



SOUTH AFRICAN TOURISM

Tender no SAT 147/19

Marketing and Communications Agency Services for the Domestic Market

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.

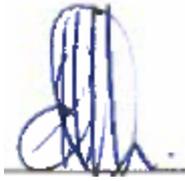
Item	Description
1	<p><u>Query</u></p> <ul style="list-style-type: none">• Please may you kindly confirm the closing date for the, MARKETING AND COMMUNICATION AGENCIES FOR SOUTH AFRICA (DOMESTIC) SAT 147/ 19, as the website and government tender documents have conflicting information. They have the same RFP with different tender numbers and closing dates. <p><u>Response</u></p> <ul style="list-style-type: none">• The closing date is 24 June 2019, They are two separate tenders, there is one for Africa and one for domestic, both the tender documents are available on our website.
2	<p><u>Query</u></p> <ul style="list-style-type: none">• Kindly forward the necessary tender documents for Tender No. "SAT 147/ 19" <p><u>Response</u></p> <ul style="list-style-type: none">• Please note that the tender document can be obtained from our website
3	<p><u>Query</u></p> <ul style="list-style-type: none">• Please could you advise as to when the briefing session is for the above tender - I can't seem to find it in the document provided? <p><u>Response</u></p> <ul style="list-style-type: none">• There will not be a briefing session for the above mentioned tender, you can find the tender document on our website
4	<p><u>Query</u></p> <ul style="list-style-type: none">• Please could you also clarify - on page 5 it talks about Africa Marketing and Communications Agency Services (and the respective category being tendered for) but I thought this was for domestic...just need to ensure we provide the correct info? <p><u>Response</u></p> <ul style="list-style-type: none">• Yes, the tender is for domestic and not Africa.
5	<p><u>Query</u></p>

	<ul style="list-style-type: none"> Can you provide clarity on the difference between this particular Tender and the one issued in May: Tender no SAT 144/19 Marketing and Communications Agency Services? <p><u>Response</u></p> <ul style="list-style-type: none"> Tender 144/19 is for the lead agency for South African Tourism and tender 147/19 is for an agency that will be dealing with the domestic market.
6	<p><u>Query</u></p> <ul style="list-style-type: none"> Is there a proposed budget for this particular Tender? <p><u>Response</u></p> <ul style="list-style-type: none"> Unfortunately we cannot give out the budget, we will consider your financial proposal and evaluate accordingly.
7	<p><u>Query</u></p> <ul style="list-style-type: none"> As per previous Tender, are we able to select the disciplines we believe we are most suited for under Scope of Services: Pages 17 & 18 ie. Category 1 & Category 3 only? Or is the Agency required to respond to full Scope of Services? <p><u>Response</u></p> <ul style="list-style-type: none"> If you want to be considered for all disciplines yes, you need to tender for all (this will ensure that the team compare apples with apples). You tender for the ones you wish to be considered for.
8	<p><u>Query</u></p> <ul style="list-style-type: none"> Can you confirm if the requirement of outsourcing 30% of the total retainer is pertinent to this RFP? <p><u>Response</u></p> <ul style="list-style-type: none"> It is not required, but you allowed to so if you wish.
9	<p><u>Query</u></p> <ul style="list-style-type: none"> Can you confirm that the PR scope is inclusive of the following: consumer, brand, corporate reputation management, issues and crisis management? <p><u>Response</u></p> <ul style="list-style-type: none"> The PR scope only includes what is mentioned on the tender document.
10	<p><u>Query</u></p> <ul style="list-style-type: none"> Do we have to tender for all disciplines - PR, Digital Marketing, Experiential Marketing and Media Planning / Buying? <p><u>Response</u></p> <ul style="list-style-type: none"> If you want to be considered for all disciplines yes, you need to tender for all (this will ensure that the team compare apples with apples). You tender for the ones you wish to be considered for.

11	<p><u>Query</u></p> <ul style="list-style-type: none"> Do you need us to complete the tables after 9.6.2 in this first submission or is this only for agencies that make it past Gate 0 stage? <p><u>Response</u></p> <ul style="list-style-type: none"> Yes, you need to complete all the tables in this first submission.
12	<p><u>Query</u></p> <ul style="list-style-type: none"> For the original proposal, do you require all documentation to be original? E.g. Tax Clearance Certificate and CIPC documents are downloaded from Internet. <p><u>Response</u></p> <ul style="list-style-type: none"> You can attach copies of the required documents.
13	<p><u>Query</u></p> <ul style="list-style-type: none"> May we please get some clarity on what is meant by “samples”, is this evidence of work we have conducted or does it mean that we have to create the content plans for the markets for South African Tourism? <p><u>Response</u></p> <ul style="list-style-type: none"> It is evidence of work you have conducted
14	<p><u>Query</u></p> <ul style="list-style-type: none"> The second question needing some clarity is that of the “per market”. May we please get clarity on what meant by the term “per market”? <p><u>Response</u></p> <ul style="list-style-type: none"> This means if you have done work in other countries than South Africa, provide evidence of the work. (the reason we have included the phrase per market is that we didn't want to prejudice anyone that has done work outside of South Africa).
15	<p><u>Query</u></p> <ul style="list-style-type: none"> I would like to enquire about Tender no SAT 147/19 - is the letter of good standing from COIDA a compulsory requirement? Will omission of it hinder my bid? <p><u>Response</u></p> <ul style="list-style-type: none"> The letter is required as part of the pre-qualifying criteria and it will be evaluated according to the criteria set out on the tender document or lack of it thereof.

Addendum received by the Tenderer and the contents thereof included in the Tender:

Signature



14 June 2019

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Date

Name(s)

Evah Mkwazi

Capacity

Sourcing Specialist

South African Tourism

.....
(Name of organization)

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