

REQUEST FOR PROPOSAL [RFP] No TNPA/2023/05/0008/29695/RFP

DESCRIPTION: FOR THE PROVISION OF ADVERTISING AND RELATED SERVICES TO TRANSNET NATIONAL PORTS AUTHORITY (TNPA) FOR A PERIOD OF THREE (3) YEARS ON AN AS AND WHEN REQUIRED BASIS

NON-COMPULSORY BRIEFING SESSION DATE: Wednesday, 15 November 2023 at 10:00

Question	Answer
Questions Posed During Briefing Session	
Annexure B1 – Desktop Technical Evaluation Criteria; Experience and qualifications of proposed employees to manage the TNPA account; Media Strategist: a) Is the requirement for Media Strategist requesting for a PR corporate media relation or a media strategy for the bought media? b) Is the requirement seeking two specialists?	a) The Media strategist must have both strengths in public relations and be able to perform media buying duties. b) The requirement is seeking one resource with both expertise.
Pricing Schedule: Table 3 - Media Training: a) Is the media training item referring to dealing with PR, media, and journalists, as well as dealing with bought media?	a) Yes. Furthermore, the service provider must be able to identify a seasoned and experienced media specialist who is a broadcaster and skilled in online and traditional media. The individual will provide training to TNPA subject matter experts to ensure media readiness and that they are able to eloquently speak to the media.
Annexure B2 Presentation Technical Evaluation Criteria: a) Would the presentation of the case study be done in person? b) Does the Desktop evaluation entail submission of technical written information and Annexure B1 a presentation of the whole case study and visuals?	a) The Presentation Technical evaluation will be conducted through Microsoft Teams. b) Yes, Annexure B1 (Desktop Technical Evaluation) is for submission of the evidence in response to the technical criteria at the closing date of the RFP. Bidders that pass the desktop evaluation will be invited for a Presentation to TNPA aligned to the criteria cited in Annexure B2.

Question	Answer
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Project Resources: a) Will an Agency be penalized in the instance where it outsources the strategic communications Service to an external party that primarily focuses its principal job functions on strategic communications (where there is an agreement in place between the parties)?	a) No, the Agency will not be penalised. However, the resource must be available and dedicated to service TNPA for the duration of the contract. The Agency will be responsible for managing the outsourced resource.
Submission of bids: a) If the submission size is large, will links such as Google Links and wetransfer be acceptable?	b) No. Prospective bidders are required to submit their bids on the Transnet e-Tender Submission Portal (transnetetenders.azurewebsites.net) as indicated on the RFP document section 2, subsection 3.