



## SOUTH AFRICAN TOURISM

### PART C: TENDER EVALUATION PROCESS- SAT TENDER 271/24 Digital and Social Media Management

Summary of the Evaluation Phases (table below):

**Table 1: Evaluation Summary**

| Phase 1<br>Administrative and<br>Mandatory Bid<br>Requirements                                                                    | Phase 2<br>Technical Evaluation Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Phase 3<br>Price and Preference points<br>(Specificgoals) Evaluation                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Service providers' responses will be evaluated based on compliance with the administrative and mandatory bid requirements.</p> | <p>Service provider (s) are required to achieve a minimum threshold as per the below Phase 2A &amp; 2B.</p> <p>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.</p> <p>1. Phase 2. A: Desktop technical, functional evaluation= 60 points:<br/>           •A bidder must meet a minimum threshold of 40 points of desktop technical and functional evaluation in order to be considered for the next phase of evaluation, Phase 2B (Presentation).<br/>           •Failure to meet the minimum point threshold will result in disqualification in this phase.</p> <p>2. Phase 2. B Presentation = 40:<br/>           •A bidder must meet the minimum threshold of 30 points of Phase 2B functional evaluation in order to be considered for the next phase of evaluation, Phase 3 (Price and preference points-Specific Goals).</p> | <p>The tender will be evaluated on the 90/10 preference points system. Preference points system (specific goals) based on the tender above R50 million.</p> <p>The highest-scoring bidder(s) will be appointed on price and preference points (specific goals).</p> |

**Phase 1: Administrative and Mandatory 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 authorized representative of the prospective service provider (s). During this phase, service providers' responses will be evaluated based on compliance with the listed administrative and mandatory bid requirements.

**Table 2: Phase 1 Evaluation**

| Document that must be submitted                                                                                                           | YES/NO | Non-submission may result in disqualification.                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Confirmation of valid Tax Status                                                                                                          |        | Written confirmation that SARS may, on an ongoing basis during the tenure of the contract, disclose the bidder's tax Compliance status. SARS Tax Compliance System Pin                                                                                                                                                                                                                                                                                                   |
| Invitation SBD 1                                                                                                                          |        | Complete, sign, and initial each page on the Standard Bidding Document (SBD)                                                                                                                                                                                                                                                                                                                                                                                             |
| Registration on Central Supplier Database (CSD)                                                                                           |        | All agencies, including proposed partner/subcontractor agencies, must be registered as service providers on the National Treasury's Central Supplier Database (CSD). If you are not registered, proceed to complete the registration of your company before submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number. Submit proof of registration. (Applicable to South African Companies only) |
| Declaration of Interest - SBD 4                                                                                                           |        | Complete, sign, and initial each page On SBD where applicable.                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Mandatory Bid Requirements (Failure to submit signed SLA/Consortium between the leading bidder and partner(s) is disqualification)</b> |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Proof of consortium/Joint venture agreement etc if applicable.</b>                                                                     |        | The written undertaking of consortium/joint venture etc commitment between the leading bidder and partner(s)                                                                                                                                                                                                                                                                                                                                                             |

Phase 2: Technical Evaluation Criteria = Weighting out of 100 basis points

All service providers 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 2.A. will measure the responsiveness of proposals as per submission on or before the closing date and time, and Phase 2.B will comprise of presentation functional evaluation.

**Phase 2 A Desktop technical, functional evaluation**

A bidder will be evaluated out of 60 points and are required to score a minimum threshold of 40 points out of 60 points to qualify for presentation in Phase 2.B

**Phase 2 B Presentation**

A bidder will be evaluated out of 40 points and are required to score a minimum threshold of 30 points to be evaluated further on the next phase of evaluation (Price and Preference Points- Specific Goals).

Table 3 Phase 2 Evaluation

| <b>FUNCTIONAL EVALUATION CRITERIA: (Point to be allocated as per the functional evaluation matrix below)</b><br><b>Please refer to the detailed evaluation pointers under the scope of work shared above.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Value allocated</b> | <b>Reference page in submission</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------|
| <p><b>1. <u>Criteria 1: Agency credentials and Experience</u></b></p> <p>The bidder must have a minimum of five (5) years experience in the Digital Strategy Development, Implementation and Social Media Management environment.</p> <p>Submit a minimum of three (3) testimonials on the client's letterhead which are within the last five years counting from the closing date, should be signed and have a contact number. The testimonials should be within three years counting from the closing date.</p> <ul style="list-style-type: none"> <li>• 5 years of company experience and 3 relevant references/testimonials in relation to the scope of work = 1</li> <li>• 5 years to 10 years of company experience and 4 relevant references/testimonials in relation to the scope of work = 2</li> <li>• More than 10 years of company experience and 5 reference letters/testimonials in relation to the scope of work = 3</li> <li>• Less than 5 years of company experience and 3 reference/testimonials in relation to scope of work.</li> </ul>                                                          | 15                     |                                     |
| <p><b><u>Criteria 2: Agency Credentials</u></b></p> <p>The servicing team CV's must clearly illustrate their ability to interpret digital and social media strategies. The agency needs to show the experience of the 3 resources that will work on the account. CVs should be attached. Servicing team should have a minimum of 5 Years experience in the digital and social media management environment.</p> <ul style="list-style-type: none"> <li>• 5 years' experience in digital and social media management and attach detailed CVs that shows experience in digital, social media strategy and management = 1</li> <li>• 6 to 8 years' experience in digital and social media management and attach detailed CVs that shows experience in digital, social media strategy and management = 2</li> <li>• More than 8 years experience in digital and social media management and attach detailed CVs that show experience in digital, social media strategy and management = 3</li> <li>• Failure to submit CV and less than 5 years of experience = 0</li> </ul> <p>Each resource will have a weight of 5</p> | 15                     |                                     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--|
| <p><u>Criteria 3: Creativity and Innovation</u></p> <ul style="list-style-type: none"> <li>Submit two case studies - one of which should be in the B2B space - that showcase the bidder's experience in the digital and social media management environment (Case studies should be within two years counting from the closing date). The case studies need to be accompanied by a portfolio of evidence on the successful implementation. 15 Points per Case Study will be allocated</li> </ul> <p>This should demonstrate the bidder's:</p> <ul style="list-style-type: none"> <li>Understanding of the client's sector, business challenges and proposed solutions.</li> <li>Understanding and definition of target audiences and tactics.</li> <li>Understanding of marketing innovation and creativity.</li> <li>Innovative and breakthrough ideas across different digital / social media platforms.</li> </ul>                                                                                                                                                                                                                                                                                                                                                  | 30        |  |
| <b>TOTAL OF PHASE 2A(Minimum threshold of 40 points)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>60</b> |  |
| <b>TOTAL OF PHASE 2B PRESENTATION(Minimum threshold of 30)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>40</b> |  |
| <p>(Live Presentation)</p> <p>The shortlisted agencies who qualify after phase 2A will be invited to present a short pitch revert as per the below:</p> <p>Based on your understanding of South African Tourism's communication marketing needs and the challenges it faces globally, provide an annual integrated solution demonstrating the digital and social media management strategy and key projects you recommend to undertake in meeting and addressing the business' challenges.</p> <p>The presentation must:</p> <ul style="list-style-type: none"> <li>Showcase a creative digital and social media strategy big idea and illustrate how that will be implemented highlighting a cohesive thread in all the proposed communications tactics</li> <li>Define the mechanics that will assist to deliver engaging and innovative content.</li> <li>Illustrate creative implementation per appropriate platforms including a consideration of conventional and digital media and showing reporting mechanics and methodology</li> <li>Demonstrate cost effectiveness and the value-add for South African Tourism</li> </ul> <p><b>This criteria will be evaluated on the basis of the Technical Functional Evaluation Matrix listed on Table 4 below.</b></p> | 40        |  |

## Phase 2 B Evaluation

Bidders must meet the minimum threshold of **30 points** to proceed to Phase 3: Price and Preference (specific goals) evaluation. Failure to meet the minimum thresholds of both evaluation phases will result in disqualification regardless of combined 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 using the following value scale/matrix:

**Table 4: Technical Functional Evaluation Matrix**

| Rating              | Definition                                                                                                                                                                                                                                                                                                                                                  | Score    |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Excellent</b>    | <b>Exceeds</b> the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the goods/services. Response identifies factors that will offer potential value, with supporting evidence.                                                        | <b>3</b> |
| <b>Acceptable</b>   | <b>Satisfies</b> the requirement with <b>minor additional benefits</b> , above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resources, and quality measures required to provide the goods/services. Response identifies factors that will offer potential required services, with supporting evidence. | <b>2</b> |
| <b>Average</b>      | Submission meets the minimum requirement with <b>major reservations</b> . Considerable reservations of the supplier's relevant ability, understanding, experience, skills, resources, and quality measures required to provide the goods/services, with little or no supporting evidence.                                                                   | <b>1</b> |
| <b>Unacceptable</b> | <b>Does not meet the requirement</b> . Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resources & quality measures required to deliver the goods/services, with little or no supporting evidence.                                                            | <b>0</b> |

## Phase 3: Price and Preference (specific goals) Evaluation (90/10) = 100 points

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

The total points for price evaluation (out of 90) and the total points for specific goals evaluation (out of 10) will be consolidated. The bidder who scores the highest points for comparative pricing and specific goals of after the consolidation of points will normally be considered the preferred bidder, with whom South African Tourism will enter into further negotiations for the contract.

Table 5: Price and Preference (specific goals)

|                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                               |            |           |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| <b>1. LIST OF RETURNABLES</b>                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                               |            |           |
| <b>BIDDERS SHOULD PLEASE ADHERE TO THE FOLLOWING INSTRUCTIONS</b>                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                               |            |           |
| a) TICK APPLICABLE BOX                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                               |            |           |
| b) ENSURE THAT THE FOLLOWING DOCUMENTS ARE COMPLETED, SUBMITTED AND SIGNED WHERE APPLICABLE                                 |                                                                                                                                                                                                                                                                                                                                                                                                                               |            |           |
| <b>ANNEXURES</b>                                                                                                            | <b>DOCUMENT DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                   | <b>YES</b> | <b>NO</b> |
| <b>PART A &amp; B</b>                                                                                                       | IS BID INVITATION FORM, TERMS, AND CONDITIONS FOR BIDDING COMPLETED, SIGNED AND SUBMITTED?                                                                                                                                                                                                                                                                                                                                    |            |           |
| <b>SUPPLIER IS REQUIRED TO USE THE PRESCRIBED SEQUENCE IN ATTACHING THE ANNEXURES THAT COMPLETE THE BID OR RFQ DOCUMENT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                               |            |           |
| <b>ANNEXURE A</b>                                                                                                           | IS THE STANDARD BID DOCUMENT (SBD4) FORM BIDDER'S DISCLOSURE COMPLETED, SIGNED AND SUBMITTED?                                                                                                                                                                                                                                                                                                                                 |            |           |
| <b>ANNEXURE B</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 THE COMMISSIONER SUBMITTED TO CLAIM POINTS FOR SMME'S?                                                                                                                                                                                                 |            |           |
| <b>ANNEXURE C</b>                                                                                                           | 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?                                                                                                                                                                                                                                                                   |            |           |
| <b>ANNEXURE D</b>                                                                                                           | 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)                                                                                                                                                                                                                   |            |           |
| <b>ANNEXURE E</b>                                                                                                           | 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.                                                                                                                                                                                                                                 |            |           |
| <b>ANNEXURE F</b>                                                                                                           | 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.                                                                                                                                                                                                                   |            |           |
| <b>ANNEXURE G</b>                                                                                                           | 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. |            |           |

## 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, COLOURED 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 90 / 10 PREFERENCE POINT SYSTEM

**TENDERERS WILL BE AWARDED POINTS AS FOLLOWS:****The points must be allocated and awarded as follows:**

- |      |                                     |   |           |                                        |
|------|-------------------------------------|---|-----------|----------------------------------------|
| i.   | Total Tendered Price                | : | 90 points |                                        |
| ii.  | Black Women Ownership               | : | 02 points |                                        |
| iii. | Black Ownership                     | : | 04 points | <b>Specific Goals (Maximum points)</b> |
| iv.  | Black Youth                         | : | 02 points |                                        |
| v.   | Small, Medium and Micro Enterprises | : | 02 points |                                        |

(SMME's)

**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 90 FOR PRICE IN RESPECT OF TENDER WITH A RAND VALUE EXCEEDING R 50 MILLION (INCLUSIVE OF ALL APPLICABLE TAXES). THE LOWEST ACCEPTABLE TENDER MUST SCORE 90 POINTS FOR PRICE, AND OTHER TENDERS WHICH ARE HIGH IN PRICE MUST SCORE FEWER POINTS, ON PRORATA BASIS.

$$P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

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 Twi (02) 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 ----- %

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

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 OWNERSHIP (BO)

A MAXIMUM OF Four (04) 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:  $04 \times \frac{\% BO}{100} =$

#### 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 Two (2) POINTS WILL BE AWARDED TO A TENDERER WHO IS CLASSIFIED AS SMMEIS

THE COMPANY CLASSIFIED AS EME OR QSE?

YES = 2 POINTS

=

NO = 0 POINT

#### PROOF OF DOCUMENTATION MUST BE ATTACHED IN THE FORM OF:

- a) SWORN AFFIDAVIT 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.

#### 4.15.5

**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 |
|-------------------------------|-------------------------|--------------|-------------------------------------|-----------------------------------|----------------------------------|---------------------------------------------|
|-------------------------------|-------------------------|--------------|-------------------------------------|-----------------------------------|----------------------------------|---------------------------------------------|

|       |  |  |  |  |  |  |
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| 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 |  |
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**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 SAT MAY 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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