

3



SOUTH AFRICAN TOURISM

Tender no SAT 001/19

Integrated PR and Communications Agency in China 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"><li>If the program specifications change after the consultancy has been on board, can the consultancy submit the adjusted fee and costs according to the new specifications?</li></ul> <p><u>Response</u></p> <ul style="list-style-type: none"><li>No</li></ul>
2	<p><u>Query</u></p> <ul style="list-style-type: none"><li>In case media fam trip is proposed, do we need to provide estimates for local transportation, accommodation and hospitality in South Africa? Could you advise the ideal number of days for fam trip to South Africa?</li></ul> <p><u>Response</u></p> <ul style="list-style-type: none"><li>No</li></ul>
3	<p><u>Query</u></p> <ul style="list-style-type: none"><li>Will SA Tourism be responsible for the creative development of core key visuals and tagline etc.? Please advise what kind of global communication assets are available.</li></ul> <p><u>Response</u></p> <ul style="list-style-type: none"><li>The future appointed PR agency is responsible for the creative campaign development and fulfilment with a strong content integration across all platforms according to RFP.</li></ul>
4	<p><u>Query</u></p> <ul style="list-style-type: none"><li>If South African airline ticket is set as the prize of a competition, will SA Tourism have the means to secure one for free? Or we need to count the cost on our own?</li></ul> <p><u>Response</u></p> <ul style="list-style-type: none"><li>It depends on the proposal and cooperation of the campaign.</li></ul>
5	<p><u>Query</u></p> <ul style="list-style-type: none"><li>Tenders must be completed in black ink where mechanical devices, e.g. typewriters or printers, are not used. Does it mean we need to fill in the form by hand writing? Could we cross any mistake and initial against it or we have to make sure no corrections are made. We could provide the cover letter in print.</li></ul> <p><u>Response</u></p> <ul style="list-style-type: none"><li>Yes, you cannot make correction as soon as the bidding documents are submitted.</li></ul>
6	<p><u>Query</u></p>

	<ul style="list-style-type: none"> <li>1 original, 1 hard copies and 2 electronic copies, does electronic copies means document saved in U drive. Do we need to prepare any acknowledgment letter to sign off for hand delivery?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>Electronic copies need to be stored at USB. We will publish the tender register at the official website</li> </ul>
7	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>How to answer <i>Annexure G</i>, If the bidder is not a South African company, shall we just state the country where the bidder is registered - will this be sufficient?</li> </ul> <p>5.1 ANNEXURE G: NATIONAL TREASURY CENTRALISED SUPPLIER DATABASE:</p> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>CSD is not applicable to the countries out of South Africa.</li> </ul>
8	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>Please advise what do the Commissioner of Oath and stamp below refer to (P. 35)</li> </ul> <p>The undersigned is duly authorised on behalf of the firm and affirms that the information furnished is true and correct</p> <p>Name and surname</p> <p>Signature</p> <p>Capacity under which the bid is signed</p> <p>Duly authorised to sign on behalf of</p> <p>Date</p> <p>Commissioner of Oath Signature</p> <p>Commissioner of Oath Stamp</p> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>Notarial Office</li> </ul>
9	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>Please advise the Certificate of Independent Bid Determination (SBD9) is applicable to non-South African companies? (P. 43)</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>It is requested to be filled in.</li> </ul>
10	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>Please advise if the following documents are applicable to non-South African companies (the items that have not been crossed).</li> </ul>



9.1.1 Proposals are expected to be presented in one pack. The pack, however, should be noticeably subdivided into 3 parts in the following order: Bid protocol and packaging of bids

**Part A:** Documents and information relating to the vetting of company/commercial information where the following information and supporting documents should be provided in sequential order, for vetting and verification purposes:

- ~~a) Cover letter introducing your company;~~
- b) Original valid tax clearance certificate;
- c) Valid certified copy if B-BBEE certificate;
- d) Proof of Vat registration;
- ~~e) Copies of latest audited Statement of financial position, Statement of financial performance and Cash flow statement and latest audit report (issued by independent auditors). Shortlisted bidders will be required to submit full set of latest financials upon request from SAT);~~
- f) Proof of registration with Unemployment Insurance Fund and Workmen's Compensation Fund;
- g) Letter of Good standing - Compensation Fund (COIDA);
- h) Certified copy of Companies and Intellectual Property Commission (CIPC) registration documents;
- i) Certified copies of South African Identity Documents or Valid Passports of Members, Directors or owner (Copy with original stamp);
- j) Certified copies of all latest share certificates, in case of a company (Copy with original stamp);
- ~~k) Bidders must have specific experience and submit at least three recent references (in a form of written proof(s) on their client's letterhead including relevant contact person(s), office telephone & fax number, website and email address) where similar work were undertaken.~~

**Response**

- Those certificates not applicable to China are not requested.

11 **Query**

- 9.7.1 Part A and Part C all requires cover letter to introduce the company. Are they referring to the same thing? Or at least some parts may overlap?

**Response**

- Some parts can be overlapped.

12 **Query**

- How many Consumer and trade activations are expected to be arranged per year? Could you advise the planned or major ones?

**Response**

- Activations are variable per year.

13	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>Evaluate and source non-paid opportunities to increase our brand reach and visibility online. Does it mean that paid KOL opportunities will be entirely ruled out?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>It depends on the campaign’s proposal and the ROI.</li> </ul>
14	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>Could you advise the current Trade Partners of South African Tourism Board?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>Trade travel operators selling SA products</li> </ul>
15	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li><i>P.17 Liaise with SA Tourism’s local events and media investment agencies for social media support for all local events and marketing activities. (P17).</i></li> </ul> <p>Who are the local events and media investment agencies in China? What are the division of responsibilities between the media investment agencies and the bidder on the latter’s prescribed duty of “media strategy, planning and buying for all media platforms in market” stated in the tender?</p> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>We are not clear about this question.</li> </ul>
16	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>For those documents that do not use the prescribed tables provided, does SA Tourism have any preferred format (e.g. Word, PowerPoint)?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>PDF</li> </ul>
17	<p><b><u>Query</u></b></p> <ul style="list-style-type: none"> <li>For the electronic copy of our proposal, does SA Tourism prefer to have them in PDF or their respective original formats?</li> </ul> <p><b><u>Response</u></b></p> <ul style="list-style-type: none"> <li>Original format</li> </ul>

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

Signature(s)



25/9/2019

Date

Name(s)

Simon Wang

Capacity

Finance & Admin Manager - China .

(Name of organization)

***"Please include a signed copy of the Addendum with the Bid submission"***