

TENDER DATA

Project title:	Appointment of Service Provider to deliver on end-to-end production of Sentech Integrate Report 2021/22 for period of one (1) year.
Bid no:	SENT/034/2021-22

1. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

Sentech is looking for a service provider to provide the end-to-end production and project management of the SENTECH Integrated Report 2021/22.

2. SUBMISSION OF BIDS and CLOSING

This Bid closes at the stipulated date and time as stated in SBD 1 Notice and Invitation to Bid. Bids must be submitted by hand to the Bid Administrator at SENTECH, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.

Bidders that choose to submit their bid documents before the closing date and time may do so during working hours only (08:30-15:30).

It is the Bidder's responsibility to ensure that their bid submissions reach the Bid Administrator before the bid closing time as no late submissions will be accepted.

Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted. Proposals may be opened in public. Bidders will be advised of the outcome by letter, facsimile or e-mail.

This is a two-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:

Envelope One "Original Technical Proposal" and one "Copy of Technical Proposal" together with a soft copy in PDF format of an electronic medium e.g. USB etc. The soft copy will consist of a single PDF document containing the complete response. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).

No Financial Information must be included in Envelope 1.

Envelope Two "Original Financial Proposal" (Contract Date and Pricing schedule/schedule of rates as applicable) together with 1 copy of "Financial Proposal" together with a soft copy in PDF format of an electronic medium e.g. Compact Disk (CD), USB etc. The soft copy will consist of a single PDF document containing the complete Financial Proposal.

Bidders are required to place the sealed **Envelope 1** together **with** the sealed **Envelope 2** into one sealed envelope or container. The sealed envelope or container must be marked with the following information:

- **For Attention**
- **HEAD OF SUPPLY CHAIN MANAGEMENT**
- **BID REFERENCE NO: SENT/034/2021-22**
- **TECHNICAL AND FINANCIAL PROPOSALS**
- **INSERT CLOSING DATE AND TIME**
- **BIDDER'S NAME AND ADDRESS**

Bidders that combine their Technical Proposal with the Financial Proposal (or any financial information) will be automatically disqualified and not be evaluated further.

The financial proposal will only be opened and evaluated should the technical proposal be found to be responsive, being that the technical proposal has met the minimum technical evaluation criteria that are set out in the Bid Documents.

The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Late submissions will not be considered.

3. SIGN AND INITIAL

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Only original signatures will be accepted.

4. COMPLETION OF BID DOCUMENTS

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.

5. COSTS OF PREPARING THE BID SUBMISSION

Bidders shall bear all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

6. ADMINISTRATIVE RESPONSIVENESS CRITERIA

Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria

7. EVALUATION CRITERIA

The evaluation criteria are stipulated in 18 below. It is the Bidder's responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid.

8. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

9. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

10. BID EVALUATION METHOD

This Bid will be evaluated as described in the table below.

Two system will be followed for Technical and Price offer	1. Stage 1 – Administrative Responsiveness Evaluation All the Technical Proposals will be evaluated against the Administrative responsiveness requirements as set out in the list of returnable documents Administrativeresponsiveness requirements as set out in the list of returnable documents. 2. Stage 2 –Technical Evaluation Total minimum qualifying functional score is 75 points out of 150 points. A Bidder must score more than 0 points in each criterion to be evaluated further 3. Stage 3 – Price The bidders who passes the minimum qualifying functional score will be subjected to price. The lowest scoring bidder having met all requirements will be recommended for appointment.
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11. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).
- **BLACK INK** must be used when completing the Bid documents.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- All corrections must be initialed. The use of corrective fluid is strictly prohibited.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1, 3.1,

3.2, 3.3, 4, 8, and 9 depending on applicability.

- Complete and sign the Contract Data.
- Should this be a 2 envelope or 2 stage system, Bidders MUST separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.

16.1. AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

12. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass evaluation of:

- Mandatory Criteria
- Technical Criteria

13. TECHNICAL EVALUATION CRITERIA

13.1 Mandatory Eligibility Criteria

The following criteria are mandatory to ALL BIDDERS:

Mandatory Eligibility Criteria	Attach evidence and provide reference page number in your proposal
24-hour access to, and availability of, the supplier's IR resources in emergency cases, as well as availability past expected working hours, during weekends and public holidays if and when required by the client. This includes and is not limited to: ▪ Project Manager ▪ Integrated Report Content Writing ▪ Editor/s ▪ Design & Layout ▪ Printing Services The provider must also commit to timeously providing an equally qualified and skilled alternate to the above, should anyone become unavailable.	Supplier Commitment letter

NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.

13.2 Functional Criteria

Functionality Criteria	Maximum Points
1. Experience in full integrated report production Submit at least 4 reference letters of full integrated report management development and production. Each reference letter must clearly stipulate that you conducted the end to end production of the integrated report. Including i) IR Project management; ii) IR Content writing, iii) Editing and iv) design and layout (v) printing NB: No reference letter, no point allocation i. 2 reference letters → 15 points ii. 3 reference letters → 20 points iii. 4 reference letters → 30 points	30
2. Experience in Integrated Report writing Provide the CVs of the professional integrated report writer assigned to the project (minimum 5 years integrated report writing experience), with contactable references. NB: No CV, no point allocation NB: No contactable references, no point allocation i. 5 years professional integrated report writing → 15 points ii. 6 years professional integrated report writing → 20 points	30

iii. 7 and more years integrated report writing	→ 30 points	
3. Experience in Printing Integrated Reports Submit at least 3 copies of the integrated reports printed by yourselves, not older than 4 years, supported by reference letters from the companies these reports were printed for. (The report and letters may be the same as the IR production reports requested above). The printing service quality provided must also be stipulated in the reference letters. NB: No integrated report, no point allocation NB: No reference letter, no point allocation i. 3 integrated report copies and confirmation letters → 15 points ii. 4 integrated report copies and confirmation letters → 20 points iii. 5 or more integrated report copies and confirmation letters → 30 points		30
4. Experience in Editing & Proofreading Provide the CVs of the professional editor assigned to the project (minimum 5 years integrated report editing experience), with contactable references. NB: No CV, no point allocation NB: No contactable references, no point allocation i. 5 years professional editing and proofing → 10 points ii. 6 years professional editing and proofing → 15 points iii. 7 and more years professional editing and proofing → 20 points		20
5. Experience in Design and layout Submit the CVs (with contactable references) of the professional designer assigned to the project (minimum 3 years integrated report design and layout experience) NB: No CV no point allocation NB: No contactable references, no point allocation i. Assigned project designer with 3 years integrated report design & layout experience → 10 points ii. Assigned project designer with 4 years individual integrated report design & layout experience → 15 points iii. Assigned project designer with 5 years individual integrated report design & layout experience → 20 points		20
6. Experience in Project Management Provide the CVs (with contactable references) of the project manager assigned to the project (minimum 5 years integrated/ annual report project management experience) NB: No CVs, no point allocation NB: No contactable references, no point allocation i. 5 years → 10 points ii. 6 - 7 years → 15 points iii. 8 or more years → 20 points		20
Total Points		150

Table 1: Functional Criteria

Total minimum qualifying functional score is **75** points out of **150** points. A Bidder must score more than **0** points in each criterion to be evaluated further.

14. Evaluation of Price

The lowest acceptable in terms of the price is recommendable for appointment.

15. Declaration of Authority

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

Name of Bidder	Signature	Date	Designation

16. TABLE 1: REFERENCES

Please complete the customer reference table and relevant Contact telephone number and attach reference letters.

Customer		Service Provided	Contact Person	Contact tel. no.	Contractual commencementdate	Contractual completiondate
1						
2						
3						
4						
5						
6						
7						
8						

Name of Tenderer	Signature	Date