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Dear Bidder

Subject Matter: Request for quotation to participate in Business compliance writing

South African Tourism Board (SA Tourism) was established by section 2 of the Tourism Act No 72 of 1993 and continues to exist in terms of section 9 of the new Tourism Act No 3 of 2014. South African Tourism is a schedule 3 A Public Entity in terms of schedule 3 of the Public Finance Management Act 1 of 1999.

The mandate of SA Tourism in terms of the Tourism Act is to provide for the development and promotion of sustainable tourism for the benefit of the Republic, its residents and its visitors. It is common cause that tourism is a key strategic industry in terms of The National Tourism Sector Strategy documents as it supports governments' objectives of alleviating the triple challenges of unemployment, poverty and inequality.

Section 217 of the Constitution of the Republic of South Africa, 1996, prescribes that goods and services must be contracted through a system that is fair, equitable, transparent, competitive and cost-effective and also confers a constitutional right on every potential supplier to offer goods and services to the public sector when needed.

South African Tourism is looking to appoint a panel of suitably qualified business writers to partner with over a period of two years to support the South African Tourism's requirement for business and compliance writing for the 2021/22 and 2022/23 fiscal.

1. Overview of the professional services required, including but not limited to:

- Internal reporting
- Compliance reporting
- Tourism sector performance reporting
- Creative writing & packaging of content

- Internal reporting, including but not limited to:
 - Preparation of monthly and quarterly reports to Exco and Board respectively for Brand and Marketing and Analytics & Insights Business Units.
 - Provision of capacity to compile ad-hoc reports for the Brand and Marketing and Analytics & Insights Business Units.

- Compliance reporting, including but not limited to:
 - Preparation of Quarters 2, 3 & 4 Non-Financial Performance Reports inclusive of the packaging and referencing (as per guidelines) of the supporting Portfolio of Evidence for each of the quarters. This includes non-financial performance report against the FY21/22 Annual Performance Plan and quarterly tourism sector performance. The report must be prepared on the basis of the prescribed templates and guidelines.
 - Preparation of the Quarters 2, 3 & 4 performance PowerPoint presentations to the Board and Portfolio Committee in the prescribed template.
 - Development and management of the Production Schedule for the drafting, design and printing of the FY21/22 Annual Report in line with prescribed guidelines and due dates.
 - Preparation of FY21/22 Annual Performance Report, in line with prescribed templates and guidelines inclusive of the packaging and referencing (as per guidelines) of the supporting Portfolio of Evidence. A PowerPoint presentation is also required.

- Creative writing, design and layout of the FY21/22 Annual Report including PowerPoint presentation. This includes the writing of the Minister's Message, the Board Chairperson's Foreword and the Overview by the CEO. The Annual Report must comply with the prescribed template and guidelines from National Treasury. A PowerPoint presentation is also required.
- Tourism sector performance reporting, including but not limited to:
 - Preparation of Quarters 2, 3 & 4 quarterly tourism sector performance reports PowerPoint presentations. Content may need to be sourced for the preparation of the reports.
 - Preparation of Quarters 2, 3 & 4 quarterly Road to Recovery reports including PowerPoint presentations. Content may need to be sourced for the preparation of the reports.
- Creative writing & packaging of content, including but not limited to:
 - Drafting thought leadership pieces and articles for SA Tourism on a monthly basis. Content needs to be sourced for the pieces and articles.
 - Designing and drafting reports and PowerPoint Presentations for SA Tourism as and when required. In some cases, content will be provided whilst in other cases content will need to be sourced.
 - Designing the Quarters 2, 3 & 4 quarterly stakeholder engagement reports on the basis of content provided.

Additional Details:

- When necessary, the writer will be required to conduct virtual or physical interviews with the spokespeople, stakeholders and the SA Tourism team. A record (virtual or transcription) of the interview will need to be shared as part of the final submission.
- When necessary, the writer will be required to workshop and work alongside key SA Tourism staff members to gain insight and workshop content requirements. This may be physical or virtual.
- We require the writer to produce and collate writing, design and multi-media content to create the necessary content including but not limited to: (print ready) reports, presentations, documents, web-ready content etc.
- We require creative and proactive writers, who are passionate about South Africa, understand SA Tourism the entity and its business units
- We are looking for punctual writers who can always deliver timeously, self-starter and driven.

2. Format of proposals

Bidders must complete and return all the necessary standard bidding documents (SBD's) attached to this request for financial proposals.

Bidders are advised that their proposals should be concise, written in plain English and simply presented in the same order as indicted below: -

- National Treasury Centralized Supplier Database (CSD) registration summary report with a valid tax status;
- Valid certified copy of B-BBEE certificate or Sworn Affidavit - B-BBEE Exempted Micro Enterprise;
- 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.
- Financial proposal to deliver the assignment including any other cost SA Tourism should be aware off for the successful completion of the assignment;
- Declaration of Interest - SBD 4;
- Preference Point Claim Form - SBD 6.1;
- Declaration of Bidder's Past Supply Chain Management Practices - SBD 8; and
- Independent Bid Determination - SBD 9.
- Bidders to submit their financial proposal

3. Evaluation Method

The evaluation process of bids will comprise of the following phases:

Phase I	Phase II	Phase III
Administration and Mandatory bid requirements	Functionality	Price and BEE
Compliance with administration and mandatory bid requirements	Bids will be evaluated in terms of functionality	This will apply when assignments are briefed into the panel of approved service providers and will form part of the selection process which may (where relevant) also include functionality criteria.

Phase 2 Functional Evaluation

Evaluation criteria	Weighting
Bidders relevant experience to the assignment specifically demonstrating capacity pertaining to writing 3 years up to 5 = 3 + 5 years up to 7 = 4 more than 7 years = 5	15
The bidder is required to provide three (3) contactable client references where its services can be verified. References should be presented in a form of a written letter on an official letterhead from clients where similar services have been provided and should not be older than seven (3) years.	15
Quality of Work Examples of similar types of work that are in line with our target audience (from the candidate who will be assigned to this matter)	55
Recognized Journalism, PR, Communication Qualification	15
Total weight	100

“functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, considering, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder.

- I. Bids will be evaluated strictly according to the bid evaluation criteria stipulated in this section.
- II. Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements. The official responsible for scoring the respective bids will evaluate and score all bids based on bid submissions and the information provided.
- III. The score for functionality will be calculated in terms of the 0 - 5 rating

EVALUATION CRITERIA	Rating					Weight
	0	1	2	3	4	
The Bids will be evaluated on a scale of 1 - 5 in accordance with the criteria below. The rating will be as follows: 1 = Very poor, 2 = Poor, 3 = Good, 4 = Very good, 5 = Excellent						

- IV. The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These scores will be added and expressed as a fraction of the best possible score for all criteria.
- V. The bidders that score more than 70% of evaluation functionality will be part of the panel.

3.3 Phase 3 Awarding of Points for Price and Broad-Based Black Economic Empowerment

The bidders that have successfully progressed through to Phase 3 (bidders who meets the minimum threshold for functionality of 70%) will enter into a contract with SA tourism and be part of the Panel. They will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations of 2017.

80 points will be awarded for price while 20 points will be allocated for preference points for BBBEE as prescribed in the regulations.

Points for B-BBEE level of contribution will be awarded in accordance with the below table: -

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

4. National Treasury Centralized Supplier Registration and B-BBEE Certificates

All bid submissions must include a copy of successful registration on National Treasury's Centralized Supplier Database (CSD) with a valid tax clearance status and an original or certified copy of a B-BBEE verification certificate (if you have been assessed).

Proposals which does not include these documents will not be considered.

5. Deadline for submission

All proposals must be e-mailed, in PDF format, to raymond@southafrica.net no later than 12h00 on Wednesday, 13 October 2021 and should remain valid for at least 30 days after the closing date.

6. Confidentiality

The request for a cost proposal and all related information shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid. All bidders are bound by a confidentiality agreement preventing the unauthorized disclosure of any information regarding SA Tourism or of its activities to any other organization or individual. The bidders may not disclose any information, documentation or products to other clients without written approval of SA Tourism.

7. Terms of engagement

No service should be provided to SA Tourism and no amount will become due and payable by SA Tourism before an official purchase order has been issued to the supplier where service delivery will be within the specified time scale after the receipt of the official purchase order.

8. Payments

No advance payments will be made in respect of this assignment. Payments shall be made in terms of the deliverables as agreed upon and shall be made strictly in accordance with the prescripts of the PFMA (Public Finance Management Act, 1999. Act 1 of 1999).

The successful bidder shall after completion of the assignment, invoice SA Tourism for the services rendered. No payment will be made to the successful bidder unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to SA Tourism.

Payment shall be made into the bidder's bank account normally 30 days after receipt of an acceptable, valid invoice.

9. Non-compliance with delivery terms

The successful bidder must ensure that the work is confined to the scope as defined and agreed to. As soon as it becomes known to the bidder that they will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, SA Tourism's sourcing specialist must be given immediate written notice to this effect.

10. Retention

Upon completion of the assignment and / or termination of the agreement, the successful bidder shall on demand hand over to SA Tourism all documentation, information, etc. relevant to the assignment without the right of retention.

11. Cost

The bidder will bear all the costs associated with the preparation of the response and no costs or expenses incurred by the bidder will be borne by SA Tourism.

12. Cancellation of the request

SA Tourism may, prior to the award of the bid, have the right to cancel the bid if:

- (a) Due to changed circumstances, there is no longer a need for the service; or
- (b) Funds are no longer available to cover the part and/or total envisaged expenditure; or
- (c) No acceptable bids are received.

SA Tourism reserves the right to withdraw this request, to amend the term or to postpone this work by email notice to all parties who have received this request.

13. Clarification

Any clarification required on any aspect concerning this request is to be requested in writing. From: Miss: Sizakele Nkosi, Sourcing Specialist.

Thanking you and looking forward to your proposal in this regard.

Yours in Tourism

Raymond Mabela
Sourcing Specialist
Email: raymond@southafrica.net