

Bid Addendum

Attention	:	All Prospective Bidders
From	:	Supply Chain Management
Date	:	18 April 2024
Issue	:	Second (2 nd) Issue
Bid Number	:	RFB 25/23
Bid Title	:	APPOINTMENT OF A SERVICE PROVIDER WITH EXTENSIVE KNOWLEDGE AND HANDS-ON EXPERIENCE IN WRITING, EDITING, PROOFREADING, AND DESIGNING INTEGRATED ANNUAL REPORTS FOR A PERIOD OF THREE (03) YEARS

1. ISSUE ADDENDA

Supply Chain Management policy states... *“When any additions, deletions or changes are made to any part of the original bid documentation, all potential vendors, which collected a bid document, must be notified of these changes. It should be noted that amendments must allow bidders enough time to adjust their offers before submitting the bid to ITHALA. Any additions, deletions or changes must be done in writing and records should be maintained in the relevant file; and Bidders must acknowledge receipt of the amendments”*

2. YOU ARE HEREBY ADVISED OF THE FOLLOWING OMISSION

Kindly note questions received before the closing date and time:

- If everyone will be shot in the same location (Kingsmead Office Park) on the same day? Or different locations? **There will be two shots one in Durban (can be at the Kingsmead office park or service provider studio) and one at Johannesburg.**
- Will you need the pictures to be shot on a white backdrop **YES** - head and shoulders only or will you also require full length images and will there be any group shots – **There will be no group shots, we require both head and shoulders shot as well as full length images.**
- How many images would you want per person and assuming there will be some retouching of the selects - that’s usually how we operate these annual report shots. **2 head and shoulders shot as well as 2 full length shots per individual.**

NB: Cover quoting sometimes referred to as *“shadow quoting”* or *“bid rigging”* is an offense which represents both corruption and acquisition of fraud. It undermines the fair determination of a supplier, corruptly eliminating free and open competition. Therefore, it is not allowed.