



SOUTH AFRICAN TOURISM

SAT Tender 004/21

Notes for Bid Clarification

**Appointment of a Service Provider for The Digital Marketing Agency South African Tourism for a
Period of Thirty-Six (36) Months**

Date issued: 06 August 2021

Tender closing date: 30 August 2021 at 12h00 (Germany Time).

Introduction

This Addendum with clarification notes serves to inform potential bidders of changes, amendments and/or clarifications made to the bid documentation. The following questions and/or changes have been received from those that are in position of the bid documentation.

Item	Questions and Responses
1	<p data-bbox="268 557 379 584"><u>Question</u></p> <ul data-bbox="316 622 1433 741" style="list-style-type: none"><li data-bbox="316 622 1433 741">• Do you require the qualifications of the junior staff at this stage as well? The reason I ask is that, we are yet to determine which junior team members will work of the account should we be successful. Normally, these details are provided to the client at pitch-phase or once we've been shortlisted. <p data-bbox="316 779 488 806">• <u>Response</u></p> <ul data-bbox="316 844 1433 902" style="list-style-type: none"><li data-bbox="316 844 1433 902">• No but it will be optimum to understand the type of skills that will be servicing SA Tourism should the bid be successful.
2	<p data-bbox="268 976 379 1003"><u>Question</u></p> <ul data-bbox="316 1041 1433 1099" style="list-style-type: none"><li data-bbox="316 1041 1433 1099">• Please provide guidance on how respond to the section on breakdown of costs and financial proposal. <p data-bbox="316 1137 488 1164"><u>Response</u></p> <ul data-bbox="316 1171 1433 1229" style="list-style-type: none"><li data-bbox="316 1171 1433 1229">• We need to understand how potential bidders cost their services so we can differentiate between bidder proposals.

3. **Question**

- We are a Level 2 BBBEE (51% black owned and 30% black woman owned) provider. Would that meet the requirements?
- We have a sister agency that we are partnering with in Germany. Would they need to register on the CSD?
- What is the value of the tender?

Response

- This is an open tender regardless of the company BEE level.
- Only the company bidding for this tender must be registered on CSD. JV/Partners/Subcontracting is not a requirement for this tender.
- According to our SCM process, and internal procedures it is not allowed to disclose the value of the tender.

4. **Question**

- Provide all management fees and detailed resource rate cards
- An anonymised detailed cost breakdown of a previous project delivered for EUR 100k
- An anonymised detailed cost breakdown of a previous project delivered for EUR 250k
- Cost should be presented in the same format for 3 years (with applicable escalation where relevant) and should separately indicate any once-off costs that may occur.
- Share a commercial proposal for the provided solution overview

Does this mean that:

- a. Propose our management fees
- b. Third party costs for all activities?
- c. Travel costs for media and influencer?

Response:

- Yes to all the questions

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