



SOUTH AFRICAN TOURISM

Tender no: 236/24

Integrated Marketing & PR Services Agency Japan

Notes for Bid Clarification

“Please include a signed copy of the Addendum with the Bid submission”

Introduction

This Addendum with clarification notes serves to inform potential Tenderers of changes, amendments and/or clarifications made to the Bid documentation. The following queries and/or changes have been received from those that have collected documentation.

GENERAL

Item	Description
1.	Question To confirm, we understand that as a foreign bidder based in Japan, we are not required to submit ANNEXURE B - NATIONAL TREASURY CENTRALISED SUPPLIER DATABASE. Does this also mean we are not required to register on the NATIONAL TREASURY CENTRALIZED SUPPLIER DATABASE (CDS)? We have begun, but not completed that process. Response CSD is only for South African Companies
2	Question We do also represent a South African airline in the Japan market. Does this represent a conflict Response It is not a conflict

3	Question Can you inform us of SAT's Fiscal Year start/end? Response 1 April to 31 March
4	Question Can you confirm that the point contained in Part B Scope of work, page 11, Section 8 - Pricing Schedule <i>"Please note this tender is for an agency that will be used on a project/needs basis by SAT..."</i> does not negate the proposal of a monthly retainer? Response No Retainer, SAT will contract on a project basis
5	Question Point 3.4 (see page 2), "VAT, DUTIES AND OTHER TAXES" notes that the full quote price should be tendered in JPY (Japanese Yuan). Should the agency awarded be based in South Africa, would they need to invoice in JPY? Response The Tender is for the Tokyo Office, and a South African Company should have a footprint in Japan for them to qualify for JV with a company in Japan. The Preferred bidder will invoice in JPY not in ZAR Question Can you confirm that an agency registered in Japan need to be registered on the CSD portal per point 4 "NATIONAL TREASURY CENTRALISED SUPPLIER DATABASE" (see page 9)? Response CSD is only for SA companies only. Question Point 4 (see page 2), "Business Case" makes note that <i>"South African Tourism (SAT), based in Tokyo, Japan, is extending an invitation... to deliver integrated PR and Marketing Services to SAT Japan for three (3) years."</i> Could you please confirm if the services require a PR focus that is plugged into a broader integrated plan with partner agencies that SAT will be working with e.g. brand and marketing agencies or if the services required include both brand and marketing as well as PR services carried out by the agency being appointed in the tender? Response The Tender requirements are beyond PR services only; Social Media, Digital, etc, refer to the scope of work. It is Integrated Marketing Services. Question Under 5.3 (see page 4), the account estimate value is JPY 64,800,000. • Would this be for agency fees only, or would it need to take third-party production into account? Response It's not a Contract Budget but for the bidders to respond to RFP(Presentations should include a detailed breakdown of the proposed fee structure, i.e., Management fees. Per PR activation/event (what percentage of total cost) or a monthly retainer fee (include rate card)

	Question Is this amount the threshold value of the contract? Response No, the Contract will be Project base Question For the initial bid submission due on 28 March, do we need to submit documentation for both Phase 1 and Phase 2 for evaluation? Response All documents must be submitted before/on the closing date.
6	Question Is the language used in English only? Response Yes, Proposals should be in English.

for more than one tender, then please note that no one submission will be accepted; it must be applied separately, as mentioned on the website.