



ROADS AGENCY
LIMPOPO
TOGETHER FOR BETTER ROADS

REGISTRATION NO. (2001/025832/30)

REQUEST FOR BID SERVICES

BID DETAILS

BID NUMBER: **RAL/2026/PANEL OF PUBLIC RELATIONS
SERVICE PROVIDERS**

CLOSING DATE: **05 OCTOBER 2026**
TIME: **11:00**

DESCRIPTION: **APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER PUBLIC RELATIONS, MARKETING AND COMMUNICATIONS SERVICES TO ROADS AGENCY LIMPOPO (SOC) LTD FOR A PERIOD OF THIRTY- SIX (36) MONTHS.**

BRIEFING SESSION: Yes ☐ No ☒
See Paragraph 2 on Bid Submission Conditions and Instructions that the Bidder needs to take note of.

DETAILS OF BIDDER

Service provider: _____
CSD number: _____
Bid price: _____
Contact person: _____
Telephone/ Cell number: _____
E-mail address: _____

GLOSSARY

Award	Conclusion of the procurement process and final notification to the effect to the successful bidder
Bid	Written offer in a prescribed or stipulated form in response to an invitation by RAL for the provision of goods, works or services
Contractor	Organisation with whom RAL will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Bid
Core Team	The core team are those members who fill the non-administrative positions against which the experience will be measured.
GCC	General Conditions of Contract
IP	Intellectual Property
Original Bid	Original document signed in ink, or Copy of original document signed in ink
Originally certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
RAL	Limpopo Province Roads Agency (SOC) Ltd Registration No. 2001/025832/30 – t/a Roads Agency Limpopo
SCM	Supply Chain Management
SLA	Service Level Agreement

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages (41) of this document, which consists of the following sections:

SECTION A

Note: Documents in this section are for information to/instruction to bidders/ must be completed and returned with bids.

- ☐ Invitation to Bid (SBD 1)
- ☐ Bid Submission Conditions and Instructions
- ☐ Terms of Reference
- ☐ Evaluation Process

SECTION B

Note: Documents in this section must be completed and returned or supplied with bids.

- ☐ Pricing Schedule (SBD 3.3) (**not applicable**)
- ☐ Bidder's Disclosure (SBD 4)
- ☐ Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2022 (SBD 6.1)
- ☐ Bid submission Conditions, Instruction and Evaluation Process/Criteria

SECTION A

(This section must be returned as part of the bid
document)

SBD1

☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ NO

☐ YES

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ NO

☐ YES

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

SBD1

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

BID SUBMISSION CONDITIONS AND INSTRUCTIONS

CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF

1 FRAUD AND CORRUPTION

- 1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

2 BRIEFING SESSION

- 2.1 No briefing session will be held.

3 CLARIFICATIONS/ QUERIES

- 3.1 Any clarification required by a Bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (letter, facsimile or e-mail) from dinalamr@ral.co.za by not later than **15:00 on Friday, 25 September 2026**. A reply will be forwarded within two (02) working days. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all Bidders by e-mail only. The bid number should be mentioned in all correspondence.

4 SUBMITTING BIDS

- 4.1 One (1) original document (properly bounded) must be handed in/delivered to:

DEPOSITED IN THE
BID/TENDER BOX
SITUATED AT
(Street address)

Roads Agency Limpopo
RAL Towers
26 Rabe Street
Polokwane

OR

* POSTED TO:

Roads Agency Limpopo
Private Bag X9554
Polokwane
0700

No faxed or e-mailed bids will be accepted

Bidders should ensure that bids are delivered to RAL before the closing date and time to the correct physical address. If the bid is late, it will not be accepted for consideration.

*** Refer to Paragraph 5 below**

- ☐ Bids can be delivered and deposited into the tender box any time before or on the closing date.
- ☐ All bids must be submitted on the official forms (not to be re-typed).

- 4.2 Bids should be submitted in sealed envelopes, marked with:
- ☐ Bid number **(RAL/2026/PANEL OF PUBLIC RELATIONS SERVICE PROVIDERS)**
 - ☐ Closing date and time **(05 October 2026 @ 11:00)**
 - ☐ The name and address of the Bidder.

- 4.3 Documents submitted on time by bidders shall not be returned.

5 LATE BIDS

- 5.1 Bids received late shall not be considered. A bid will be considered late if it arrived even one second after 11:00 or any time thereafter. The tender (bid) box shall be closed at exactly 11:00 and bids arriving late will not be considered under any circumstances. Bids received late shall be returned unopened to the bidder. Bidders are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid.
- 5.2 The official Telkom time, which can be observed by dialling 1026 from any phone, will be used to verify the exact closing time.
- 5.3 Bids sent to the RAL via normal post or any other mechanism shall be deemed to be received at the date and time of arrival at the RAL premises (tender/bid box or reception). Bids received at the physical address after the closing date and time of the bid, shall therefore be deemed to be received late.

6 PAYMENTS

- 6.1 RAL will pay the Contractor the fees set out in the final contract according to the table of deliverables. No additional amounts will be payable by the RAL to the Contractor.
- 6.1.1 The Contractor shall from time to time during the duration of the contract, invoice RAL for the services rendered.
- 6.1.2 The invoice must be accompanied by supporting source document(s) containing detailed information, as RAL may reasonably require, for the purposes of establishing the specific nature, extent and quality of the services which were undertaken by the Contractor.
- 6.1.3 No payment will be made to the Contractor unless an original tax invoice complying with section 20 of the VAT Act No 89 of 1991, as amended, has been submitted to RAL.
- 6.1.4 Payment shall be made by bank transfer into the Contractor's back account normally 30 days after receipt of an acceptable, original, valid tax invoice. Money will only be transferred into a South African bank account. (Banking details must be submitted as soon as the bid is awarded).

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- 6.2 The Contractor shall be responsible for accounting to the appropriate authorities for its income tax, VAT or other moneys required to be paid in terms of the applicable law.

7 GENERAL CONDITIONS OF CONTRACT

- 7.1 The General Conditions of Contract must be accepted. The GCC can be downloaded from the Treasury Website. Please refer to the link below:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf>

1. **PURPOSE**

The purpose of this bid is to solicit proposals (RFP) to establish a panel of Public Relations, Marketing and Communications service providers through a competitive bidding process to Roads Agency Limpopo for the period of thirty-six (36) months.

The appointed panel of Public Relations, Marketing and Communications service providers must be capable of, but not limited to, providing proactive comprehensive Marketing, Communications, Public Relations and Stakeholder Relations, event management programmes and initiatives.

2. **BACKGROUND**

RAL is a state-owned company. RAL's mandate is set out in Section 25 of the Limpopo Roads Agency Proprietary Limited and Provincial Roads Act 7 of 1998 as amended. The vision of RAL is to contribute to socio-economic development by connecting the people of Limpopo Province.

The responsibilities of the Agency include, among others, planning, designing, construction, operation, management, control, maintenance, and rehabilitation of all provincial roads on the shoulders of RAL. RAL's primary role remains to facilitate economic activity and the mobility of the people of Limpopo Province by providing an accessible, safe, and reliable provincial road network

NB: All work done by the appointed service providers shall remain the property of RAL and shall be submitted in an editable format.

3. **OBJECTIVES**

The primary objective of these terms of reference is to invite the suitable and experienced panel of Public Relations, Marketing and Communications service providers to submit bids to participate in the panel of Public Relations, Marketing and Communication services.

4. **SCOPE OF WORK**

The scope of work serves as a brief on the expectations of RAL.

It is important to note that the scope of work has three sections. The first section, 1). requests for costs on products (below the line), the second section, 2). is based on services required on a services fee basis and the third section, 3). on projects of RAL.

Product Based

The costs of the products and the specifications can be pre-determined and thus makes it easy for the bidder to submit accurate costs.

Services Fees

Specific deliverables are listed and can be costed accordingly. This section also includes all administration, meetings, and client liaison.

4.1 PRODUCT BASED DELIVERABLES

The development of the following products is an integral part of this assignment.

4.1.1 CLASSIFICATION OF DELIVERABLES

PUBLIC RELATIONS:	MARKETING:	COMMUNICATIONS:
- SOCIAL MEDIA & MEDIA RELATIONS The panel of Public Relations, Marketing and Communications services is required to provide for building mutual relationships with Editors, Producers, Journalists, Presenters, and media owners. - Proactively drive the publicity of RAL activities and the core business. - Drive the publicity of RAL partnership activities with third party stakeholders. - Identify publicity opportunities and manage the reactive responses to media reports about matters of heritage. - Collate and respond to queries raised on any social media platforms. - Media monitoring Provide for extensive media monitoring in the following platforms: print, broadcast, online and social media.	- ADVERTISING & BRANDING Television advert /interviews [Frequency: as-and-when required] Theme: The work of Roads Agency Limpopo and impact thereof. Duration: 30 seconds Required: Concept development, script, production, and liaison with television channel (media buying). Targeted Media houses are mainstream media such as the SABC, eNCA, Newzroom Afrika, eTV etc. and community radio stations based in Limpopo. - Radio advert /interviews [Frequency: as-and-when required] Theme: promoting the work of RAL and its impact. 30 seconds in 5 local languages (Venda, Tsonga, Sepedi, English and Afrikaans). - Required: Concept development, script, production and liaison with the television channel (media buying).	WEBSITE AND INTRANET HOSTING RAL will provide the hosting of the RAL website (www.ral.co.za) and the Intranet to be on dedicated servers. The hosting of temporary microsites may be required from time to time. (NB!!) RAL reserves the right to full ownership of the domain and be granted full access to the temporary microsites. - Publications Corporate publications should be developed for distribution to stakeholders and the public. These publications should also be adapted for the website and be downloadable version. - Annual Report [Frequency:

• Ensure the delivery of alerts when it's necessary to a selected list of recipients. • Produce a quarterly media analysis report. • Produce a quarterly electronic booklet of news clips. • Purchase 4x video clips per month, rebrand and upload them to RAL's YouTube account. • Compile a reliable database and provide traceable reports for journalists who report about road infrastructure and establishing a communication channel with them through a reliable database. - Media subscriptions Provide newspaper subscriptions to the following titles (one copy each) that should be delivered daily to RAL: • Sowetan • The Star • The Citizen • Sunday Times • City Press • Local newspapers • Mail and Guardian - The bidder should facilitate digital subscriptions for three officials for the following titles: • Sowetan • Mail & Guardian • Sunday Times • Sunday Independent • City Press	• Targeted Media houses are mainstream media such as the SABC Radio, Jacaranda FM etc., Capricorn FM, Energy FM, community radio stations based in and reaching Limpopo. • Print advert Theme: promoting the work of RAL Size: will be determined at the time of advertising Required: a concept that inspires the public to see value in the work done by RAL. • Print and electronic Advert (campaign) [Frequency: as-and-when required] • Theme: Register your illegal billboard, structures or remove it. • Size: will be determined at the time of airing the advert. • Required: a concept that encourages the public NOT to erect illegal structures on the road reserves and further alert for the removal of unregistered and illegal ones. • Media buying • RAL may place advertisements on a regular basis in various media which includes print, broadcast and will also include online. • The panel of Public Relations, Marketing and Communications service providers is required to coordinate the media	annually] - RAL requires the production of the annual report for the financial year: Design: 3x sample designs of the cover, foreword, and financials. Size: A4 landscape Pages: 100 (including cover) Content layout, the text and photographs will be made available by RAL. - Photography for the annual report • Photography for approximately 20 board members will be required annually at a central location where they attend meetings. • Photography for approximately 150 RAL staff members will be required annually at RAL premises. • Provision should be made for generic stock images that will be sourced by the panel of service providers. - Printing quantity 500x copies of the annual report must be printed in colour and perfect bind. - Printing Specifications Perfect Binding Matt
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- Construction and Engineering Magazines - Email campaign [Frequency: bi-monthly] Develop and distribute a bi-monthly eNewsletter through an email marketing campaign to involve and attract existing and new stakeholders, including RAL employees. Provide analytics report for the campaigns and recommend implementable improvements. - Social media [Frequency: monthly] Social media platforms are a tool of critical engagement with the public albeit with a certain amount of risky brand exposure. - Develop a social media strategy and the implementation thereof. - Develop calendar month campaigns aligning to RAL's work and mandate. - Manage content and monitor activities on all social media platforms that are used by RAL (Facebook, X (Twitter), Instagram, YouTube, LinkedIn, Tik-Tok and other identified social media platforms). - Produce an analytics report and recommend constructive interventions. - Recommend any new trends for consideration and implementation.	placement requests for selected media. - Also, to provide a report with tear sheets and expenditure after each campaign. - The panel of service providers will therefore be requested to provide quotations from the selected media houses at the time of the campaign. - Media buying and placement must ensure development and coordination. - Required: The panel of service providers is required to explain in detail the methodology, process and cost structure of media buying. - Corporate video on USB [Frequency: once off] Duration: 1 x 1 - 6 minutes. - Required: Concept development, script, acquiring footage, filming, and production. - Develop 1 – 3 minutes videos for YouTube & social media but not limited to. - Brand collateral [Frequency: as-and-when required] - Produce relevant collateral material for RAL on an annual basis based on the requirements for that particular year in line with the Integrated Communications Strategy and Corporate Identity (CI). - All branding structures and	with UV spot varnish. - USB (min: 16GB memory stick) copies containing the annual report. Quantity: 10x copies - Proof reading and Editing. - A professional and accredited editorial service must be provided by the panel of service providers. Unlimited revision sessions of correction must be provided for. - Delivery and packaging of the annual report. Delivery to RAL's physical address in Polokwane. - Strategy Framework [Frequency: annually] Description: RAL is expected to publish and distribute its five-year strategy. The panel of service providers will be given the information for layout and design. - Size: A4 - Quantity: 200x - Colour: cover in full colour and inside pages in spot colour - Orientation: landscape or
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- Graphic design [Frequency: adhoc] Graphic designing in line with the corporate identity will be required. This service will include the design of all below the line material for RAL. Some will be for print while others will be for online and social media. This will include but not limited to corporate stationery, office templates, power-point presentations, electronic forms, electronic banners, booklets, brochures, leaflets, posters, email signatures, policy templates etc. - Provide for an hourly rate. - Website content management and editing. - RAL aims to position its website as the first port of entry for information about its core business. - Review: - Review the look and feel as well as the functionality of the website annually and facilitate the recommended changes. - Introduce innovations that will enhance the functionality of the website - Management An opinion and innovative suggestion on developing the current RAL website into an	materials will be required i.e. standard pull-up banners, teardrops, gazebos, standard backdrop on an expandable frame etc. - Varied branding apparel may be required. - Brand evaluation survey [Frequency: as-and-when required] - Develop a proposal and conduct a brand evaluation survey to determine the customer perceptions about RAL. - In this bid proposal, the bidder should detail and motivate the choice of the methodology for the brand evaluation. - Corporate Identity review [Frequency: once in three years] Required: The current corporate identity manual should be reviewed. Develop a proposal and conduct a brand evaluation survey to determine the customer perceptions about RAL. - Mobile and Portable Exhibition stands [Frequency: once in three years] RAL will be engaging with the public at its events and would like to seize the opportunity of a captive audience to extend some of the services and products through mainly online platforms (web, social media). A customised lightweight mobile exhibition that is branded is required. It should accommodate the use of a television screen and securely	portrait. - Printing - Pages of cover: 4 full colour - Pages of inner: 28 full colour - Paper of inner: 130gsm Matt Finishing: Machine vanished/ any other Saddle Stitched - Picture sourcing: RAL will provide some of the photos. - Editing: unlimited proofreading and editing - Design and layout: yes RAL to approve captured photos. - Annual Performance Plan [Frequency: annually] - Description: - RAL is expected to publish and distribute its five-year strategy. - The service provider will be given the information for layout and design. - Size: A4 Quantity: 200x Colour: cover in full colour and inside pages in spot colour
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interactive website should be provided. Monthly updates are required and should include to: • Liaise with all business units of RAL to source story subjects from projects. • Write stories based on the unit projects, secure pictures, and upload stories to the website. • Research, write and upload stories other than RAL project based but relevant to roads infrastructure and heritage. • Compile a monthly web analytics report for presentation and planning of the website enhancement. • Compile, manage and share the database retrieved from the registration function/page of the website. • Keep a website editor activity record (especially for uploads). • Manage the Search Engine Optimisation (SEO) and provide training on the use. • Writing quality news articles, press releases and features for publication. Proofread and edit content. • Identify communications opportunities and appropriate communication interventions by the Agency • Implement social media strategy through research, platform determination, benchmarking, messaging, and audience identification. • Monitor media coverage on	mounted. A design of the stand is required to be submitted with the bid. Features and accessories should be as follows: • 3mx4m in floor size (the height should be standard) • 40-inch television screen (Smart TV, HDMI Ports, USB ports, and must be able to sync with the tablets mounted on the stand). • Sound bar (120 Watts, wireless is preferable) • Book display and shelf (standardised). • Magazine and brochure display (standardised) • Charging ports (USB, type-c etc) • Exhibition furniture • The proposal of this section should be backed up by a media coverage report, from one of the bidder's previous clients, that simply describes the nature of the project, the experience in coordinating the publicity and a list of the media coverage reports categorised into print, broadcast and online as well as their average advertising equivalent values in rands. • The second part of the proposal should be social media strategy for RAL with clear objectives. The strategy should consider the existing RAL platforms (Facebook, Twitter, Instagram, YouTube and other identified social	• Orientation: landscape or portrait. • Pages of cover: 4 full colour. • Pages of inner: 48 full colour. • Paper of inner: 130gsm Matt Finishing: Machine vanished/ any other Binding: saddle stitched. • Picture sourcing: RAL will provide some of the photos • Photography: assist with sourcing images for the corporate brochure and ensure copywriting rights • Editing: unlimited proofreading and editing. • Design and layout: yes • RAL to approve captured photos. - Corporate brochure [Frequency: once in three years] Description: a corporate brochure of RAL and its programmes. Size & orientation: A5 landscape. Colour: full colour Quantity: 7500x Pages of cover: 4 full colour. Pages of inner: 8 full colour. Paper of inner: 130gsm Matt Finishing: Machine vanished/ any other. Binding: saddle stitched. Photography: assist with
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all newsstand app platforms. Setting up event venues for media attendance as per the required specifications set.	media platforms). - A short narrative report of previous successes with statistics indicating growth will be an added advantage. - Erecting branding material at events and ensuring promotional material is correctly placed and positioned for media capturing. - Setting up event venues (internal & external) as per the required specifications set.	sourcing images for the corporate brochure and ensure copywriting rights Editing: unlimited proofreading and editing. Design and layout: yes RAL to approve captured photos – Folders [Frequency: once in three years] Description: corporate folders with lip. Size & orientation: A4 portrait. Quantity: 10 000 Colour: full colour Picture sourcing: yes, for the cover pages. Design and layout: yes RAL to approve captured photos. - Bi-annual corporate publication (Mmileng Publication) and External newsletter (every 2nd month). Description: Mmileng Publication Size & orientation: A4 landscape. Colour: full colour Quantity: 1000 Number of pages more or less 40 Pages of cover: 4 full colour. Paper of inner: 130gsm Matt Finishing: Machine vanished/ any other Binding: perfect binding. Research: yes Photography: yes Picture sourcing: yes.
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		Editing: unlimited proofreading and editing. Design and layout: yes RAL to approve captured photos. Electronic External newsletter [Frequency: every 2nd month] Description: Electronic External newsletter of RAL programmes. Size & orientation: A4 landscape. Colour: full colour Digital pages, limited to 20 Content plan provision and timelines: yes Research: yes Photography: yes Picture sourcing: yes. Writing and Editing: unlimited proofreading. Design and layout: yes RAL to approve captured photos - Electronic Internal newsletter [Frequency: monthly] Description: Electronic Internal newsletter of RAL, its programmes and development of staff. Size & orientation: A4 landscape. Colour: full colour Number of pages limited to 15 Content plan provision and timelines: yes Research: yes Photography: yes Picture sourcing: yes. Writing and Editing:
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		unlimited proofreading. Design and layout: yes RAL to approve captured photos
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4.1 .2 PHOTOGRAPHIC LIBRARY

Required: the panel of Public Relations, Marketing and Communications service providers will be required to visit RAL road infrastructure projects, take professional photographs, and built the photographic library for the Agency.

4.2 STRATEGIC EVENT MANAGEMENT

4.2.1 Strategic Planning Sessions

Required: The panel of Public Relations, Marketing and Communications service providers will be required to arrange:

- the venue for the board, management strategic planning sessions,
- the facilitator and all other relevant elements.
- Compile a detailed report for the sessions.

4.2.2 SOD Turning Events for new roads and Launch of the completed ones

Required: The panel of Public Relations, Marketing and Communications service providers will be required to arrange all the event management aspects of the SOD turning for new roads and launch of the completed roads. RAL intends to have two events for all the five districts of Limpopo.

4.2.3 Educational excursions for the Board and RAL employees (Internal Communications)

Required: The panel of Public Relations, Marketing and Communications service providers is expected to conceptualise, advise and arrange 3 events that will contribute to educating RAL employees about the core business of the Agency, including e.g., taking them to projects where roads are being built.

4.2.4 Mining Indaba

Required: The panel of Public Relations, Marketing and Communications service providers is expected to make all the event management related and PR arrangement for RAL to participate at the annual mining indaba, held in Cape Town.

4.2.5 Mapungubwe exhibition

Required: The panel of Public Relations, Marketing and Communications service providers is expected to make all event management related arrangements to enable RAL to exhibit during the Mapungubwe annual festival.

4.2.6 Marula Festival

Required: The panel of Public Relations, Marketing and Communications service providers is expected to make all event management related arrangements to enable RAL to exhibit during the Mapungubwe annual festival.

4.2.7 Limpopo Investment Conference

Required: The panel of Public Relations, Marketing and Communications service providers is expected to make all event management related arrangements to enable RAL to exhibit during the Mapungubwe annual festival

4.3 CONTRACT MAINTENANCE REQUIREMENTS

The successful bidder will be expected to perform the following:

4.3.1 Meetings

Attend at least two meetings per month with the client for planning at an agreed location & Venue.

Other adhoc meetings may be called by the client and should be attended by the successful bidders appointed for work.

4.3.2 Reports

Service providers appointed for work, will be expected to prepare and submit formal quarterly reports accounting for every quarter in scheduled meetings with the client, including monthly insight reports.

4.3.3 Planning

Formal plans for the month and an extended period of 3 to 12 months will be agreed upon with the successful bidder at the monthly meetings with the client.

4.4 PERFORMANCE STANDARDS

The following are critical performance standards:

- RAL requires monthly media reports that are generated/solicited directly by the bidder. The value of the media reports as recorded by the media monitoring and analysis, should at the least be three times (threefold) the fee of the PR service fees (the PR

multiplier effect will not be considered; only real values shall count). Failure to achieve this performance requirement (target) for two consecutive months will be considered as underperformance which provides RAL to cancel or review the contract including the services fee.

- Website uploads of new content should be on a weekly basis in line with a predetermined diary. Ad hoc uploads will be in addition to the diary.
- Social media uploads (excluding YouTube) should take place on a daily basis in line with the social media strategy. Ad hoc uploads will be in addition to the diary.
- At least one opinion piece 4 times per year, should be published in any of the mainstream South African newspapers.

5. COMPLIANCE

5.1 Administrative requirements

#	Description	Minimum Proof required	Tick	
			Yes	No
1.	Registration on Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number.	CSD-Proof of registration		
2.	Preference points claim form in terms of the preferential procurement regulations 2022 (SBD 6.1) Failure to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.	Fully completed, signed and submitted		
3.	Special conditions of contract and bid	Fully completed, signed and submitted		

5.2 Mandatory requirements

The information contained in the Table below is mandatory and will be used in assessing the responsiveness of bidders. Failure to submit and complete all mandatory information will result in submissions being deemed null and void and shall be considered “non – responsive” and therefore not considered.

#	Description	Minimum Proof required	Tick
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			Yes	No
1.	Invitation to Bid (SBD 1)	Fully completed, signed and submitted		
2.	Bidder's Disclosure (SBD4) Failure by the bidder's directors to declare all companies in which they have an interest, or that are involved in the bid, will result in the bid being declared non-responsive.	Fully completed, signed and submitted		
3.	Proof of Authority to sign (submit Letter / Board Resolution)	Signed Letter/Board resolution		
4.	Proof of JV or partnership agreements (if applicable)	Signed agreement		

NB: ALL CERTIFIED COPIES MUST NOT BE OLDER THAN THREE MONTHS.

6. CONTRACT PERIOD

The panel is required for a period of **thirty-six (36)** months from the date of inception.

7. VALIDITY PERIOD

The offer validity period is **120** days from closing of the bid.

8. COST TO BE BORNE BY SERVICE PROVIDER

All costs and expenses incurred by the Bidder, in any way associated with the development, preparation and submission of bid documents, responses and providing any additional information required by the RAL, will be borne entirely and exclusively by the Bidder.

9. NO LEGAL RELATIONSHIP

No binding legal relationship will exist between any of the bidders in the panel and RAL until a signed contractual Service Level Agreement (SLA) is in place.

10. TERMS AND CONDITIONS

10.1 Disclosures

The bidder must disclose:

- If they are or have been the subject of any proceedings or other arrangement relating to bankruptcy/insolvency.
- If they have been convicted or, or are the subject of any proceedings, relating to:

- A criminal offence or other offence, involving the activities of a criminal nature in its organization or found by any regulator or professional body to have committed professional misconduct.
- Corruption, including the offer or receipt of any inducement or any kind in relation to obtaining any contract with any contracting authority.
- Failure to fulfil any obligation in any jurisdiction relating to the payment of taxes and other legal obligations.

10.2 Disclaimer

RAL reserves the right not to appoint a panel of Public Relations, Marketing and Communications service providers. RAL also reserves the right to:

- Reject all bids
- Decline to consider any bids that do not conform to any aspect of the bidding requirements;
- Request further information from any Bidder, after the closing date for clarity purposes;
- Cancel this tender or any part thereof at any time; and
- Should any of the above occur, it will be communicated in writing to the Bidders.

10.3 Confidentiality

- Bids submitted will not be revealed to any other Bidders and will be treated as contractually binding;
- All information pertaining to RAL obtained by the Bidder as a result of participation in this Request for Proposal (RFP) is confidential and must not be disclosed without written authorisation from RAL; and
- The successful Bidder will be expected to sign a SLA with RAL.

11. SPECIAL TERMS AND CONDITIONS

- RAL reserves the right to accept or reject any submission in full or in part, and to suspend this process and reject all proposals or part thereof, at any time prior to the awarding of the contract, without thereby incurring any liability to the affected bidders.
- This bid and the contract will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the PFMA. The special terms and conditions of contract are supplementary to that of the general conditions of the contract.
- Where, however, the special conditions of contract conflict with the general conditions of contract, the general conditions of contract will prevail.
- No bids sent by the facsimile or email will be accepted.
- Bids must only be submitted to RAL Offices in Polokwane by the specified date and time.
- Bidders are welcome to be present at the opening of bids.

- The annexures are part of the bid documentation and must be signed by the bidder and attach to the bid document.
- The bid forms must not be retyped or redrafted, but copies may be used.
- Additional offers may be made but only photocopies of the original supporting documents are required. Additional offers/submissions are regarded as separate and must be treated as such by the bidder.

ALL BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED.

1 EVALUATION PROCESS

1.1 COMPLIANCE WITH MINIMUM REQUIREMENTS

1.1.1 Evaluation criteria is based on **Compliance** and **Functionality**. Non submission and fully completion of mandatory requirements will render proposals non- responsive and will be eliminated from further consideration.

1.1.1.1 Administrative compliance

- Registration on Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <https://secure.csd.gov.za/> to obtain your vendor number.
- Preference points claim form in terms of the preferential procurement regulations 2022 (SBD 6.1) Failure to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- Special conditions of contract and bid

1.1.1.2 Mandatory Requirements

- Invitation to Bid (SBD 1)
- Bidder's Disclosure (SBD 4) Failure by the bidder's directors to declare all companies in which they have an interest, or that are involved in the bid, will result in the bid being declared non-responsive.
- Proof of Authority to sign (submit Letter / Board Resolution)
- Proof of JV or partnership agreements (if applicable)

1.2 DETERMINATION OF SCORE FOR FUNCTIONALITY

1.2.1 The evaluation criteria and weights for functionality as indicated in the table in below, will apply.

FUNCTIONAL CRITERIA	MAXIMUM TO BE AWARDED
<u>Company Experience and Track Records</u> A list of five traceable and contactable references where communications' jobs were successfully completed. Recently signed reference letters (not older than six months) indicating work done and completed within 5 years on company letter heads must be attached. Points are awarded based on the number of reference letters. ▪ Less than 2 references = 0 points ▪ 2 to 3 references = 10 points ▪ 4 to 5 references = 15 points ▪ 6 to 7 references = 20 points ▪ More than 7 references = 30 points	30
<u>Methodology</u> Relevance of the proposed public relations, marketing and communications Strategy (level of understanding of expectations and deliverables including proposed designs, level of creativity and innovation. Points will be awarded on the minimum of at least four strategic components demonstrated. ▪ Stakeholder Matrix ▪ SWOT Analysis ▪ Messaging approach: explain why the approach is taken and how that will benefit RAL. ▪ Social media and online Strategy ▪ Media Relations Strategy ▪ Integrated Marketing Communications component 1-3 Components = Zero points 4-5 Components = 15 points More than 5 Components = 30 points	30
Proof of corporate external publication or newsletter. Failure to provide one of the items below, will be awarded zero points ▪ Proposed Publications strategy for RAL = 10 points ▪ Number of publications or editions published. Indicate where they were published = 10 points ▪ Proof of the readership (statistics from the publishing platform/s). Name of the platform must be indicated on statics provided = 10 points ▪ Copy of press releases drafted = 10 points	40
TOTAL	100

1.2.2 The score for functionality shall be calculated as follows:

- ☐ Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score for functionality.
- ☐ The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual bidder for functionality.

1.2.3 Bids that score less than **80** out of **100** points for functionality will not form part of the panel.

1.3 **SELECTION CRITERIA**

Tenders who score a minimum of **80** points out of 100 for functionality will be recommended for inclusion on the panel. The minimum of **3 (three)** Service Providers in the panel will then be requested to quote for specific projects on a rotational basis as and when the service is required. Upon receipt of quotations, **price and preference points** will be allocated in accordance with the **Preferential Procurement Policy Framework Act (PPPFA) Regulations** and RAL's applicable **Preferential Procurement Policy objectives**. The specific goals claimed by the Service providers in SBD 6.1 form will be applicable.

SECTION B

This section must be completed and returned or supplied with bids as prescribed.

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned,
(name)..... in
submitting the accompanying bid, do hereby make the following statements
that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA, SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

NOTE: SPECIFIC GOALS POINTS WILL APPLY AT THE TIME OF APPOINTING FROM THE PANEL. PLEASE ENSURE THAT POINTS CLAIMED ARE CLEARLY INDICATED IN SBD 6.1 TABLE BELOW

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The applicable preference point system for this tender is the **80/20** preference point system.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
 - (b) Specific Goals.
- 1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms

of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“highest acceptable tender”** means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders;
- (b) **“lowest acceptable tenders”** means a tender that complies with all the specifications and conditions of tender that has lowest price compared to other tenders;
- (c) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (e) **“specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in *Government Gazette* No. 16085 dated 23 November 1994;
- (f) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (g) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (h) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$		

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations 2022, preference points must be awarded for specific goals stated in the tender.
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

Table 1: Specific goals for the tender and points claimed are indicated per the table

below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system)	Required documents as a means of verification.
Enterprises with ownership of 51% or more by person/s who are black person/s	6		CSD report
Enterprises with ownership of 51% or more by person/s who are women	5		CSD report
Enterprises with ownership of 51% or more by person/s who are youth	3		CSD report
Enterprises with ownership of 51% or more by person/s with disability	3		- Medical certificate (not older than six (6) months) - CSD report
Small, Medium and Micro Enterprises	0		
Rural/Township Businesses	3		Municipal account or Permission to Occupy (PTO) or Lease Agreement
Total points for specific goals	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm

.....

4.4. Company registration number:

.....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.1, the contractor is be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

SPECIAL CONDITIONS OF BID AND CONTRACT

Return as Part 1

	SPECIAL CONDITIONS
1	GENERAL
1.1	The Bidder must clearly state if deviation from these special conditions are offered and the reason therefor. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.
1.2	Should Bidders fail to indicate agreement/compliance or otherwise, RAL will assume that the Bidder is in compliance or agreement with the statement(s) as specified in this bid.
1.3	Bids not completed in this manner may be considered incomplete and rejected.
1.4	RAL shall not be liable for any expense incurred by the Bidder in the preparation and submission of a bid.
2	CANCELLATION OF PROCUREMENT PROCESS
2.1	This procurement process can be postponed or cancelled at any stage at the sole discretion of RAL provided that such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the bid relates.
3	BID SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA
3.1	Bid submission conditions and instructions as well as the evaluation process/criteria have been noted.
4	NEGOTIATION AND CONTRACTING
4.1	RAL have the right to enter into a negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.
4.2	Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award ³ or promise/ undertaking to award the contract.
4.3	RAL shall not be obliged to accept the lowest or any bid, offer or proposal.
4.4	A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties. The designated responsible person of RAL is the CEO.

³ See GLOSSARY.

4.5	RAL also reserves the right to enter into one contract with a Bidder for all required functions or into more than one contract with different Bidders for different functions.
5	ACCESS TO INFORMATION
5.1	All bidders will be informed of the status of their bid once the procurement process has been completed.
5.2	Requests for information regarding the bid process will be dealt with in line with the RAL SCM Policy and relevant legislation.
6	REASONS FOR REJECTION
6.1	RAL shall reject a proposal for the award of a contract if the recommended Bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
6.2	The RAL may disregard the quote of any bidder if that bidder, or any of its directors: ☐ Have abused the SCM system of the RAL. ☐ Have committed proven fraud or any other improper conduct in relation to such system. ☐ Have failed to perform on any previous contract and the proof exists. Such actions shall be communicated to the National Treasury.
7	GENERAL CONDITIONS OF CONTRACT
7.1	The General Conditions of Contract must be accepted.
8	ADDITIONAL INFORMATION REQUIREMENTS
8.1	During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.
8.2	No additional information will be accepted from any individual Bidder without such information having been requested
9	CONFIDENTIALITY
9.1	The bid and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
10	INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT
10.1	Copyright of all documentation relating to this contract belongs to the client. The successful Bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.
10.2	This paragraph shall survive termination of this contract.

11	NON-COMPLIANCE WITH DELIVERY TERMS
11.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified, RAL must be given immediate written notice to this effect. RAL reserves the right to implement remedies as provided for in the GCC.
12	WARRANTS
12.1	The Contractor warrants that it is able to conclude this Agreement to the satisfaction of RAL.
12.2	Although the contractor will be entitled to provide services to persons other than RAL, the contractor shall not without the prior written consent of RAL, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide Services.
13	PARTIES NOT AFFECTED BY WAIVER OR BREACHES
13.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
13.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.
14	RETENTION
14.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to RAL.
14.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.
15	FORMAT OF BIDS
15.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.

15.2	Bidders are to set out their proposal in the format prescribed hereunder. This means that the proposal must be structured in the parts noted below. <u>Information not submitted in the relevant part, may not be considered for evaluation purposes.</u>
15.3	Part 1: Special Conditions of Bid and Contract
15.3.1	Bidders must sign and return the Special Conditions of bid and Contract with the bids
15.3.2	Service provider in the panel who is not CSD compliant at the time of appointment, must be notified in writing to comply within seven (7) working days.
15.4	Part 2: Bidder's Disclosure
15.4.1	Each party to the bid must complete and return the "Bidder's Disclosure". Bids submitted without a complete and signed Declaration of Interest will be deemed to be non-responsive.
15.5	Part 3: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
15.5.1	Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for: (c) Specific Goals at the time of appointment from the panel. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
15.6	Part 4: Invitation to Bid
15.6.1	Bidders must complete, sign and return the full "Invitation to Bid" document. Bids submitted without a completed and signed Invitation to Bid will be deemed to be non-responsive.
15.7	Part 6: Team details
15.7.1	In this part that must be returned as part of the submission, Bidders must provide details of the team (if applicable)
15.8	Part 7: Experience in this field
15.8.1	Bidders should provide in this part, and return as part the submission, at least the following information. ☐ Details of contracts for similar work. ☐ Contact details of a maximum of 2 organisations for which work was done.

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I/we herewith accept all the above-mentioned special conditions of the bid. If I/we do consider a deviation therefrom, I have noted those as per the instruction in paragraph 1 (General) above.

Name of applicant: _____

Signature of applicant: _____

Date: _____