

	BID CLARIFICATION	Form No: RW SCM 00041 F Revision: 03 Effective Date: 31 Jan 2023
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Bid Number RW10405722/23
Clarification Number 02

Enquiries: Trudy Padayachee
Direct Line: Please communicate all
queries via email
E-mail: tpadayac@randwater.co.za
Date: 18 January 2024

BID NUMBER RW10405722/23

BID DESCRIPTION PROVISION OF MARKETING, PROMOTIONAL AND PUBLIC
RELATIONS SERVICES AT RAND WATER COMMUNICATION & STAKEHOLDER
RELATIONS DIVISION FOR A DURATION OF 5 YEARS

Clarification to queries raised.

The pages referenced are the pages of the RW10405722/23 bid document.

This clarification consists of 10 statements in the following pages.

SIGNATURES

Buyer : Trudy Padayachee

Sign : Trudy Padayachee
Digitally signed by Trudy Padayachee
Date: 2024.01.19 12:22:50 +02'00'

Sourcing Manager: Semakaleng Mangoali

Sign : Digitally signed by Semakaleng Mangoali
DN: cn=Semakaleng Mangoali, o=Rand Water,
ou=SCMD, email=Smangoal@randwater.co.za, c=SA
Date: 2024.01.19 12:29:57 +02'00'



Clarification questions	Responses
1: I am not aware of any PR/Communications Agencies that are ISO rated, as these are normally for industrial/construction/manufacturing enterprises - I'm assuming a weighting here for this PR/Communications Tender will be negated?: Under T1.3.2. FUNCTIONALITY EVALUATION Quality Management Systems A. Evidence of being ISO 9001 certified (certificate issued by a certification agency) or In-house QMS in place (demonstrated by submission of an approved quality management manual, at a minimum).	1. No it won't be negated. Please submit as required
2: With regards to the Gantt Chart (you have supplied some info, thank you) - our question is, does Rand Water use an internal Project Management Platform, and if so what is it (in order for us to plug into that if required) - if it is not required, I'm assuming a standalone Project Management Platform will suffice? Under T1.3.2. FUNCTIONALITY EVALUATION Detailed Project Programme A. Aligned with employer's completion dates with the following specifications; • on a Gantt chart format • detail at least activity level 2 • resource loaded • monthly cost forecast to completion.	2. RW is using Microsoft office 365.
3: Once again, SHERQ is mainly focused on manufacturing/industrial/production enterprises. Most PR Communications Agencies are adherents to Basic Labour Practices, but none have a SHERQ Office in place as it is usually not required in an digital working	3. No it won't be negated. Please submit as required

environnement as most media, PR Agencies are -
please advise if this will also be negated in terms of
weighting?

Under **T1.3.2. FUNCTIONALITY EVALUATION**

SHERQ

Adjudicated based on
Contractors Health &
Safety Policy, Plan and
documentation submitted

4. Page 31: T2.2.8. DECLARATION OF
INSURANCES - Kindly provide us with the definition
of COID - We assume the meaning is Compensation
for Occupational Injuries And Diseases

4. Correct

5. Page 59: Point 3.5.3 refers to: The Consultant shall
furnish the Client and the Client's Representative with
a list of addresses and telephone numbers of
personnel in the Consultant's organisation who may
be contacted in any emergency both during and
outside normal working hours. - Would the work
address be sufficient as we do not feel comfortable
sharing this information?

5. Yes

6. Regarding the table on page 9 to 12 - (T1.3.2.
FUNCTIONALITY EVALUATION). Can you please
clarify the N/A in column 2. Does that refer to the
Criterion (column 1) or something else?

6. N/A refers - there is no applicable reference in
the bid document

7. Please can you clarify if our understanding is correct
in terms of points A and B and the reference letters
(as outlined in the table on page 9 - T1.3.2.
FUNCTIONALITY EVALUATION).

- The requirement is for reference
letters from clients for:
 - Past work done (relevant for
A and B)
 - Confirmation of completion
(relevant for A and B)
 - Record of performance
(relevant for B)
 - Percentage rating by
client (relevant for B)

7. Your understanding is correct

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○ Therefore, one letter, with all of the above per client, to cover requirements for A and B. In addition, the bidder to submit a confirmation record of performance (relevant for B).	
8. Referring to point E: Equipment Resource Capacity (p 10) in the same table - is the only requirement to complete T2.2.12? We ask in the context of the equipment we use being related to typical office type equipment, i.e. laptops, printers and then software, collaboration platforms and the like.	8. Please list resources your company would utilize to get the project done, including equipment ect.
9. If we should decide to subcontract and submit as part of the proposal, should the subcontractor also submit the following: ▪ Proof of tax compliance status and a valid SARS Tax PIN ▪ Letter of Good Standing from the Department of Labour or an Accredited Institution ▪ Certified copy of B-BBEE Certificate or Certified copy of Sworn Affidavit for EMEs or QSEs	9. Correct - please refer to Bid document
10. Is our understanding correct that the pricing proposal needs to be submitted with the returnable schedules or do you require the pricing proposal to be submitted in a separate envelope/folder?	10. Please submit pricing schedule with the returnables.