



SOUTH AFRICAN TOURISM

Tender NO:

SAT TENDER 313/25

CHINA INTEGRATED MARKETING AND PR SERVICES

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.

Please note the China Integrated Marketing and PR Services Agency tender number is:

SAT Tender 313/25

QUESTION	ANSWER
➤ Is there a list of restricted competitors	➤ We do not have an answer to that question. Bidders are advised to check with Government department responsible for suppliers.
➤ You mentioned that bidders will be provided with a brief and info pack containing: ✓ A campaign development brief ✓ SA Tourism brand tracker data. ✓ Global campaign guidelines for localization. ✓ Consumer insights for the hub. ➤ Have these materials been distributed? If so, where can we locate them?	➤ Please refer to Annexure B (Pitch Presentation Brief). This can be found on our SAT website, E-tender and E-Procurement. ➤ Attached to the tender website for reference

➤ We noticed references to Annexure G not included in the current documents. Will this be accessible only to shortlisted bidders in the next round, or can we obtain it now?	➤ Kindly note that Annexure G mentioned under Part C, Phase 2B is part of the document that must be used to prepare Pitch Presentation should the bidder be invited for Phase 2B. ➤ There is Annexure A, which is the rate card/pricing and Annexure B, which refers to the brief pitch presentation. ➤ We have attached the following Annexures: ➤ Phase 2B i. Annexure B (Brief for Pitch Presentation) ii. Annexure C (SA Tourism Brand Tracker Data) iii. Annexure G (Global Campaign guidelines for localization) iv. Annexure D (Consumer insights for China) ➤ Phase 3 i. Annexure A (Price template for resources rate card)
➤ A campaign development brief - Does this refer to Annexure B? ➤ SA Tourism brand tracker data - Does this refer to Part B, Section 4. China Market Background? ➤ Global campaign guidelines for localisation - We could not locate this document. Could you advise where it can be found? ➤ Consumer insights for the hub - We could not locate this document either. Could you advise where it can be found?	➤ Yes ➤ Attached to the tender website for reference
➤ Could you please advise where to locate the “7.5 ANNEXURE F: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022” mentioned in Part A - 7 (on page 14)?	➤ Attached on our tender website. Bidders are encouraged to complete where they have information on and ignore BEE or Special point
➤ Does the bidder need to showcase the Hong Kong, Macao, and Taiwan team?	➤ Bidders must respond based on scope of work and evaluation criteria
➤ The reference letter requests the <i>contract value</i>. However, the contract value in our agreements with clients is usually confidential. May we omit this information without it affecting our evaluation score?	➤ Bidders must respond based on scope of work and evaluation criteria
➤ Annexure A contains only one table. Could you please help confirm for any other required cost information, bidders may submit it in their own format/template?	➤ There is only one table available for your proposed cost information. ➤ Bidders are encouraged to submit any other costs that are related to the tender requirements on a separate document.

➤ We are only required to submit the documents listed for Phase 1 and Phase 2A and then await an invitation from South African Tourism to proceed to Phase 2B, at which time SAT will provide Annexure G (including a brief and information pack), which we have not been able to locate in the current RFP documents. ➤	➤ You are required to submit the bidding documents covering Phase 1, 2A and 3 by the submission deadline. ➤ Phase 2B, Bidders will be invited and required to present their pitch. No need to submit Phase 2B on the closing date. ➤ Kindly note that there is no Annexure G for this tender. There is Annexure A, which is the rate card/pricing and Annexure B, which refers to the brief pitch presentation
➤ Phase 1 Document Submission Requirements • The tender document has listed for more than 5 mandatory documents for Phase 1: However, the tender submission portal only displays three (3) upload fields for Phase 1. • Please confirm: a) The exact list of documents required for Phase 1 compliance.	➤ Mandatory requirements are only applicable to bidders that are doing Joint ventures, Partnerships etc. ➤ We have uploaded more documents for Phase 2B. ➤ Phase 3, we only uploaded Price template. ➤ We request bidders to submit any other applicable cost on a separate document. ➤ Phase 1, complete and sign all Part A documents together with SBD 6.1
➤ Budget Structure • Is there a total consolidated budget for the 3-year contract? • If budgets are annual, please specify exact amounts (in ZAR/CNY) for Year 1, Year 2, and Year 3.	➤ Yes, Bidders are encouraged to complete Annexure A and consolidate to a three-year cost that will include yearly increment. ➤ Cost should be quoted in CNY not ZAR
➤ Missing Annexure G (Phase 2B) • Annexure G referenced in Phase 2B is absent from tender documents. Please: a) Confirm if Annexure G applies to this tender.	➤ Attached

b) Provide the document or clarify its content if applicable.	
➤ Submission Timing for Annexure B (Part A) - Should Annexure B (Part A) be submitted: a) During Phase 1 (Pre-qualification)? b) Or after Phase 2B (Technical Evaluation)? - Specify the exact submission phase.	➤ You are required to submit all the bidding documents covering Phase 1, 2A, and 3 by the submission deadline. ➤ Phase 2B will be on invitation ➤ Submit Phase 1,2A and Phase 3 before or on closing date.
➤ Proposal Deadline for Phase 2B - Is the Phase 2B Proposal/Pitch Presentation: a) Submitted with the initial bid (Phase 1)? b) Or submitted after passing Phase 2A, before Phase 3? - If post-Phase 2A, provide the exact deadline (date & time).	➤ You are required to submit all the bidding documents covering Phase 1, 2A, and 3 by the submission deadline. ➤ Phase 2B will be on invitation ➤ Submit Phase 1,2A and Phase 3 before or on closing date.
➤ Cost Inclusion for High-Value Partnerships - Should the Financial Proposal include costs for: - IP/licensing partnerships - Celebrity/talent collaborations - Industry sponsorships? - Clarify if these are mandatory inclusions or optional items requiring prior SAT approval.	➤ Yes, your proposal is required to cover the three years' total cost for evaluation. ➤ Bidders are encouraged to submit in a separate document all expenses that are related to this project in detail ➤ Bidders must come up with cost proposal based on the tender requirements

END

