SOUTH AFRICAN TOURISM

PART C: TENDER EVALUATION PROCESS - SAT TENDER 362/26 GLOBAL PUBLIC RELATIONS AND DIGITAL COMMUNICATIONS AGENCY

Summary of the Evaluation Phases (table below):

Table 1: Evaluation Summary

Phase 1 **Administrative and Mandatory Bid Requirements**	**Phase 2** **Desktop Functional Technical Evaluation**	**Phase 3** **Price and Preference points (Specific goals) Evaluation**
Service providers' responses will be evaluated based on compliance with the administrative and mandatory bid requirements.	Service provider (s) are required to achieve a minimum threshold as per Phase 2 below. The Tender/Evaluation Matrix Cross Reference: Service providers should reference the criteria to the portfolio of evidence in the bid proposal. — It is of vital importance that systematic scoring can be carried out. 1. Phase 2: Desktop technical, functional evaluation= 100 points: - A bidder must meet a minimum threshold of 70 points of desktop technical and functional evaluation in order to be considered for the Phase 2B which is phase of evaluation, 2. 2. Phase 2. B Pitch Presentation = 100 points • A bidder must meet the minimum threshold of 70 points of Phase 2B functional evaluation (Pitch Presentation) to be considered for the next phase of evaluation, Phase 3 (Price and Specific Goal evaluation) - Failure to meet the minimum point's threshold will result in disqualification in this phase.	The tender will be evaluated on the 80/20 OR 90/10 preference points system. Preference points system (specific goals) based on the tender below R50 million or above. The highest-scoring bidder will be appointed on price and preference points (specific goals).

Phase 1:

A. Administrative Bid Requirements

Without limiting, the generality of South African Tourism is another critical requirement for this Bid, Service provider (s) Must submit all the documents required.

All documents must be completed and signed by the duly authorised representative of the prospective service provider (s). During this phase, service providers' responses will be evaluated based on compliance with the listed administrative bid requirements.

Table 2: Phase 1 Administrative bid requirements evaluation

Documents that must be submitted	YES/NO	
Invitation SBD 1		Complete and sign where applicable.
Registration on the Central Supplier Database (CSD)		• All bidders, including proposed partner/subcontractor agencies, must be registered as a service provider on the National Treasury's Central Supplier Database (CSD). • If the bidder is not registered, register with your company before submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration. (Applicable to South African Companies only) • Proof of registration can be in any form that SAT can verify that the bidder is registered on the CSD, e.g., MAAA number, CSD report, etc. • Tax compliance is only considered when awarding the tender (the bidder), not during various evaluation phases. • During the award phase, if a bidder is found to be non-compliant as per the CSD or SARS confirmation, the bidder must provide proof of compliance or written proof by SARS of their tax compliance status within seven working days, of which failure will result in the tender not being awarded to the bidder. • SAT reserves the right to consider the next bidder within the process.
Declaration of Interest – SBD 4		• Complete and sign where applicable. • If any bidder is found to have missed signing off or duly completed the SBD, SAT may require, within two working days, a sign-off or duly completed of the SBD, and failure will result in the bid being disqualified.
Preference points claim form in terms of the preferential procurement regulations 2022 - SBD 6.1		

B. The following section is mandatory only for bidders or agencies entering into a consortium, partnership, joint venture, subcontracting arrangement, or any other joint-bidding agreement.

Table 3 Mandatory requirements (Applies only to joint bidders, including partnerships, joint ventures, and consortia.)

Proof of consortium/Joint venture agreement, etc., if applicable.		• The written undertaking of consortium, partnership, joint venture, subcontracting arrangement, or any other joint-bidding agreement must submit signed commitment between the leading bidder and partner(s). Failure to attach may lead to disqualification
Compulsory briefing Meeting		• Only bidders that attended compulsory briefing meeting will be allowed to submit their proposals. Failure to attend is disqualification

).
Phase 2: Desktop Technical Evaluation = Weighting out of 100 basis points

All bidders are required to respond to the technical evaluation criteria scorecard and provide information/portfolio of evidence that they unconditionally hold the available capacity, ability, experience, and qualified staff to provide the requisite business requirements to South African Tourism under this tender. The technical functional evaluation (functionality) will comprise two (2) phases:

Phase 2A will measure the responsiveness of proposals as per submission on or before the closing date and time of the bid and Phase 2B will comprise of Pitch Presentation. Phase 2A Desktop technical functional evaluation - A bidder will be evaluated out of 100 points and is required to score a minimum threshold of 70 points out of 100 points to qualify for the pitch presentation in Phase 2B
Phase 2B Pitch Presentation

A bidder will be evaluated out of 100 points and is required to score a minimum threshold of 70 points out of 100 points to be evaluated further in the next phase of evaluation phase 3 (Price and Specific Goals**).**

Table 4: Phase 2 Evaluation

FUNCTIONAL EVALUATION CRITERIA: (Point to be allocated as per the functional evaluation matrix below) **Please refer to the detailed evaluation pointers under the scope of work**	Value allocated	Reference page in submission
Criteria 1: Digital Public Relations, Media + Social Media Monitoring, Analysis and Crisis Communication. In a case studt format relating this to outlined business challenges in part A bidders must demonstrate the ability to track record of managing reputation and crisis communication, deliver digital PR, and monitor, analyse and report on media coverage across all channels and across the markets in scope. Required evidence (Score Components): 1. **Crisis communication:** plan (including escalation steps, stakeholder roles, timelines). 2. **Digital PR:** earned online coverage, online newsroom and content-led placements, search visible coverage and influencer or creator led earned media. 3. **Media monitoring** approach and tools/platforms used. 4. **Reporting**: sample dashboards/templates showing KPIs 5. **Media analysis:** Volume, reach and share if voice, reported per channel and per market. 6. **Insights and Benchmarking:** recommendations drawn from the data, with competitor analysis integrated into the reporting *Evidence may be submitted as summaries or as sample of screenshots of dashboards and reports. Screenshots must include the headings showing the KPI's Channel Breakdowns and sentiment must be visible in the evidence submitted, Examples can be summaries or sample screenshots of dashboards/reports, not full documents.*	35	

Scoring matrix; 3 = Evidence of all Six components 2 = Evidence of five of the six components 1 = Evidence of four of the six components Zero = Does not meet minimum of four components or no evidence provided.		
Criteria 2: Public Relations Case Studies in the Travel and Tourism sectors **Bidders must submit two (2) PR campaign case studies meeting the following baseline rules:** • Must be within the last 36 months. • Aimed at an International, Multi-market audience (Global and/Domestic travel markets). **For each case study, indicate how the insights, tools and concepts used would inform your proposed PR approach for South African Tourism.** Case study that meets the above two baseline rules will then be evaluated further **<u>Case study content requirements (scored components):</u>** Each case study will be assessed against the following five components (up to 5 points per case study): 1. **Business problem:** Clearly communicate the business problem to be solved. 2. **Data-driven insights:** Demonstrate data-driven insights at the conceptualisation stage. 3. **Integration of platforms:** Show integration of other platforms (e.g., digital, activation, media). 4. **Earned vs paid impact:** Present earned vs paid media impact. 5. **Post campaign reporting:** Provide comprehensive post campaign reporting 6. **Valid contact** details for Client in relation to the case study and must be within 36 months period. **Mandatory baseline:** For a case study to receive **any score**, it **must include components 1, 2, and 5**. **IMPORTANT**: Components 1,2 and 5 are mandatory. Failure to include any of these components will result in the case study scoring zero. **Once both case studies are scored out of 6 individually, add their subtotals together (maximum combined score of 12 points), then convert them using this matrix:** **Scoring Matrix (0-3 points):** • **1** = Combined subtotal of **6** points across both case studies (mandatory baseline met for both). • **2** = Combined subtotal of **7-9** points across both case studies. • **3** = Combined subtotal of **10 - 12** points (i.e., **a minimum of 10 points** demonstrated in **both** case studies). **Non- scoring** • Two case studies fail to meet the mandatory baseline (1, 2, **and** 5) • Case studies that are outside the 36 months period • No contact details for client in relation to the case studies • The combined subtotal across the two case studies is less than 6.	35	

Criteria 3: Expertise and experience of the proposed team Submit Profiles OR Curriculum Vitae (CVs) of the below resources. Profiles OR CVs must also include qualification(s) for all senior personnel and experience as per the scope of work. Illustrate the experience of the below personnel by providing profiles. • Senior Lead (e.g., Account Director): responsible for strategic oversight, client liaison, and governance – minimum 8+ years' experience as per the scope of work. • Mid-Level Manager (e.g., Account Manager): responsible for campaign execution, stakeholder coordination, and reporting – minimum 5+ years' experience as per the scope of work. • Day-to-Day Executive (e.g., PR Executive): responsible for press office operations, media engagement, and daily deliverables – minimum 5 years' experience as per the scope of work. 1 point = The Bidder attached profiles or CV of one of the above personnel that demonstrate required number of years of experience, and must also include qualification(s) 2 points - The Bidder attached profiles or CV of two of the above personnel that demonstrate required number of years of experience, and must also include qualification(s) 3 points - The Bidder attached profiles or CV of three of the above personnel that demonstrate required number of years of experience, and must also include qualification(s) Non-Scoring (0) - Less than the required number of years of experience. - No qualification (s) mentioned - No profiles or CV submitted - The experience is not as per the scope of work - No CV or profile The CV/profile should contain details of: - Experience - Qualifications - Relevant tourism/PR clients - Role in proposed workplan - 24/7 support responsibilities	30	
Total weight for Phase 2A	**100**	
Phase 2B		
The Brief: **South Africa has a powerful destination proposition built on its people, culture, nature, value and breadth of experiences. However, destination choice is also influenced by issues outside tourism. Some of SA Tourism's tourism trade partners and SAPO (SA Product Owners) are experiencing travel cancellations due to media reports on these marches against illegal immigrants. Some media outlets and social media reports suggest that in some instances these marches have turned violent.**		

To this end, South African Tourism seeks an experienced business partner agency to assist the entity in protecting and strengthening South Africa's reputation as a desirable, welcoming, accessible destination by proposing an appropriate and effective reputation management approach to address the challenge stated above. Looking at South Africa's destination brand through the lens of this current issue, challenges and opportunities, the successful bidder is expected to support in advancing South African Tourism's soft power, by co-creating proactive destination positioning messaging, reputation intelligence, issue management and rapid response across priority domestic and international markets If left unaddressed, the challenge outlined above can weaken confidence or overshadow positive destination perception. The proposed approach must therefore address both immediate concerns and persistent perceptions. The successful bidder must demonstrate how they will translate the destination message into credible media narratives, manage reputation risks, measure results, and use active international media relationships to influence priority audiences. **Criteria 1: Alignment to destination messaging** The bidder must demonstrate how the proposal incorporates all destination messages, reputation management, target audiences and priority markets. - A message framework and at least three examples showing how the messages will be applied across media angles, content and spokesperson opportunities. Scoring Matrix **3 Scoring** - Meets all requirements of Score 2 AND includes complete target breakdowns, empirical baselines, and active operational workflows for every single sub-item. **2 Scoring** - All stated components, counts, frameworks, and metrics requested in the criteria are fully present and documented. **1 Scoring** - The submission addresses some elements but misses specific required data points, examples, or structural components. **Zero Scoring** - The required element or artifact is completely missing from the submission.		
Criteria 2: Measurement framework **Present measurable KPIs, baselines, targets, and optimisation actions for the full proposed campaign period.** - A sample dashboard covering reach, message penetration, quality of coverage, sentiment, engagement, share of voice and campaign outcomes. **Scoring Matrix** **3 Scoring** - Meets all requirements for Score 2 AND - Includes specific target audience segmentation per market - Includes documented spokesperson media training or briefing protocols within the examples **2 Scoring** - Measurementne framework explicitly documented covering destination messages, target audiences, and priority markets - Exactly 3 (or more) distinct examples provided - Examples explicitly map to media angles, content, and spokesperson opportunities **1 Scoring**		

- Measurement included, OR - Fewer than 3 application examples provided, OR - Examples do not span all three required categories (media angles, content, spokespersons) Zero Scoring - Measurement framework missing - The sample dashboard does not cover the following: reach, message penetration, quality of coverage, sentiment, engagement, share of voice and campaign outcomes		
Criteria 3: Global media connections **Demonstrate active media relationships in the identified priority markets within the past 36 months.** - At least five verifiable international media placements, with publication links, dates, markets and client references. Media database access alone will not qualify. **3 Scoring** - Meets all requirements for Score 2 **AND** - Placements cover 100% of the bidder's stated priority target markets - Includes proof of journalist relationship **2 Scoring** - Exactly 5 or more verifiable international media placements provided - 100% of listed placements occurred within the last 24 months - Each placement includes a working publication link, exact date, market name, and verified client reference **1 Scoring** - 1 to 4 verifiable placements provided, **OR** - Placements provided lack one or more required data points (link, date, market, or client reference), **OR** - Placements fall outside the 24-month window **Zero Scoring** - Zero verifiable placements provided, **OR** - Submission relies strictly on listing database access (e.g., Cision, Meltwater) with no actual placement examples		

Bidders must meet the minimum threshold of 70 **points in Phase 2** to proceed to Phase 3 (Price and Special Point system: Price and Preference (specific goals) evaluation. Failure to meet the minimum thresholds of Phase 2 evaluation phase will result in disqualification scored points.

- Bid proposals will be evaluated strictly according to the bid evaluation criteria stipulated in this section.
- Bidders must submit supportive documentation for all functional requirements as part of their bid documents as indicated in the Terms of Reference.
- The panel responsible for scoring the respective bids will evaluate and score all bids based on information presented in the proposals in line with the RFP.
- The score for functionality will be calculated in terms of the table below, where each Bid Evaluation Committee (BEC) member will rate each criterion on the bid evaluation score sheet.

Phase 3: Price and BBBEE Evaluation (80+20 or 90+10) = 100 points

Only Bidders who meet the minimum 70% threshold of functionality in Phase 2B will be evaluated in Phase 3 for price and preference (Specific goals).

SA Tourism will consolidate the total points for price evaluation (out of 80/20 or 90/10) and the total points for Specific Goals evaluation (out of 20/10). The bidder who scores the highest points for comparative pricing and specific goals will normally be considered the preferred bidder with whom South African Tourism will enter further negotiations.

Upon the successful negotiation and signing of a contract and services level agreement with the preferred bidder, all other bidders will be considered unsuccessful.

Table 6: Price and Preference (specific goals)

1. LIST OF RETURNABLES

BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS

a) TICK APPLICABLE BOX

b) ENSURE THAT THE FOLLOWING DOCUMENTS ARE COMPLETED, SUBMITTED AND SIGNED WHERE APPLICABLE

ANNEXURES	DOCUMENT DESCRIPTION	YES	NO
PART A, B,&C (FULL RFP DOCUMENT)	IS THE BID TERMS, AND CONDITIONS FOR BIDDING COMPLETED,SCOPE OF WORK AND EVALUTION SIGNED, AND SUBMITTED?		
SUPPLIER IS REQUIRED TO USE THE PRESCRIBED SEQUENCE IN ATTACHING THE ANNEXURES THAT COMPLETE THE BID OR RFQ DOCUMENT			
ANNEXURE A	IS THE STANDARD BID DOCUMENT (SBD4) FORM THE BIDDER'S DISCLOSURE COMPLETED, SIGNED, AND SUBMITTED?		
ANNEXURE B	IS BIDDER'S SWORN AFFIDAVIT – **EXEMPTED MICRO ENTERPRISE (EME)** – OR **QUALIFYING SMALL ENTERPRISE (QSE)** – STILL VALID (FOR A *PERIOD OF 12 MONTHS*) FROM THE DATE SIGNED BY COMMISSIONER SUBMITTED TO CLAIM POINTS FOR SMME'S?		
ANNEXURE C	IS THE BIDDER'S QUOTED PRICE OR FINANCIAL OFFER SUBMITTED AND ALIGNED WITH THE SCOPE OF WORK? OR STATED IN THE BELOW TABLE OF DESCRIPTION OF SERVICE/GOODS? (SBD 3.3)		
ANNEXURE D	IS PROOF OF OWNERSHIP BY BLACK WOMAN ATTACHED IN THE FORM OF **(A)** COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED, **(B)** COPY OF THE ID-DOCUMENT(S) OF THE BLACK WOMAN(E)		
ANNEXURE E	IS PROOF OF OWNERSHIP BY BLACK PERSON (S) IN THE FORM OF, **(A)** COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE BLACK OWNERSHIP IS LISTED, AND **(B)** COPY OF IDENTITY DOCUMENTS.		
ANNEXURE F	IS PROOF OF OWNERSHIP BY BLACK YOUTH ATTACHED IN THE FORM OF (A) **)** COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED, **(B)** COPY OF THE ID-DOCUMENT(S) OF THE BLACK YOUTH.		
ANNEXURE G	IS THE LATEST REPORT FROM CENTRAL SUPPLIER DATABASE (CSD) SUBMITTED? THE REPORT WILL BE USED AMONGST OTHERS TO VERIFY TAX COMPLIANT AND BANKING DETAILS. TO FURTHER CONFIRM IF THE SHAREHOLDERS/DIRECTORS OF THE COMPANY ARE BLACK WOMEN, BLACK YOUTH OR BLACK-OWNED. INFORMATION AND DETAILS ON BLACK WOMEN, BLACK YOUTH AND BLACK		

		OWNERSHIP SHOULD BE SIMILAR TO THE INFORMATION SUBMITTED ON ANNEXURES C, D,E AND F ABOVE.		
	ANNEXURE H:	COMPANY INFORMATION (SBD 1)		
	ANNEXTURE I:	BIDDER DECLARATION		
	ANNEXURE J:	GENERAL CONDITIONS OF A CONTRACT		
	ANNEXURE K:	PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)		
	ANNEXURE L:	TENDER REFERENCE LETTER TEMPLATE		

2. APPLICATION OF PREFERENCE POINT SYSTEM

4.1 **DEFINITIONS**

HISTORICALLY DISADVANTAGED INDIVIDUALS (HDI) IS DEFINED AS A SOUTH AFRICAN CITIZEN –

a) WHO, DUE TO THE APARTHEID POLICY THAT WAS IN PLACE, HAD NO VOTING RIGHTS IN THE NATIONAL ELECTIONS PRIOR TO THE INTRODUCTION OF THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1983 (ACT NO. 100 OF 1983) OR THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, 1993 (ACT NO. 200 OF 1993) ("*THE INTERIM CONSTITUTION) AND OR*

b) WHO IS A WOMAN AND/OR

c) YOUTH

4.2 WITH THE UNDERSTANDING THAT ANY PERSON WHO RECEIVED SOUTH AFRICAN CITIZENSHIP ON OR BEFORE THE INTRODUCTION OF THE INTERIM CONSTITUTION, WILL NOT BE DEEMED TO BE HDI.

4.3 ANY REFERENCE TO WORDS "BID" OR "BIDDER" HEREIN AND/OR IN ANY OTHER DOCUMENTATION SHALL BE CONSTRUED TO HAVE THE SAME MEANING AS THE WORDS "TENDER" OR "TENDERER".

4.4 **"A WOMAN"** REFERS TO A FEMALE PERSON WHO IS A SOUTH AFRICAN CITIZEN

4.5 **"HDI EQUITY OWNERSHIP"** REFERS TO THE PERCENTAGE OF A PARTNERSHIP OR BUSINESS THAT IS OWNED BY INDIVIDUALS, OR IN THE CASE OF A COMPANY, THE PERCENTAGE OF SHARES WHICH IS OWNED BY INDIVIDUALS WHO ARE ACTIVELY INVOLVED IN THE MANAGEMENT DECISIONS AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE COMPANY OR BUSINESS AND WHO EXERCISES CONTROL IN THE BUSINESS IN RELATION TO THEIR OWNERSHIP AT THE CLOSE OF TENDER. WHERE INDIVIDUALS ARE NOT ACTIVELY INVOLVED IN THE MANAGEMENT AND DAY TO DAY OPERATIONAL ACTIVITIES OF THE BUSINESS AND WHO DOES NOT EXERCISE CONTROL IN RELATION TO THE PERCENTAGE OF THEIR OWNERSHIP, EQUITY OWNERSHIP POINTS CANNOT BE AWARDED.

4.6 **"BLACK PEOPLE"** IS A GENERIC TERM WHICH MEANS AFRICANS, COLOUREDS AND INDIANS WHO ARE CITIZENS OF THE RSA BY BIRTH OR DESCENT OR BY NATURALISATION BEFORE 27 APRIL 1994 OR AFTER.

4.7 **"SMALL ENTERPRISE"** MEANS A SEPARATE AND DISTINCT BUSINESS ENTITY, TOGETHER WITH ITS BRANCHES OR SUBSIDIARIES, IF ANY, INCLUDING COOPERATIVE ENTERPRISES, MANAGED BY ONE OWNER OR MORE PREDOMINANTLY CARRIED ON IN ANY SECTOR OR SUBSECTOR OF THE ECONOMY.

4.8 **"YOUTH"** IS A GENERIC TERM WHICH MEANS PERSONS BETWEEN 14 TO 35 YEARS OF AGE. (THE MAXIMUM AGE OF PERSON/DIRECTOR/SHAREHOLDER ETC MUST BE BELOW OR 35 YEARS ON OR BEFORE THE CLOSING DATE AND TIME OF THE RFQ)

4.9 **"EXEMPTED MICRO ENTERPRISE (EME)"** IN TERMS OF THE GENERIC CODES OF GOOD PRACTICE, IT REFERS TO AN ENTERPRISE WITH AN ANNUAL TOTAL REVENUE OF R 10 MILLION OR LESS.

4.10 **"QUALIFYING SMALL ENTERPRISE (QSE)"** IN TERMS OF THE GENERIC CODES OF GOOD PRACTICE, IT REFERS TO AN ENTERPRISE WITH AN ANNUAL TOTAL REVENUE OF BETWEEN R 10 MILLION AND R 50 MILLION

4.11 **"SPECIFIC GOALS"** REFERS TO CONTRACTING WITH PERSONS, OR CATEGORIES OF PERSONS, HISTORICALLY DISADVANTAGED BY UNFAIR DISCRIMINATION ON THE BASIS OF RACE, GENDER OR DISABILITY AND IMPLEMENTING PROGRAMME AS PUBLISHED IN THE GOVERNMENT GAZETTE NO. 16085 DATED 23 NOVEMBER 1994.

4.12 **80 / 20 PREFERENCE POINT SYSTEM**

TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:

The points must be allocated and awarded as follows:

i.	Total Tendered Price	:	80 points	
ii.	Black Women Ownership	:	04 points	**Specific Goals (Maximum points)**
iii.	Black Ownership	:	10 points	
iv.	Black Youth	:	02 points	
v.	Small, Medium and Micro Enterprises (SMME's)	:	04 points	
Total			**:100 points**	

4.13 THE POINTS SCORED FOR SPECIFIC GOALS WILL BE ADDED TO THE POINTS SCORED FOR PRICE AND THE TOTAL MUST BE ROUNDED OFF TO THE NEAREST 2 DECIMAL PLACES

4.14 **TENDER PRICE**

THE FOLLOWING FORMULA WILL BE USED TO CALCULATE THE POINTS OUT OF 80 FOR PRICE IN RESPECT OF TENDER WITH A RAND VALUE NOT EXCEEDING R 50 MILLION (INCLUSIVE OF ALL APPLICABLE TAXES). THE LOWEST ACCEPTABLE TENDER MUST SCORE 80 POINTS FOR PRICE, AND OTHER TENDERS WHICH ARE HIGH IN PRICE MUST SCORE FEWER POINTS, ON PRO RATA BASIS.

$$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

WHERE -

PS = POINTS SCORED (AWARDED) FOR PRICE OF TENDER UNDER CONSIDERATION

PT = PRICE OF TENDER UNDER CONSIDERATION; AND

PMIN = PRICE OF THE LOWEST ACCEPTABLE TENDER

4.15 **SPECIFIC GOALS**

4.15.1 **% OWNED BY PEOPLE WHO ARE BLACK WOMEN (WO)**

A MAXIMUM OF FOUR (04) POINTS WILL BE AWARDED TO A TENDERER WHO IS A BLACK WOMAN. EQUITY OWNERSHIP FOR BLACK WOMEN WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBER/S WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY MANAGEMENT OF THE COMPANY OR ENTERPRISE.

% OF ENTERPRISE OWNED BY BLACK WOMEN ----------%

THUS, POINTS AWARDED: $4 \times \frac{\%\,WO}{100} = 14 \times \frac{\%\,WO}{100} =$

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

a) COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED I.E. CIPC ETC;

b) COPY OF THE ID-DOCUMENT (S) OF THE BLACK WOMAN(E)

c) LATEST CENTRAL SUPPLIER DATABASE (CSD) REPORT OF WHICH OWNERSHIP OF THE BLACK WOMAN IS LISTED

4.15.2 **% OWNED BY BLACK PEOPLE (BO)**

A MAXIMUM OF TEN (10) POINTS WILL BE AWARDED TO A TENDERER WHO IS A BLACK AND DID NOT HAVE VOTING RIGHTS ACCORDING TO THE DEFINITION OF AN HDI. EQUITY OWNERSHIP FOR BLACKS WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBERS WHO ARE ACTIVELY INVOLVED IN THE DAY TO DAY ACTIVITIES OF THE COMPANY OR ENTERPRISE.

% OF ENTERPRISE OWNED BY BLACK PERSON(S) WHO DID NOT HAVE VOTING RIGHTS……..%

THUS, POINTS AWARDED: $10 \times \frac{\%\,BO}{100} = 4 \times \frac{\%\,BO}{100} =$

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

a) COPY OF ID DOCUMENT.

b) COPY OF THE FOUNDING DOCUMENTATION ON THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED I.E. CIPC ETC;

c) LATEST CSD REPORT WITH BLACKS AS SHAREHOLDERS/DIRECTORS OF THE COMPANY

4.15.3 **SMALL, MEDIUM AND MICRO ENTERPRISES (SMME'S)**

A MAXIMUM OF FOUR (4) POINTS WILL BE AWARDED TO A TENDERER WHO IS CLASSIFIED AS SMME

IS THE COMPANY CLASSIFIED AS EME OR QSE?

YES = 4 POINTS

=

NO = 0 POINT

PROOF OF DOCUMENTATION MUST BE ATTACHED IN THE FORM OF:

a) SWORN AFFIDAVID THAT IS VALID FOR A PERIOD OF 12 MONTHS FROM THE DATE SIGNED BY THE COMMISSIONER.

4.15.4 **% OWNED BY BLACK YOUTH**

A MAXIMUM OF TWO (2) POINTS WILL BE AWARDED TO A TENDERER WHO IS Black Youth. EQUITY OWNERSHIP FOR BLACK YOUTH WILL BE DETERMINED BY THE % OF THE ENTERPRISE OWNED BY SUCH A PERSON OR BY THE % OF SHARES OWNED BY MEMBERS WHO ARE ACTIVELY INVOLVED IN THE DAY-TO-DAY ACTIVITIES OF THE COMPANY OR ENTERPRISE.

% OF ENTERPRISE OWNED BY BLACK YOUTH.....%

THUS, POINTS AWARDED : $2 \times \frac{\%\, DO}{100} =$

PROOF OF OWNERSHIP MUST BE ATTACHED IN THE FORM OF:

a) A COPY OF THE FOUNDING DOCUMENTATION OF THE COMPANY WITH WHICH THE OWNERSHIP IS LISTED I.E. CIPC ETC;

b) A COPY OF ID DOCUMENT;

c) LATEST CENTRAL SUPPLIER DATABASE (CSD) REPORT OF WHICH OWNERSHIP OF THE BLACK YOUTH IS LISTED.

table B: Ownership

NAME AND SURNAME /ENTITY NAME	GENDER *(MALE OR FEMALE)*	AGE i.e., 32	CITIZENSHIP *(RSA, OR SPECIFY OTHER)*	ETHNIC GROUP *(BLACK, WHITE, ETC.)*	NUMBER OF SHARES PER SHAREHOLDER	PERCENTAGE OF OWNERSHIP (%) PER SHAREHOLDER

Total						

(To be completed by bidder)

TABLE- C: SPECIFIC GOALS

Ownership	Total percentage of ownership	specific goals points claimed
Black Woman ownership		
Black Ownership		
Black Youth Ownership		
Total		

4.16 THE SAT CAN ONLY AWARD POINTS PROVIDED SUFFICIENT INFORMATION AND REQUIRED DOCUMENTS ARE CORRECTLY COMPLETED AND RETURNED WITH THE PROPOSALS IN LINE WITH LIST OF RETURNABLE DOCUMENTS ON PARAGRAPH THREE (3) ABOVE. POINTS OBTAINED FOR PRICE SHOULD BE ADDED TO POINTS OBTAINED FOR SPECIFIC GOALS.

4.17 TENDER MUST BE AWARDED TO THE TENDERER SCORING THE HIGHEST POINTS. HOWEVER, A CONTRACT MAY BE AWARDED TO A TENDERER THAT DID NOT SCORE THE HIGHEST POINTS ONLY IN ACCORDANCE WITH SECTION 2 (1)(F) OF THE PPPFA 05 OF 2000.

3. CRITERIA FOR BREAKING DEADLOCK IN SCORING

a) IF TWO OR MORE OF THE TENDERERS HAVE SCORED EQUAL TOTAL NUMBER OF POINTS, THE CONTRACT WILL BE AWARDED TO THE TENDERER THAT SCORED THE HIGHEST POINTS FOR SPECIFIC GOALS;

b) IF TWO OR MORE TENDERS SCORE EQUAL TOTAL NUMBER OF POINTS IN ALL RESPECTS, THE AWARD WILL BE DECIDED BY THE DRAWING OF LOTS

4. DELIVERIES

a. ALL DELIVERIES MAY BE ACCOMPANIED BY A DELIVERY NOTE OR AN INVOICE OF AN OFFICIAL PURCHASE ORDER NUMBER AGAINST WHICH THE DELIVERY HAS BEEN AFFECTED

b. DELIVERIES NOT COMPLYING WITH THE PURCHASE ORDER FORM MAY BE RETURNED TO THE SUPPLIER(S) AT THE SUPPLIER'S EXPENSE.SAT WILL NOT BE LIABLE FOR PAYMENT OF INCORRECTLY DELIVERED GOODS OR SERVICE

c. BIDDERS SHOULD INDICATE THE PLANNED DELIVERY PERIOD (**IN DAYS**) FROM THE DATE AN ORDER IS ISSUED

5. POPIA DISCLAIMER

5.1. COMPLIANCE WITH THE PERSONAL INFORMATION ACT, 4 OF 2013

PERSONAL INFORMATION SHARED WITH THE SAT SHALL BE TREATED WITH CONFIDENTIALITY AND IN COMPLIANCE WITH THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA) AND OTHER APPLICABLE LAWS. FOR PURPOSES OF THIS DISCLAIMER, "PERSONAL INFORMATION" SHALL BE DEFINED AS DETAILED IN THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000 (PAIA) AND POPIA, AND "PROCESSING" AND "FURTHER PROCESSING" SHALL BE READ, INTERPRETED AND UNDERSTOOD AS DETAILED AND DEFINED IN POPIA.

5.2. CONSENT TO PROCESSING AND FURTHER PROCESSING OF PERSONAL INFORMATION

THE SATMAY PROCESS AND FURTHER PROCESS RECEIVED PERSONAL INFORMATION, INTERNALLY OR EXTERNALLY, IN THE EXECUTION OF ITS MANDATE AND/OR AS REQUIRED BY LAW. THE SATMAY SHARE PERSONAL INFORMATION WITH ITS SERVICE PROVIDERS, AGENTS, CONTRACTORS, LEGAL AND OTHER PROFESSIONAL ADVISORS AUTHORISED TO PROCESS THIS INFORMATION. THE SATMAY THUS PLACE RECEIVED PERSONAL INFORMATION IN THE PUBLIC DOMAIN DUE TO THE NATURE AND REQUIREMENTS OF ITS WORK.

5.3. FURTHER PROCESSING OF PERSONAL INFORMATION

YOU FURTHER GRANT THE SATEXPRESS AND/OR IMPLIED PERMISSION TO FURTHER PROCESS RECEIVED PERSONAL INFORMATION AND PLACE IT IN THE PUBLIC DOMAIN, IN THE EXECUTION OF ITS MANDATE AND STATUTORY OBLIGATIONS.

5.4. DUTY OF CARE

THE SAT VALUES YOUR PRIVACY AND SHALL TAKE ALL REASONABLE MEASURES TO PROTECT RECEIVED PERSONAL INFORMATION.

5.5. EXEMPTION FROM LIABILITY

THE SAT(INCLUDING ITS OFFICIALS AND/OR EMPLOYEES) ACCEPTS NO LIABILITY WHATSOEVER, FOR ANY LOSS, DAMAGE (WHETHER DIRECT, INDIRECT, SPECIAL, OR CONSEQUENTIAL), AND/OR EXPENSES OF ANY NATURE WHATSOEVER WHICH MAY ARISE AS A RESULT OF, OR WHICH MAY BE ATTRIBUTABLE DIRECTLY OR INDIRECTLY, FROM INFORMATION MADE AVAILABLE HEREIN, OR ACTIONS OR TRANSACTIONS RESULTING THEREFROM

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