



SOUTH AFRICAN TOURISM

RESPONSE TO ENQUIRES (01)

BID NO: SAT 294/25

DESCRIPTION: INTEGRATED PUBLIC RELATIONS (PR) AND MARKETING SERVICE

#	ENQUIRY	RESPONSE
1.	Do we need a testimonial for every client reference included in our presentation, or is it sufficient to have three testimonials even if we present five client references? (tender, part-c Criteria 1)	Bidders must submit testimonials <u>or</u> contactable references, as defined in the criterion on Part C
2.	Regarding the Monthly hours specified for the Associate Director (15), Account Director (21), and Account Manager (25) as indicated on Page 18, Part A, could you please confirm whether these are fixed requirements, or if there is any flexibility allowed in the distribution of these hours?	This was just to make the bidders comparable for evaluation purposes. Hours will not be fixed once contracted.
3.	We have reviewed the tender documents and noted the requirement to complete and sign the Preferential Procurement SBD 6.1 pro forma document (tender, Part C). However, we were unable to locate this document within the tender package. Could you please advise where we can	Bidders are to mark this <i>Not Applicable</i> . SBD 6.1 is not applicable to this tender as it speaks to allocation of Preference Points In Terms of The Preferential Procurement Regulations 2022, and this is exempted from this tender.



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	obtain the SBD 6.1 form, or kindly provide us with a copy?	
4.	Nost sure if “trade cooperations” and “Events, roadshows and/or training workshops” is same with traditional/digital PR.	Trade cooperations and Events, roadshows and/or training workshops” is same with traditional/digital PR. Trade cooperations: mostly are a bit more complex and can include different parts and pieces such as print, online and offline workshops, events, everything included in one cooperation with a third party Events, roadshows and trainings: can be online and offline- but are a bit more stand alone as a cooperation with it's different facetted.
5.	Does the Phase 2B have a separate briefing that is available only for shortlisted agencies?	Only bidders who are shortlisted from Phase 2A will be invited for Phase 2B, which is Presentation & Demo evaluation. Bidders will be evaluated according to brief as stipulated on Part C under Phase 2B table, Page 5-6.
6.	PART A, 3.4. VAT, Duties... „Prices must be quoted inclusive of VAT... (where applicable)...and all other taxes should be shown separately. According to our experience and German law, services for South Africa are not taxable, and VAT is not applicable.	VAT should not be included when it is <u>not applicable</u> .



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	Question: Shall we still add VAT to all calculations in this tender, even though it is not applicable?"	
7.	PART A, Same Paragraph: „This refers to actual bid document and duly completed accompanying annexures where bidders are also required to initial each page“ Question: Shall all pages submitted be initialled?	Bidders must sign and initial all RFP documents (Part A, Part B and Part C)
8.	- PART A, „3.5.11 TAX COMPLIANCE“ is written „Foreign bidders with no residence, branch, permanent establishment, source of income or liable for any form of taxation in South Africa do not have to comply with the above Tax requirements.“ But in „4 NATIONAL TREASURY CENTRALISED SUPPLIER DATABASE:“ it is written „The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit bids. Question: What is applicable? And if it is applicable, how should we demonstrate this?	Bidders are required to be tax compliant, and submit proof of compliance with their local authorities, i.e. ATO.
9.	PART A, ANNEXURE A- COMPANY INFORMATION (SBD 1) Question: Is the B-BBEE STATUS LEVEL	B-BBBEE is not applicable for companies outside the borders of South Africa.



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	VERIFICATION CERTIFICATE applicable for companies based in Germany?	
10.	- Part B Pricing Schedule, “Cost should be presented in the same format for 3 years” Question: Does the term “same format” refer to the anonymised detailed cost breakdown of a previous project delivered ? - Question: A commercial proposal shall only be provided when shortlisted; right?	Cost breakdown must also indicate year 1 to year 3. Commercial proposal must be submitted as part of submission. Bidders will not be given a second opportunity to submit or revise their commercial proposals.