

CLARIFICATION NOTE-01

BID NUMBER:	TENDER NUMBER: SAT 351/26
BID DESCRIPTION:	PANEL OF GLOBAL INTEGRATED MARKETING AGENCIES (CREATIVE, CONTENT, BRAND DESIGN, DIGITAL, ACTIVATION, PR AND MEDIA)
DATE OF ISSUE:	20 OCTOBER 2026
REFERENCE:	ANNEXURE A (UPDATED COST TEMPLATE) AND Q and A ADDENDUM - QUESTION 50

1. Purpose

After the closing date for questions, South African Tourism (SAT) received further requests for clarification on the updated Annexure A cost template and on the response to Question 50 of the Q&A Addendum. In the interest of fairness and transparency, this note is issued to all bidders who attended the compulsory briefing session and is published on the same platform as the Q&A Addendum, so that all bidders have the same information. It forms part of the bid documents for Tender SAT 351/26.

CLOSING DATE

The closing date is 26 October 2026 at 12:00 (South African time), as set out in the Q & A Addendum. Where any tender document, the cost template or the e-procurement portal still shows 23 October 2026, the date of 26 October 2026 at 12:00 applies. Due to time constraints, and as the closing date for questions has passed, no further questions will be attended to, and no further extension of the closing date will be granted.

2. Annexure A - Updated cost template

A corrected Annexure A (Revision 2, dated 20 October 2026) is issued with this note. Bids must be priced on Revision 2. Bidders may not change its structure, roles, hours or numbering (Part B, section 18; Q & A, Addendum, Question 7).

No.	Question	Answer/Responses
1	Incorrect Year 1 total formula Cell E59 links to G38, which contains only the annual fee for the Social Media Lead. It does not reference the total annual fee for all resources. The complete annual total appears in G54/G56.	Corrected. The Year 1 amount now references the total annual fee for all resources. Refer to Annexure A (Revision 2).
2	Years 2 and 3 are consequently incorrect Cells F59 and G59 roll forward from the incorrect Year 1 amount. This affects the escalation calculation, VAT and total three-year bid price.	Corrected. Years 2 and 3 now calculate from the corrected Year 1 amount. Refer to Annexure A (Revision 2).
3	Incorrect and duplicated numbering The resource numbering is inconsistent and resets several times from resource 37 onward. Please confirm whether this is merely a numbering error and whether bidders must leave it unchanged.	Numbering error only, now corrected. Bidders must not change the numbering. Refer to Annexure A (Revision 2).
4	Potentially duplicated resource roles The schedule includes both: “Community Manager” at 80 hours and another “Community Manager” at 160 hours. “Proof Reader/QA” at 65 hours and “Proofreader” at 160 hours.	Corrected. The 80-hour Community Manager line is removed, and the two proofreading lines are merged into one Proof Reader/QA line (item 32) at 160 hours. Refer to Annexure A (Revision 2).



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No.	Question	Answer/Responses
5	Missing Brand Experiential Manager designation The functionality criteria require a Brand Experiential Manager, but this designation does not appear explicitly in the updated pricing schedule. Please confirm which pricing-schedule role corresponds to this position?	Corrected. Brand Experiential Manager now appears as item 41 in Annexure A (Revision 2), at 160 hours.
6	Typographical errors in role descriptions The template contains role names such as “Earnerd Media Designer,” “Earnerd Media Creative Director” and “Social Media Analyst.” Please confirm that these descriptions should remain unchanged.	Corrected. The roles are now “Media Writer”, “Media Designer” and “Media Creative Director”, and “Social Media Analyst” is spelled correctly. Refer to Annexure A (Revision 2).
7	I have also noted that the deadline for submission is still showing as 23 October 12noon and has not been updated to 26 October 12noon; please advise.	The closing date is <u>26 October 2026 at 12:00 (South African time)</u> . Refer to the closing date notice above and as communicated on Q&A addendum.

3. Question 50 - SBDs for subcontracted partners

Question:

Where we would appreciate further clarification is regarding the submission requirements for our subcontracted partners. Our understanding is that, we submit as the Lead Agency, with Media and PR partners appointed as subcontractors, then only we would be required to complete and submit the relevant Standard Bidding Documents (SBD 1, SBD 3.3, SBD 4 and SBD 6.1).

On this basis, we understand that the information provided to us in these documents would form the basis of the evaluation, and that our subcontracted Media and PR partners would not be required to complete separate SBDs. Could you kindly confirm whether our understanding is correct? (SIC..).



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Answer/Response:

Partly correct. The main bidder completes all SBDs, and evaluation is based on the main bidder's submission only. Subcontracted partners must still submit a signed SBD 4 and, if South African, a CSD registration report, as set out below.

Document	Main (lead) bidder	Subcontracted partner
SBD 1 - Invitation to bid	Required	Not required
SBD 3.3 - Pricing schedule (Annexure C)	Required	Not required
SBD 4 - Bidder's disclosure	Required	Required (<i>signed by each subcontracted partner</i>)
SBD 6.1 - Preference points claim	Required	Not required
CSD registration report	Required (South African entities)	Required (South African entities)
Signed letter of agreement between the bidder and each partner	Required	Required (<i>co-signed by the lead bidder and each subcontractor partner</i>)

- 3.1 Functionality, price and preference points for specific goals will be evaluated on the main bidder's submission only (Part C).
- 3.2 CSD registration applies to South African entities only (Part A, section 5; Part C, Phase 1). Foreign partners are not required to register on the CSD.
- 3.3 The main bidder remains solely responsible and accountable for delivery, including work performed by its subcontracted partners (Part A, clause 4.5.3).
- 3.4 Where partners will share in the bid and contract as co-bidders, the arrangement is a consortium or joint venture, and the response to Question 38 applies.

NB: All other responses in the Q&A Addendum remain unchanged.

4. Bidder's acknowledgement and declaration

I/We, the undersigned, being duly authorised to act on behalf of the bidder named below, acknowledge receipt of this Clarification Note and the corrected Annexure A (Revision 2), confirm that the bid has been prepared on that basis, and accept that this note forms part of the bid documents for Tender SAT 351/26. This signed note should be submitted as part of the bid.

Bidder's company name	
Name of bidder's representative	
Designation/capacity	
Email address	
Signature	
Date	