



SOUTH AFRICAN TOURISM

Tender no:001/21

South Europe Integrated Marketing, Trade and Communication Services

Panel

Notes for Bid Clarification

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.

GENERAL

Item	Description
1	<p>Question</p> <p>To be registered in the platform, is it mandatory to submit the BEE certificate?</p> <p>Response</p> <p>If you are not a South African company, you do not need to submit any BEE certificate.</p> <hr/> <p>Question</p> <p>Is it mandatory to include the BEE certificate in our offer? Is there any alternative to this certification?</p> <p>Response</p> <p>If you are not a South African company, you do not need to submit any BEE certificate.</p> <hr/> <p>Question</p> <p>In order to submit our offer, we have a branch agency located in France, still can we submit our offer from our headquarters registered in Berlin- Germany?</p> <p>Response</p> <p>Yes, you can submit. If you have a branch agency located in France and especially around Paris, this is fine and it's important to us. Keep also in mind that you need to be able to work also on the Italian and Spanish markets through your other branches or through a networks / an alliance of agencies in these countries.</p>

<p>2</p>	<p>Question</p> <p>As a foreign company based outside South Africa, can you confirm that the BBEE certificate is not applicable?</p> <p>Response</p> <p>Indeed, as per the RFP it is applicable for South African companies only</p> <hr/> <p>Question</p> <p>Do you need the translations of the administrative documents such as company registration documents, tax clearance... ? If yes, do the translation of these documents need to be certified?</p> <p>Response</p> <p>Kindly note that we only need the original version of your official documents if those are in French (no need to translate them in English, except if there are in another language than French).</p> <hr/> <p>Question</p> <p>In case of consortia, do the subcontractor have to provide any administrative documents? We understood that only the “main” company has to provide the administrative work, can you confirm?</p> <p>Response</p> <p>In case of an alliance, the subcontractor must also submit company documents, owners/shareholder of the company.</p>
<p>3</p>	<p>Question</p> <p>In document B, page 2 “Envelope addressing “paragraph specifies that physical drop-offs to SA Tourism’s physical address is no longer permitted and that no tenders transmitted by e-mail will be considered. However, the Echo Touristique and Revues Espaces announcements (https://www.lechotouristique.com/article/appe-doffres-south-african-tourism and https://www.tourisme-espaces.com/marches-publics/7977-south-african-tourism-lance-appel-offres-hub-europe-sud-afin-recruter-agence-integree-marketing-trade-communication-relations-presse.html) both indicate that the proposals have to be uploaded on the platform but also delivered in physical at SAT Paris office and sent by email, could you please confirm that the platform submission only is fine? Also, Echo Touristique and Revues Espaces indicate that the proposal should be submitted in English but also in French language, which isn’t not requested at any time in the PDF documents available on the platform, could you please confirm that the version in English is enough?</p> <p>Response</p>

Indeed, to be qualified, the English version submitted on the SAT platform only is enough. The French version and the physical delivery intend to facilitate the evaluation by the Paris office team. The 2nd one won't be disqualifying if it is missing.

Question

In document A, page 4 paragraph 3.4 indicates that prices must be quoted inclusive of VAT; in order to know if VAT is applicable and if so which VAT rate we should apply, we would need to know to which entity we will have to send our invoices: if the entity is based in South Africa, VAT won't be applicable; if this entity is based in France could you please confirm if it has a EU VAT number? If not, VAT will have to be charged.

Response

The invoices must be addressed to our French entity and VAT will have to be charged (we don't have a VAT number since we are not a commercial company).

Question

Is Annexure C the only space we have to fill about budget, or can we add other financial information somewhere else?

Response

Annexure is the summary and bidders are encouraged to submit a detailed bid cost.

Question

In document A, page 11, there are no specification about which documents must be included in part B Scope of Work of the final pack to be submitted?

Response

Part B is the scope of work. Kindly also check Part C for document submission.

Question

In document A, page 11, the sentence with the list of what must be included in part C is incomplete, could be please specify what comes after “[...] which should include at least, but not limited, the following”?

Response

Bidders must refer to Part C document.

Question

In which part should be included the list of content detailed in paragraph “additional documentation” in document B page 9?

Response

Page 9, under Additional information, it does mention what bidders need to respond with and for (it is self-explanatory).

Question

In which part should be included the Agency Credentials in paragraph 4.6 in document B page 10?

Response

As long as it is included in their proposal, the organisation of the documents submission is up to the bidders.

Question

Document C page 1, a confirmation of valid tax status must be submitted; however, as we are a French company legally registered in France, and therefore not registered to Central Supplier Database, can we submit a French tax compliant certificate? (the original document is in French but we’ll add a translation into English, is that fine?)

Response

The RFP document mention valid tax and CSD is for South African companies only. You can submit a French tax certificate.

Question

We understand that we don't have to submit a BBEE Certificate if we are a French company with an annual turnover above R50 million, could you please confirm? As a consequence, we don't have to present annexure D is that correct?

Response

B-BBEE certificate is only applicable for South African companies only. You don't need to complete Annexure D.