meet the Mandatory requirements Criteria and SCM compliance of the bid shall be evaluated further on Price and Specific goals.

9.2 Phase 2: Functionality Criteria

9.3 Phase 3: Price and Specific Goals

9.4 PRE-QUALIFICATION CRITERIA (MANDATORY REQUIREMENTS) – PHASE 1

9.4.1 **Submission of compulsory documents** – prospective bidders must comply with the requirements and submit all required documents indicated hereunder with the bid documents at the closing date and time of bid.

9.4.2 **Prospective bidders must have a proven track record, ability and successfully completed media buying and placement services in the digital/Broadcast media.**

Mandatory Criteria	Supporting documents
Company Track record:	
Minimum of five (5) years in the media buying and placement services in the digital/Broadcast media.	Company profile indicating/ demonstrating the number of years implementing in media buying and placement services in the digital/Broadcast.
Provide a minimum of three (3) projects to the value of R500, 000 or more per project.	- Bidders must fully complete Annexure B with contactable references reflecting the brief description of the scope and scale of work undertaken for each and indicate the value. - Bidders must submit at least three (3) reference

Mandatory Criteria	Supporting documents
	letters on clients' letterhead signed by the entity's SCM Head or project manager in line with projects listed in Annexure B.
Financial Capacity	
• Provide proof of financial statements.	• Audited financial statements of the last financial year as presented by an independent auditor.
• Provide bank code letter (A – C)	• Bank code letter not older than one (1) month from the bid closing date.
Team Capacity – Qualifications of Key personnel	
The service provider must demonstrate the capacity of the project team to be utilized in the execution of the contract. The project team should consist of: • One Project leader with a minimum of NQF Level 5 Qualification in Media studies, Marketing, Communication, Public Relations, Audio Visual production, and Journalism. • At least five (5) years' experience in the media buying and advertising environment of which Three (3) must be at the management level. • Two (2) team members with a minimum of 3 years' experience in the media buying and advertising environment.	CV of each team member. • The CVs should clearly state the roles of each team member and not be longer than 3 pages. • The CV must provide a brief description of individuals' experience in line with the requirements as indicated in the qualification of key personnel. • The CV must indicate at least 3 contactable references that will be used to confirm the stated experience. Certified copies of qualifications not older than 6 months.

Bidders who fail to comply with all the mandatory criteria will be disqualified.

9.5 FUNCTIONALITY CRITERIA - PHASE 2

9.5.1 Functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated.

9.5.2 The bidder must score a minimum of 60 out of the 100 points for Functionality in order to qualify to proceed to the next stage of the evaluation process.

Functionality Criteria	Scoring	Weight
Experience		
Company Profile Provide a minimum of three (3) projects to the value of R500, 000 or more per project.	Experience should be backed by Annexure B and relevant reference letters. • 10 + projects = 40 points • 7 to 9 projects = 30 points • 4 to 6 projects= 20 points • 3 projects = 10 points	40 points
Financial capacity		
Financial statements Audited financial statements as presented by an independent auditor.	The financial statements will be assessed as follows: Current Ratios = Current Assets / Current Liabilities • 2+ = 15 points • 1,25 + to 1,9 = 10 points • 1,25 = 5 points	15 points
Bank Rating Bidder must submit a bank rating letter not older than one (1) month from the bid closing date.	The bank rating will be assessed as follows: • Code A = 15 points • Code B = 10 points • Code C = 5 points	15 points
Project team		

Functionality Criteria	Scoring	Weight
Project Leader At least five (5) years' experience in the media buying and advertising environment of which Three (3) must be at the management level.	• 7 + years management experience = 30 points • 4 to 6 years management experience = 20 points • 3 years management experience =10 points	30
Total weight		100
<i>Due diligence may be conducted to verify all information that has been provided.</i>		

9.6 PRICE & SPECIFIC GOALS - PHASE 3

9.6.1 Only Bidders that have met all the requirements of the above criteria will be evaluated in phase 3 for price and specific goals. Price and specific goals will be evaluated as follows:

9.6.2 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations 2022,

9.6.3 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 the table below as may be supported by proof/ documentation stated in the conditions of this tender.

9.6.4 The applicable preference point system for this tender is the 80/20 preference point system. The maximum points for this tender are allocated as follows:

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

Points awarded for Specific Goals

Specific goals for this tender and points claimed are indicated per the table below.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Documentation to be submitted by bidders to validate their claim for points
Youth owned entities	5	-ID document. -Company registration
Women owned Entities	5	- Company registration -ID document
Entities owned by people with disabilities	5	Proof of disability such as SASSA registration or confirmation of disability from a relevant authority
South African citizen – who, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa Act 110 of 1983 or the Constitution of the Republic of South Africa Act 200 of 1993	3	-ID document - Company registration
Eastern Cape based Suppliers	2	Municipal Bill statement / Lease agreement
Total	20	

Specific goals points will be allocated to bidders on submission of documentation stated above as evidence required to substantiate the points claimed.

10. FORMAT OF THE BID SUBMISSION

Document that must be submitted	Explanatory information
Invitation to Bid – SBD 1	Complete and sign the supplied document
Tax Compliance Status	Departments verify tax compliance status of the recommended bidders on CSD at the time of award of contracts. Bidders must therefore, note that in addition to being tax compliant at the time of award of the contract, it is incumbent upon the successful bidder to ensure that they are always tax compliant over the entire duration of the contract. Failure to ensure tax compliance may prevent the Department Entity from issuing orders when services are required. In such instances, the Department reserves the right to procure outside of the contract. Furthermore, if the Department is prevented from obtaining the relevant services on the contract, such constitutes a breach of contract and will be dealt with accordingly, including the recovery of damages/adverse costs where applicable.
Declaration of Interest – SBD 4	Complete and sign the supplied document
SBD 6.1	Submit ID copy, company registration, proof of disability such as SASSA registration or confirmation of disability from a relevant authority and proof of residence to validate the claim for points on specific goals.
Registration on Central Supplier Database (CSD)	Service Provider must be registered on CSD. If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit CSD printout as proof of registration.

11. SUPPLIER DUE DILIGENCE

ECOTP reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include interviews, presentations, site inspection and requests for additional information.

12. SUBMISSION OF PROPOSALS

- 12.1 Bid documents must be placed in the bid box situated at ECOTP Main Building, Ground Floor at security, Independence Avenue, Bhisho **OR** couriered to the aforesaid address on or before the closing date and time. Service Providers who courier document must ensure that the document is placed in the bid box before the closing date and time.
- 12.2 Bid documents will only be considered if received by ECOTP before the closing date and time, regardless of the method used to send or deliver such documents to ECOTP.
- 12.3 Bids will be opened in public immediately after **closing time at 11:00** where the name of the bidder and the financial offer will be read out loud.

13. PROJECT COSTING

- 13.1 Bidders must quote for all services listed under the scope of work in the Pricing Schedule.
- 13.2 Provide fixed rates for the duration of the contract.
- 13.3 Rates must be in Sout African rand value and VAT inclusive.

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

Name of bidder.....	Bid number: SCMU1-24/25-0003.
Closing Time 11:00	Closing date: 30 August 2024
<i>Appointment of a service provider to facilitate provision of broadcast airtime from a variety of media platforms for the Eastern Cape Office of the Premier (ECOTP) for a period of twelve (12) months.</i>	

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF THE BID.

MEDIA PLATFORM	PROGRAMME / TIME CHANNEL	DURATION	PRODUCT DESCRIPTION	RATE PER ITEM (PER TIME SLOT)
Umhlobo Wenene FM	6h00 – 09h00; 09h00 – 12h00, 15h00 – 18h00	45 Seconds	Advertisement	
	06h00 – 09h00; 09h00 – 12h00, 15h00 – 18h00	45 seconds	Live reads	
	06h00 – 09h00; 09h00 – 12h00, 15h00 – 18h00	3 hours	Live Broadcast	
	06h00 – 09h00	5 minutes	Live interviews	
	18h00 – 21h00	25 minutes	radio interviews	

SCMU1-24/25-0003: Appointment of a service provider to facilitate provision of broadcast airtime from a variety of media platforms for the Eastern Cape Office of the Premier (ECOTP) for a period of twelve (12) months.

MEDIA PLATFORM	PROGRAMME / TIME CHANNEL	DURATION	PRODUCT DESCRIPTION	RATE PER ITEM (PER TIME SLOT)
	15h00 – 18h00	5 minutes	Feature / Infomercial	
	13h30 – 13h45	3 minutes	Story line integration	
SA FM	6h00 – 09h00; 09h00 – 12h00, 15h00 – 18h00	45 Seconds	Advertisement	
	06h00 – 09h00; 09h00 – 12h00, 15h00 – 18h00	45 seconds	Live reads	
	06h00 – 09h00; 09h00 – 12h00, 15h00 – 18h00	5 minutes	Live Interview	
	06h00 – 09h00; 09h00 – 12h00 15h00 – 18h00	3-hour package	Outside Broadcast	
TRU FM	6h00 – 09h00 15h00 – 18h00	45 Seconds	Recorded advertisement	
	06h00 – 09h00	5 minutes	Interviews	
	06h00 – 09h00 09h00 – 12h00 15h00 – 18h00	3-hour package	Outside Broadcast	
RADIO 2000	6h00 – 09h00 15h00 – 18h00	45 Seconds	Recorded advertisement	
	06h00 – 09h00 12h00 – 15h00	5 minutes	Interviews	
	09h00 – 12h00	3-hour package	Outside Broadcast	

SCMU1-24/25-0003: Appointment of a service provider to facilitate provision of broadcast airtime from a variety of media platforms for the Eastern Cape Office of the Premier (ECOTP) for a period of twelve (12) months.

MEDIA PLATFORM	PROGRAMME / TIME CHANNEL	DURATION	PRODUCT DESCRIPTION	RATE PER ITEM (PER TIME SLOT)
SABC 1	19h00 – 21h00	60 seconds	Recorded adverts	
	19h30 – 20h00	60 seconds	Squeeze Back	
SABC 2 / Channel 404	06h00 – 09h00	60 seconds	Recorded adverts	
	06h00 – 09h00	3-hour package	Outside Broadcast	
	09h00 – 12h00	3 X 5 minutes	Live Crossings	
	09h00 – 12h00	1 hour	Live Drop In	
SABC 3	19h00 – 21h00	60 seconds	Recorded adverts	
MPUMA KAPA TV	19h00 – 20h00	60 Seconds	Recorded Adverts	
	09h00 – 12h00	60-minute package	Outside Broadcast	
	09h00 – 12h00	3-hour package	Outside Broadcast (SOPA Production inclusive of studio setup and broadcast equipment)	
ALGOA FM	06h00 – 09h00	45 Seconds	Recorded Adverts	
	15h00 – 18h00	45 Seconds	Recorded Adverts	
	09h00 – 12h00	3-hour package	Outside Broadcast	
	09h00 – 12h00	45 Seconds	Recorded Adverts	

SCMU1-24/25-0003: Appointment of a service provider to facilitate provision of broadcast airtime from a variety of media platforms for the Eastern Cape Office of the Premier (ECOTP) for a period of twelve (12) months.

MEDIA PLATFORM	PROGRAMME / TIME CHANNEL	DURATION	PRODUCT DESCRIPTION	RATE PER ITEM (PER TIME SLOT)
EC COMMUNITY RADIO STATIONS / HUB	15h00 – 18h00	45 Seconds	Recorded Adverts	
	15h30 – 16h00	10 minutes	Live interview	
	09h00 – 12h00	3 hours	Outside Broadcast	
KEITH NGESI MEDIA (Radio & TV)	09h00 – 12h00	1 hour	Live and In-studio interview	
	18h00 – 19h00	45 seconds	Recorded adverts	
	09h00 – 12h00	3 hours	Outside Broadcast	
Sub- total				
Vat (15%) – if applicable				

TOTAL RATE CARRIED TO FORM OF BID

R.....

-
- Required by:
 - At:
.....
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO

SCMU1-24/25-0003: Appointment of a service provider to facilitate provision of broadcast airtime from a variety of media platforms for the Eastern Cape Office of the Premier (ECOTP) for a period of twelve (12) months.

- If not to specification, indicate deviation(s)
- Period required for delivery
*Delivery: Firm/not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of institution	State

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:

.....

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

- 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**

- 2.3.1 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1

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

PRICE QUOTATION PROCESS (UP TO R 1 MILLION)

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) **80/20 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.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

1.5 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.

- 1.6 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.
- 1.7 Bidders who wish to claim points in terms of table 4.2 below need to provide proof for each point claimed as guided below:
- Who had no franchise in national elections before the 1983 and 1993 Constitution – **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
 - Who is female- **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
 - Who has a disability – **attach doctor's letter confirming the disability**
 - Who is youth - **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**

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

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

or

90/10

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable 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.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no franchise in national elections before the 1983 and 1993 Constitution	3		
II. Who is Women	5		
III. Who has a disability	3		
IV. Who is youth	5		
V. Enterprise located in Eastern Cape	2		
VI. Military Veterans	2		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:.....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a 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:.....

ANNEXURE B– BIDDERS MUST FULLY COMPLETE THE FOLLOWING TABLE INDICATING THEIR TRACK RECORDS AND REFERENCES

NO.	COMPANY / CLIENT'S NAME	CONTRACT VALUE	CONTRACT PERIOD	PROJECT DESCRIPTION	CONTACTABLE REFERENCES		
					NAME OF CONTACT PERSONS	WORK E- MAIL ADDRESS	WORK TELEPHONE NUMBERS
1.							
2.							
3.							
4.							
5.							
6.							

NO.	COMPANY / CLIENT'S NAME	CONTRACT VALUE	CONTRACT PERIOD	PROJECT DESCRIPTION	CONTACTABLE REFERENCES		
					NAME OF CONTACT PERSONS	WORK E- MAIL ADDRESS	WORK TELEPHONE NUMBERS
7.							
8.							
9.							
10.							
11.							

Bidders Name: _____

Date: _____

Signed by: _____

Signature: _____