



government communications

Department:
Government Communication and Information System
REPUBLIC OF SOUTH AFRICA

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To All Bidders

ADDENDUM: ESTABLISHMENT OF A PANEL OF ELECTRONIC SCREENS MEDIA OWNERS AND AGENCIES.

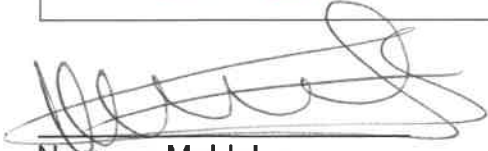
Kindly note that there is typo error on the specification paragraph 8. The below table was incorrectly captured as Pre-qualification Criteria is (Gate 1) and Technical Evaluation Criteria (Gate 2).

Pre-qualification Criteria (Gate 1)	Technical Evaluation Criteria (Gate 1)
Bidders must submit all documents table 1) below. Only bidders that comply with ALL these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum functionality score of 50%. Bidders that scored 50% or more will be added on the panel for out of home media owners and agencies

Gate 1: Pre-qualification Criteria

The below Table was correctly captured. Kindly note the **addendum**, the error has been fixed from Gate 1 to Gate 0 on the Pre-qualification Criteria Paragraph 8.

Pre-qualification Criteria (Gate 0)	Technical Evaluation Criteria (Gate 1)
Bidders must submit all documents table 1) below. Only bidders that comply with ALL these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum functionality score of 50%. Bidders that scored 50% or more will be added on the panel for out of home media owners and agencies


Namane Mahlaba
Acting Director: Supply Chain Management

Date: 08/08/2022





ESTABLISHMENT OF A PANEL OF ELECTRONIC SCREENS MEDIA OWNERS AND AGENCIES

RFB003/2022/2023

Closing date and time: 16 August 2022 @11:00am

Bid Validity Period: 120 days

TENDER BOX ADDRESS:

Reception

Tshedimosetso House

1035 Francis Baard Street

C/o Francis Baard and Festival Street

Hatfield

0002

ESTABLISHMENT OF A PANEL OF ELECTRONIC SCREENS MEDIA OWNERS AND AGENCIES

1. BACKGROUND

- 1.1 The Government Communication and Information System (GCIS) is responsible for the co-ordination of government's communication system and assisting national government and provincial departments with planning, implementation and management of communication campaigns including media buying, production and marketing services.
- 1.2 GCIS mandate is to deliver effective strategic government communication; set and influence adherence to standards and coherence of message and proactively communicate with the public about government policies, plans, programmes and achievements.
- 1.3 Given the nature of GCIS mandate of government communication, the communication conditions most of the time warrants that the department must have the ability to communicate in real time to establish command and control in order to maintain event situational awareness as well as to operate overall within a broad range of incidents.
- 1.4 To ensure effective and efficient coordination of these communication activities the GCIS seeks to establish a panel of experienced industry registered agencies / media owners to provide digital electronic screens for advertising.
- 1.5 Prospective bidders that have the competency, capacity and capability to provide the service as per the expectations of GCIS outlined under task directive below, are thus invited to tender for inclusion in the panel.

2. TASK DIRECTIVE

- 2.1 Invitation to bid for the provision of electronic screens for the purposes of advertising for a **period of 36 months**.
- 2.2 In setting up the panel, GCIS will procure media space directly from the media owners and from third party agents with valid legal rights to the digital screens. Prospective bidders will be evaluated on the elements described below.

3. REQUIREMENTS OF THE TENDER

- 3.1 The department would like to appoint experienced industry media owners or third party agents to provide digital electronic screens for the purpose of advertising. Prospective bidders must:
- 3.1.1 Have proven experience in providing the service.
 - 3.1.2 Provide detailed information in relation to the service currently being rendered.
 - 3.1.3 Provide a rental rate card per site. The rate cards must cover the entire duration of the contract indicating the annual increase per site.
 - 3.1.4 Provide detailed information on the risks associated with the usage of digital screens, the mitigation plans the prospective bidder have in place as well as the prospective bidders monitoring mechanisms.
 - 3.1.5 Provide valid contracts, Municipal approvals and lease agreements with the landlord, municipality, owner and associations signed by both parties. The contract/agreement must contain the following:
 - 3.1.5.1 Name of the owner/ landlord and the agencies.
 - 3.1.5.2 Start and end date of the contract/agreement.
 - 3.1.5.3 List of sites and their geographical locations.
 - 3.1.5.4 Signatures of all relevant parties.
 - 3.1.5.5 Leases with municipalities, landlords, owners and associations are required.
 - 3.1.6 For third party agents the agreement/contract has to explicitly state that they have valid legal rights to the screens.
 - 3.1.7 It is the responsibility of the Prospective bidder(s) to ensure they are indeed the owner or have valid legal rights to the site/inventory, which they are submitting as part of this bid.
 - 3.1.8 Bidders must be registered on the National Treasury Central Supplier Database
 - 3.1.9 It is a requirement that government departments pay its creditors / suppliers within 30 days of receipt of an accurate invoice.
 - 3.1.10 Based on paragraph 3.1.8, it is therefore a requirement for this tender that potential suppliers must have an invoice system that is easily readable and understandable.
 - 3.1.11 Potential suppliers must in their proposals indicate and describe the invoicing system that they are utilizing for invoicing.
 - 3.1.12 The invoices for services rendered must be submitted monthly after service rendered.

3.1.13 The invoices submitted must be error free.

3.1.14 The invoices issued by the potential supplier must contain the requirements that constitute a valid invoice as per SARS requirements. The invoice must reflect the following:

3.1.14.1 The word "Invoice" or Tax Invoice";

3.1.14.2 Letterheads / logo of the prospective supplier;

3.1.14.3 Company registration number of the prospective supplier;

3.1.14.4 VAT registration number, only if the prospective supplier is registered for VAT;

3.1.14.5 Name and address of the prospective supplier;

3.1.14.6 Unique invoice number;

3.1.14.7 Description of the service rendered;

3.1.14.8 An amount charged for the service rendered. The amount must be inclusive of VAT if the supplier is VAT registered;

3.1.14.9 Date stated of the invoice;

3.1.14.10 Contacts and email address of the prospective supplier; and

3.1.14.11 Details of the department / institution the invoice is addressed or issued to.

3.1.15 The invoice issued by the potential supplier must be accompanied by supporting documents in relation to the campaign flighted: dated pictures and flighting logs.

4. SERVICES REQUIRED BY THE DEPARTMENT

4.1 Appointment of media owners and third party agents with valid legal rights for the provision of Digital Electronic Screens for the purposes of advertising.

4.1.1 GCIS would like to appoint prospective bidders for the provision of digital electronic screens throughout the country.

4.1.1.1 The prospective bidders must provide a detailed list of all their electronic / digital screens.

4.1.1.2 The prospective bidder must indicate the estimated reach of each site (traffic count) in the inventory/sites they are managing.

- 4.1.1.3 Municipal Approvals/Agreements/contracts from the owners/third party must be submitted with the proposal. The agreements must be referenced to the detailed list of the electronic / digital screens and also be in sequence as per the detailed list of the electronic / digital screens provided by the prospective bidder.
- 4.1.1.4 For third party agents the agreements/contract has to explicitly state that they have valid legal rights to the inventory/sites.
- 4.1.1.5 All approvals/agreements/contracts must be valid on submission of the tender documents.
- 4.1.1.6 Site/s submitted without approvals/agreements/contracts will not be considered as offered by the prospective bidder. Prospective bidders who provide details of the inventory of the electronic screens without submitting approvals/agreements/contracts will not be considered for inclusion in the panel. It is therefore critical that the prospective bidder, in providing a detailed list of the electronic /digital screens, ensure that this detail is reference in sequence to the approvals/agreements/contracts.

5. SPECIAL CONDITIONS OF THE TENDER

- 5.1 For the purpose of this tender, layout or design will not be required.
- 5.2 GCIS will not be liable for any damage that may arise to the screens. It is the sole responsibility of the prospective bidder to ensure that any screens that are utilized for government adverts are in line with the requirements as specified by the relevant legislations.
- 5.3 It is the sole responsibility of prospective bidder to inform GCIS of any contracts between the prospective bidder, the municipality, landlord, owners or association that may terminate pre-maturely. Should this not happen, all transactions processed will be regarded as fraud by GCIS. GCIS reserves the right to terminate the contract with the bidder.
- 5.4 Request of contracts by GCIS between the media owner and its agencies, landlords, owners, municipalities and associations is for administrative purposes **only** and does not indicate the transfer of any rights or liability to GCIS.
- 5.5 The media owner shall also indemnify GCIS against all actions, proceedings, claims, costs and demands for any injury, death or for damage or loss of property, lawsuits, etc. instituted by employees / agents of the agency or its third party suppliers which may be made against GCIS in connection with adverts placed.
- 5.6 The media owner will not be allowed to change/ rotate the positioning of any advert without prior approval of GCIS. Should the media owner present the proposal to rotate/change the identified sites, the media owner must explicitly indicate the benefits for the department and why the proposal was not made originally when placement was done.

Should the sites be rotated/ changed without the knowledge of GCIS, this will be regarded as a breach of contract.

- 5.7 Request for payments will be processed once confirmation of placement according to the approved schedule has been received by GCIS.

6. CONDITIONS OF TENDER

6.1 Panel Membership

- 6.1.1 The panel will be constituted for a duration of 36 months (3) Years Service Level Agreement (SLA) will be signed with each successful bidder appointed to the Panel.

- 6.1.2 Supplier Performance Management is viewed by the GCIS as a critical component in ensuring value for money and ensuring good supplier relations between the GCIS and all its suppliers. Upon receipt of written notification of an award, the Prospective Bidders will be required to sign a Service Level Agreement (SLA) with the GCIS. The SLA will form an integral part of the supply agreement. The SLA will also serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value-add to GCIS business.

- 6.1.3 Only Bidders that comply with the requirements will be considered for evaluations.

- 6.1.4 Bidders who do not score 50% or more on functionality evaluation will not be appointed to the Panel.

- 6.1.5 The services will be required on a needs basis. Therefore, this implies that the department is not in a position to guarantee any work in terms of this Panel.

- 6.1.6 GCIS will choose the most effective sites in terms of impact and reach for a campaign based on the target market, objectives and available budget for a specific campaign. The location, size and reach of the sites will be considered when choosing the sites. Once that is done a request for a quotation will be sent to the owners of those specific sites.

- 6.1.7 Bidders may not cede or assign any part of the appointment to the Panel, nor sub contract part of the work assigned to them without the prior written authorization from the GCIS.

- 6.1.8 Failure to comply with any condition of these Terms of Reference will invalidate the respective proposal.

- 6.1.9 Bidders must declare possible conflict of interest with the GCIS prior to the proposed appointment as per the Standard Bidding Document 4 (SBD 4)
- 6.1.10 SBD 1, 4, 6.1 and 7.2 must be fully completed and signed by prospective bidders.
- 6.1.11 In the event that any conflict of interest is discovered during the Panel appointment, the GCIS reserves the right to cancel the agreement;
- 6.1.12 The GCIS reserves the right to cancel the appointment of a Bidders and remove such Bidders from its panel if such Bidders do not meet the standards agreed upon and/or expected. Bidders will be given a written warning after the first service delivery failure, and will be removed from the Panel, after the second service delivery failure.
- 6.1.13 Shortlisted bidder(s) may be required to prove financial security.

7. DOCUMENTS TO BE SUBMITTED

It needs to be noted that bidders are required to provide proposals that are correctly indexed and numbered for ease of reference.

- 7.1 The following must be included in the proposal:
- 7.1.1 A company profile and a detailed proposal outlining the bidder's:
- 7.1.1.1 Experience
 - 7.1.1.2 Detailed list of the screens/Sites/inventory that owned by the prospective bidder or sites which the prospective bidder have valid legal rights to sell indicating;
 - geographical locations of the screens
 - routes
 - demographical breakdown of the platform's audience
 - estimated number of audiences that each screen reaches where available.
 - 7.1.1.3 Past clients
 - Provide references letters and the letters must be on past client's letterhead.
 - 7.1.1.3.1 Resources
 - Staff who will deal with GCIS and their respective experience
 - Awards (if any).
- 7.1.2 Should the owner of site/s relinquish their right to a third party, the owner cannot submit a proposal for the same site/s they have relinquished the rights for. Should this

be the case; the GCIS will disregard the proposal of the owner and consider that of a third party.

- 7.1.3 Valid approvals/agreements/contracts as per paragraph 3.1.5
- 7.1.4 Bidder(s) must submit proof that they are registered on the National Treasury Central Supplier Database (CSD).
- 7.1.5 In addition, bidders must submit one case study of a successful campaign they have implemented. The case study must include the following:
 - 7.1.5.1 Name of the client company / organisation
 - 7.1.5.2 Name of the campaign
 - 7.1.5.3 Objectives of the campaign
 - 7.1.5.4 Target market for the campaign
 - 7.1.5.5 Duration of the campaign (Start and End date)
 - 7.1.5.6 Budget allocated for the campaign
 - 7.1.5.7 How was the campaign monitored?
 - 7.1.5.8 Challenges and how they were resolved if any
 - 7.1.5.9 Effectiveness/ reach of the campaign and how was this measured
- 7.1.6 The case study must be saved onto a memory stick and be submitted with the bid proposal. Bid documents and memory stick must be placed in a secured envelope. The bid number and the name of the bidding agency should be written on the front of the envelope. The envelope is to be deposited inside the tender box at the reception of the GCIS' head office.
- 7.1.7 Proposals are to be submitted with one original copy. The prospective bidder should number the pages and check the numbers of the pages to satisfy themselves that no pages are missing or duplicated. No liability will be accepted by GCIS about anything arising from the fact that pages are missing or duplicated. The prospective bidder is responsible for all the cost that they shall incur related to the preparation and submission of the bid documents.
- 7.1.8 Wherein there is a Joint Venture an agreement must be submitted and it must contain the following:
 - 7.1.8.1 Name of the two parties.
 - 7.1.8.2 Start and end date of the contract/agreement.
 - 7.1.8.3 List of sites and their geographical locations
 - 7.1.8.4 Original leases, council approvals or landlord contracts
 - 7.1.8.5 Signatures of all relevant parties.
 - 7.1.8.6 If there is joint venture suppliers must submit one combined BBEE certificate.

7.1.9 All the documentation submitted in response to this bid must be in English.

7.1.10 In order to promote/advance transformation within the sector only bidders with the following BBBEE status level will be considered; Bidders with a BBBEE status level 1& 2, Exempted Micro Enterprises (EME) and Qualifying Small Enterprise (QSE) with BBBEE level 1 & 2. **Non-submission of a valid BBBEE/Sworn Affidavit as prescribed by the B-BBEE Code of Good Practice or a B-BBEE Certificate issued by an authorized body or person will lead to a disqualification of the proposal.**

8. EVALUATION AND SELECTION CRITERIA

GCIS has set minimum standards (Gates) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

Pre-qualification Criteria (Gate 0)	Technical Evaluation Criteria (Gate 1)
Bidders must submit all documents table 1) below. Only bidders that comply with ALL these criteria will proceed to Gate 1.	Bidder(s) are required to achieve a minimum functionality score of 50%. Bidders that scored 50% or more will be added on the panel for out of home media owners and agencies

Gate 0: Pre-qualification Criteria

Without limiting the generality of GCIS’ other critical requirements for this Bid, Bidder(s) must submit the documents listed in Table 1 below. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders’ response will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal may be disqualified for non-submission of any of the documents.

Table 1: Documents that must be submitted for pre-qualification

Documents that must be submitted	Non-submission may result in disqualification	
Submission of Case study and Sample	YES	Bidders must submit 1 case study and 1 samples of work done. Bidders that fail to submit 1 case study and 1 sample of work done will not be considered for evaluations.

<p>Only bidders with BBBEE status level 1& 2, Exempted Micro Enterprises (EME) and Qualifying Small Enterprise (QSE) with BBBEE level 1 & 2 will be considered.</p> <p>Non-submission of a valid BBBEE/ Sworn Affidavit will lead to disqualification of the proposal.</p>	<p>YES</p>	<p>In order to promote/advance transformation within the sector only bidders with the following BBBEE status level will be considered; Bidders with a BBBEE status level 1& 2, Exempted Micro Enterprises (EME) and Qualifying Small Enterprise (QSE) with BBBEE level 1 & 2.</p>
<p>Approvals/contracts/agreements</p>	<p>YES</p>	<p>Submission of the valid approvals/contracts/agreements as per paragraph 3.1.5.</p> <p>Contracts/agreements for the purpose of this bid must reflect the following information:</p> <ul style="list-style-type: none"> • Name of the owner/ landlord and the agencies • Start and end date of the contract • List of sites and their geographical locations • Signatures of all relevant parties • For transit media (taxis & buses) registrations are required as well as routes which they travel • For roadside digital screens, Leases with municipalities and landlords are required. • Municipal approvals must be on the municipality letterhead • Dated • signed by Municipal Official <p>Non-submission of the approvals/contracts/agreements will result in the bidder's site/s not being considered</p>
<p>Registration on Central Supplier Database (CSD)</p>	<p>YES</p>	<ul style="list-style-type: none"> • The bidder must be registered as a service provider on the Central Supplier Database (CSD). • If you are not registered proceed to complete the CSD registration of your company prior to

		<p>submitting your proposal to this bid; To register visit: https://secure.csd.gov.za/</p> <ul style="list-style-type: none"> • Submit proof of registration. <p><i>Bidders who are not registered on the CSD will not be considered for this panel.</i></p>
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Gate 1: Technical Evaluation Criteria

Only Bidders that have met the Pre-Qualification Criteria in (Gate 0) will be evaluated in Gate 1 for functionality. The submission **must** clearly address the criteria in the table below as the following criteria will be used in the evaluation process:

ASPECT	COMMENT	SCORE
<p>1. Experience, skills, credentials, capacity</p>	<p>Describe the experience the company has in the Out of Home Field.</p> <ul style="list-style-type: none"> • State number of years the company has been in operation in the field <p>Less than 1 year = 1 point Between 1 – 2 years = 2 points Between 2 – 3 years = 3 points Between 3 – 4 years = 4 points more than 4 years = 5 points</p> <ul style="list-style-type: none"> • List the names of the people who will work on the GCIS account and highlight their individual experience with regards to media buying and the implementation of Out of home campaigns <p>Less than 1 year = 1 point Between 1 – 2 years = 2 points Between 2 – 3 years = 3 points Between 3 – 4 years = 4 points more than 4 years = 5 points</p> <ul style="list-style-type: none"> • List campaigns which the company has implemented outlining duration of the campaign and the budget allocated to that campaign. 	<p>(20)</p> <p>5 points</p> <p>5 points</p> <p>10 points</p>

<p>2. Evaluation of the Case Study</p>	<p>The case study must include the following:</p> <ul style="list-style-type: none"> • Name of the client • Name of the campaign • Objectives of the campaign • Target market for the campaign • Duration of the campaign (Start and End date) • Budget allocated for the campaign • Pictures as proof of the sites / platforms used for the campaign <ul style="list-style-type: none"> • How the campaign was monitored highlighting the methodology used? <ul style="list-style-type: none"> • State Challenges and how they were resolved if any <ul style="list-style-type: none"> • State how the agency evaluated the effectiveness of this campaign? <ul style="list-style-type: none"> • Provide a post campaign report of this campaign <p><i>Note that the campaign used for the case study has to be a campaign implemented by one of the clients who have provided a written reference.</i></p>	<p>(40) points</p> <p>10 points</p> <p>5 points</p> <p>5 points</p> <p>10 points</p> <p>10 points</p>
<p>3. Contactable references (written confirmation letters on a letterhead)</p>	<ul style="list-style-type: none"> • Provide a minimum of 3 contactable clients that the supplier has done work for within the last 2 years. (Provide signed reference letters from 3 previous clients on letterheads) <p>3 references = 3 points 4 references = 4 points 5 and above = 5 points</p>	<p>5 points</p>
<p>TOTAL</p>		<p>65</p>

The proposal will be evaluated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and Preferential Procurement Regulations (April 2017) on the basis of functionality. A bidder that scores 50% or more for functionality will be added on the panel for out of home media owners and agencies (**Electronic Screens**)

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM will assess the functionality of each proposal taking into account the following criteria:

FUNCTIONALITY	WEIGHT	VALUE
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Values: 0 = Non-submission, 1 = Poor; 2 = Average; 3 = Acceptable; 4 = Very good; 5 = Excellent

The percentage for functionality will be calculated as follows:

$$\frac{A}{B} \times 100$$

Where:
 A = total score of the bidder
 B = maximum score, i.e. 250

9. BID VALIDITY PERIOD

9.1 Responses to this bid received from prospective bidders will be valid for a period of 120 days counted from the closing date of the bid.

10. TERMS AND CONDITIONS OF BID

10.1 GCIS' Rights

10.1.1 The GCIS is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of the bid before the closing date. All Bidders, to whom the bid documents have been issued and where the GCIS have record of such Bidders, may be advised in writing of such amendments in good time.

10.1.2 The GCIS reserves the right to extend the scope of work relating to this tender to include any of its Subsidiaries if required. The implications of such scope changes will be subject to negotiations between the GCIS and the Successful Bidder(s).

10.1.3 The GCIS reserves the right to conduct site visits at the Bidder(s) corporate offices and / or at client sites if so required.

10.2 Undertakings by the Bidders

- 10.2.1 The Bidders hereby offers to render all or any of the services described in the attached documents to the GCIS on the terms and conditions and in accordance with the specifications stipulated on this Bid documents (and which shall be taken as part of, and incorporated into, this Proposal).
- 10.2.2 Bids submitted by Companies must be signed by a person or persons duly authorized thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the Bid.
- 10.2.3 The GCIS is not bound to accept any of the proposals submitted and reserves the right to call for best and final offers from shortlisted bidders before final selection. The GCIS also reserves the right to call for interviews with short-listed bidders before final selection.
- 10.2.4 The Bidders hereby agrees that the offer herein shall remain binding upon him/her and receptive for acceptance by the GCIS during the validity period indicated and calculated from the closing hour and date of the Bid; this offer and its acceptance shall be subject to the terms and conditions contained in this Bid document.
- 10.2.5 The Bidder(s) furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her Bid response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Bid response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 10.2.6 The Bidders hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the Principal/s liable for the due fulfilment of this contract.
- 10.2.7 No material or information derived from the provision of the services under the contract may be used for any purposes other than those of the GCIS, except where authorized in writing to do so. All information will be held strictly confidential. The successful Bidders will be required to sign a confidentiality agreement with the GCIS.

Copyright of all documents and electronic aids, software programmes prepared or developed in terms of the appointment shall remain the property of the GCIS.

- 10.2.8 The GCIS reserves the right to amend, modify or withdraw these Terms of Reference document or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice except where required by law, and without liability to compensate or reimburse any Bidder(s). Any Briefing Notes which may be issued by the GCIS to the Bidder(s) should be considered as

part of these Terms of Reference. Furthermore, in the event that negotiations between the GCIS and the Preferred Bidder(s) fail with regard to the conclusion of an SLA, the GCIS reserves its right not to appoint the Preferred Bidder(s) without incurring any liability to compensate or reimburse the Preferred Bidder(s).

- 10.2.9 Neither the GCIS nor any of its respective, officers, or employees may make any representation or warranty, expressed or implied in these Terms of Reference document, and nothing contained herein is, or shall be relied upon as, a promise or representation, whether as to the past or the future.
- 10.2.10 A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorized person.
- 10.2.11 A Proposal submitted by a partnership must be accompanied by a written partnership agreement.
- 10.2.12 Bidders may ask for clarification on these Terms of Reference before the deadline for the submission of bids. Any request for clarification must be submitted by email to the GCIS. Copies of questions and answers will be emailed to all bidders that register at the briefing session, without revealing the identity of the source of the questions.
- 10.2.13 Bidders may not contact the GCIS on any matter pertaining to their bid from the time when bids are submitted to the time the contract is awarded. Any effort by bidders to influence bid evaluation, bid comparisons or award decisions in any manner, may result in rejection of the bid concerned.
- 10.2.14 Bid submission requirements must be completed in sections and appendices provided in the bid document.
- 10.2.15 By submitting the tender documents, the bidder agree and consent in terms of section 11(1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the GCIS being processed by the GCIS and its employees, agents, Cabinet committees, National Treasury, Auditor-General of South Africa and sub-contractors for procurement purposes, in accordance with the POPIA.

11. SECURITY CLEARANCE

- 11.1 The GCIS reserves the right to subject the preferred Bidders to security vetting prior to the contract being awarded.

12. BRIEFING SESSION

- 12.1 Bidders are invited to a non-compulsory briefing session to be held at the **GCIS Head Office, Tshedimosetso house, 1035 Francis Baard Street, Hatfield**. The briefing will be conducted over three sessions. The dates and times are as follows:
- 03 August 2022: 10h00-11h00
 - 03 August 2022: 12h00-13h00
 - 03 August 2022: 14:00 – 15:00

13. CLOSING DATE FOR THE TENDER

- 13.1 The closing date for tender submissions is on **16 August 2022 at 11:00** and all agencies who are interested in this opportunity must submit their proposals no later than this date and time.
- 13.2 If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. **The GCIS will not be held responsible for any delays where bid documents are handed to the GCIS Receptionist.**
- 13.3 No bid received by telegram, telex, email, facsimile or similar medium will be considered.
- 13.4 Where a bid document is not inside the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Bid proposals received after the closing date/time will not be evaluated.**
- 13.5 The documentation must be handed in at the below address not later than 11h00 on the closing date of **16 August 2022**

The Tender Box

Government Communication and Information System

Tshedimosetso House

1035 Frances Baard Street (cnr Frances Baard and Festival Streets)

Pretoria

0001

14. CONTACT PERSONS FOR TECHNICAL ENQUIRIES

Sinombulelo Mlisa
E-mail: ace@gcis.gov.za
Tel: 012 473 0287

PROCUREMENT ENQUIRIES

Namane Mahlaba
Tel: 012 473 0093
Email: namane@gcis.gov.za

Mpho Ramashi
Tel: 012 473 0194
Email: mpho@gcis.gov.za

Ms. Regomoditswe Mavimbela
DDG: Content Processing and Dissemination
Date: