



GAUTENG TOURISM AUTHORITY

INVITATION TO BID AND TERMS OF REFERENCE

***FOR THE APPOINTMENT OF A BODYSHOP OF BRAND MANAGEMENT,
ADVERTISING, PUBLIC RELATIONS & CREATIVE COMMUNICATIONS SERVICES
FOR A PERIOD OF 36 MONTHS***

BID NUMBER: GTA / COMMSBODYSHOP / 2021 / 04

1. Invitation to Bid

- 1.1. The purpose of this RFP is to solicit proposals from qualified firms to provide Brand Management, Advertising, Media, Public Relations and Creative Communication services to be part of a panel and assist, where needed, in developing and executing strategies to increase the number of visitors and total visitor spending in Destination Gauteng.
- 1.2. A proven history of effective travel and tourism-related marketing services, creative communications, tourism and related sub brands management, tactical media buying and targeted public relations work across business and leisure events is required to be considered as a viable service provider.
- 1.3. Brand Management, Advertising, Media and Public Relations and Creative Communication firms with the requisite skill and experience are invited to submit bids in terms of these Terms of Reference (TOR) to be part of a panel that will provide strategy, brand, advertising, public relations and communication services to support Gauteng Tourism Authority in marketing Destination Gauteng for a period of three years.
- 1.4. The TOR comprises the following sections:
 - 1.4.1. Background to Gauteng Tourism Authority (GTA).
 - 1.4.2. Objectives and Scope of Work.
 - 1.4.3. Bidding Process and Appointments.
 - 1.4.4. Administrative Requirements.
 - 1.4.5. Functionality Criteria.
- 1.5. Note that bids made are subject to GTA's General Conditions of Contract, a signed copy of which must accompany the bid as an Administrative compliance requirement.

2. Background: Gauteng Tourism Authority (GTA)

GTA is a juristic person and provincial public entity established in terms of section 3 of the Gauteng Tourism Act (10 of 2001), read with schedule 3C of the Public Finance Management Act (1 of 1999). GTA operates under the authority of its Accounting Authority (the Board of GTA) which in turn reports to GTA's Executive Authority (the Gauteng Provincial MEC: Economic Development, Agriculture and Environment) through the Gauteng Department of Economic Development (GDED), of which GTA is an implementation agency.

The Gauteng City Region (GCR), comprising provincial and local government and its agencies, continue to implement a variety of sales and marketing initiatives aimed at growing a competitive and strong city region to invest, visit, do business, work, stay, and play. Our vision is of an integrated GCR with a single strong destination brand that will drive job creation activities, opportunities, and prosperity for Gauteng in every region of the province, in our townships, neighbourhoods and hubs.

To achieve this vision, we aim to grow in key emerging markets and further concentrate our efforts where we have a competitive advantage like business and commerce, urban tourism, lifestyle and entertainment, innovation, paleo tourism, township tourism, favourable climate for location shoots and global film productions and our world-class collaborative infrastructure to host global quality events to increase visitation and build a strong eventing industry and capabilities.

The GCR aims to transform, modernise, and reindustrialise the economy by using these sectors as core vehicles to drive economic development. Gauteng is a phenomenal driving force in these sectors, it is seen as a major regional hub for both foreign and domestic markets. The Gauteng economy's competitiveness pertains to its ability to sell and supply goods and services in each market, in relation to its competitors.

Economically, culturally and politically, Gauteng is the heartbeat of South Africa boasting some of the most forward-looking cities on the African continent. Gauteng is a place of contrasts and diversity – old and new, traditional and progressive, local and global, city and country, art and commerce. Whilst our outlook is decidedly modern, our region is steeped in history. It is these intriguing contradictions that make it such a unique and vibrant place – a place where anything seems possible and achievable. It is the place where it all happens – deals are struck, events are staged, decisions made, and history is brokered.

The GTA working together with its stakeholders, aims to strengthen the current competitive and comparative advantages relating to market capture and diversification of the province's economy using destination marketing as a key anchor. In executing this work, special attention is to be placed on destination image creation; attractive and packaged offerings across tourism, trade, investment; business events hosting; and trade linkages. This will be done with the aim of reaching a wide audience, of which Gauteng's offerings will meet the needs and interests of specific cross-cutting markets.

The goal of the GCR brand communications and marketing work led by the GTA is to deliver the right message, through the right medium, to the right audience, at the right time, to maximize the socio-economic impact of a positive destination brand and profile for Gauteng. Similarly, the creative execution and coherence of this work must strive to increase top of mind destination brand awareness, improve brand communications and coordination, serve as a toolkit for Gauteng regions, sister agencies and like partners to plug and play and ultimately stimulate demand for increased visitation to realise GDP and broader economic growth and development.

For access to GTA's profile, refer to GTA's website at www.gauteng.net Additional information, e.g., Annual Report and strategic documents can be requested directly from GTA at CommsBodyshop@gauteng.net.

3. Objectives, Scope of Work and Service Standards

3.1. Assignment Objectives:

- 3.1.1. The primary objectives of this RFP are to solicit proposals from qualified firms to serve in the GTA panel of service providers for a period of thirty-six months (3 years) to provide Brand Communications and Management Services, Creative Communications and Campaigns/Initiatives concepting and execution, Advertising, Media Buying and Public and Media Relations and where needed, assist in developing strategies, measurement tools and toolkits for Destination Gauteng marketing efforts to improve brand profile and share of voice.
- 3.1.2. It is our intention to enter into a contract for a three (3) year term with a Bodyshop of qualified, full service creative agencies that can provide services to support and further the mission of the Gauteng Tourism Authority, including but not limited to the following:
 - Develop and implement comprehensive and targeted campaigns across the three key areas:
 - Brand Communications and Management
 - Public Relations, Communication and Reputation Management
 - Creative Communications, Development and Advertising.
 - Brand audits and measurements
 - Media channel planning and buying
 - Manage a media relations campaign, including briefing sessions and editorials
 - Production of targeted multi-media publications
 - Be able to offer this service in the most cost-effective way
 - Make provision for the submission of complete, properly audited post-campaign/impact analysis reports

- Exhibitions management (modular stand design, build up, storage and break-down)
- Creative Services (graphic design)
- Brand management and brand campaigns coordination
- Brand Partnerships
- Creative communication services
- Development of image and promotional videos library
- Development of destination marketing toolkits
- Media tracking and analysis services.

3.2. **Scope of Work**

The Gauteng Tourism Authority intends to rely on the expertise of the service providers, as marketing , PR and communications professionals, to recommend and demonstrate the most advantageous and cost-effective means of creating marketing and creative brand communications products, content and activations that markets the city region and its sub-regions as a tourist destination; with respondents taking into consideration, among other factors, the financial resources Gauteng Tourism Authority has appropriated for the bodyshop deliverables, and the multiplicity of independent and concerted marketing efforts already being implemented amongst others by the Gauteng Provincial Government (GPG, sister and like agencies, municipalities and signature products and experiences.

The service providers appointed to the bodyshop will be expected to provide among others, full services as outlined below.

3.3.1 **Brand Communications and Management**

The service provider/s will be required to support the development of the Gauteng Tourism Authority Brand and Destination Gauteng Brand including but not limited to the following:

- Brand communications campaigns development and implementation across the province, national and international
- Management and development of brand partnerships
- Brand communication guidelines and development of international and domestic trade and leisure show marketing tools, inclusive of building of exhibition stands, virtual presentations etc.
- Production of promotional videos and photographic services
- Brand identity guideline refreshment
- Brand audit
- Brand health and performance tracking
- Redesign of GTA intranet, aligned with the corporate Identity manual

- Image/Photographic and video Acquisition Licensing
- Brand Ambassador's Programme
 - The service provider is required to produce a brand ambassador's programme, and this is part of the deliverables for this body shop. Gauteng Tourism
 - GTA plans to utilise the services of well-known individuals and people who have a huge following and share the Gauteng brand attributes
 - The brand ambassadors will serve as creators of brand stories and content generation for GTA to maximise on brand reach and awareness

3.3.2 Public Relations, Communication and Reputation Management

- Destination Communication framework development
- Destination communication guidelines protocols
- Development, management, and implementation of media relation programmes
- Media management, media relation and issue management
- Development and management of reputation, crisis communication and reputation management protocol
- Management of media familiarisation trips for visiting journalist programme and development of stories seeding activities
- Development and management of destination Gauteng communication media content hub
- Continuous update and management of GTA media communication database as per the different target market segment
- Media tracking analysis and measurements
- Targeted community media programmes
- Management of handling the media training for internal staff, identified key informants, products/experiences and champions
- Media buying and partnerships
- Development of own media channel

3.3.3 Creative Communications, Development and Advertising

- Development, management and implementation of GTA creative advertising plans
- Development and management of destination Gauteng's local, provincial and national campaigns
- Management and coordination of creative development work. This will include but not limited to:
- Television advertising as per the various audiences i.e. music, food, sports and lifestyle events
- Creative testing
- Various toolkit production

- Design and Production of marketing collateral
- Ensure adherence to the destination Gauteng brand manual in the creative production of products

3.3.4. Strategy Development

In partnership with Gauteng Tourism Authority marketing team, the successful bidders will be expected to develop plans for long-term strategies including:

- Audience segmentation.
- Reviewing marketing elements such as media planning, PR, special events, research, internal communications, and collateral with the goal of bringing elements in alignment.
- Electronic communication - assistance with exploration of new channels for promoting Gauteng Tourism, advise on new strategies and expansion into new channels, and help conceptualize new ways to extend the brand online.

3.3.5. Tourism and Business Events

Business Events

Gauteng is a premier destination for meetings, incentives, conferences, events, exhibitions and trade fairs. The appointed service provider must showcase how they will provide destination expertise and support to associations, corporates, professional conference organisers, destination management companies, tourism products and event organisers.

Trade and Leisure Show Management Support

Gauteng Tourism Authority together with the private sector participates in many trade/consumers shows, exhibitions, conferences, conventions and seminars each year - regionally, nationally and internationally. The appointed service provider must be able to demonstrate that they have the expertise to provide planning and management of trade shows or agency events. The appointed service provider/s must demonstrate they have full understanding and capability to create pre-show marketing collateral, activations and leverage plans across different multi-media channels and on-site.

Public/Private Collaborations:

The province needs to leverage taxpayer rand with private sector investments in order to achieve the greatest value in marketing and communications across all programmes. The ability to leverage private sector support that enhances and extends the expenditure of provincial marketing rand is a vital part of the marketing plans of many of the segments. Specifically, the service provider must be able to demonstrate that they have the expertise to develop relationships consistent with Gauteng's brand identity, values with public and private business leaders for special promotion opportunities and identify, initiate, and manage corporate sponsorship opportunities for promotional/marketing initiatives that are consistent with Gauteng's brand identity, values and any other similar collaboration

as assigned. Focus will be partner brand association and leverage of the #GPLifestyle and #GautengMeansBusiness campaigns.

4. Meetings

The contracted service provider/s must be available to meet with GTA marketing staff or other constituent groups within a 24-hour notice. The contracted service provider/s will be expected to participate in routine meetings and planning sessions with Gauteng Tourism Authority and its' stakeholders and constituents, other provincial agencies and marketing partners.

5. The Service Provider/s should have Service Standards

5.1 The Service Provider/s shall provide polite, responsive and efficient service at all times to fulfil Gauteng Tourism Authority's requirements. As a service objective, telephone calls and emails should be answered promptly.

5.2 The Service Provider/s shall not favour any particular carrier or service provider when making reservations. The Service Provider/s shall maintain excellent relations with all carriers for the benefit of Gauteng Tourism Authority.

5.3 The contractor will be assessed for the performance of its services and deliver its products in accordance prescribed minimum performance standards set by the Gauteng Tourism Authority.

5.4 Service Provider/s shall provide the following service hours: Monday – Friday between 8.00 am and 6.00 pm and during special events and activations arrangements spanning into evening/nights, weekends and targeted public holidays.

5.5 Service Provider/s shall acknowledge immediately any complaints and disputes which arise and resolve them within ten (10) days.

6. Quality Control for the Services

The Service Provider/s shall monitor the quality of the services provided to Gauteng Tourism Authority on a regular and continual basis. These procedures shall include a self-inspection system covering all the services to be performed in the Contract, and shall include a method for monitoring, identifying and correcting deficiencies in the quality of service furnished to Gauteng Tourism Authority. GTA shall be notified of any deficiencies found and corrective action taken.

Gauteng Tourism Authority reserves the right to conduct its own quality control surveys to ensure the adequacy of the services and to compare unit rates for services with existing in the market.

7. Bidding Process and Appointments

The evaluation of bids will be in terms of the Public Finance Management Act 1 of 1999 (PFMA), the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA) and the Preferential Procurement Regulations, 2017 (PPR).

Two-Stage Evaluation

7.1 Bids will be evaluated in a two-stage process:

7.1.1. Compliance with Administrative Compliance requirements including acceptance of GTA's General Conditions of Contract. Only Administratively compliant bidders will be evaluated for functionality.

7.1.2. Evaluation of Functionality criteria to assess bidders' technical capacity and ability to execute the contract. Bidders must meet the minimum category and total functionality scores. Only bidders that meet the minimum functionality requirements will form part of the panel.

Appointment: Preferred Bidder

7.2. In accordance with the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA), the 80:20 system (price: BBEE) will be applied in adjudicating and awarding bids estimated to be below R50 million and the 90:10 system. (price: BBEE) will be applied in adjudicating and awarding bids estimated to be above R50 million.

7.3. The GTA will solicit quotations from the established panel on an as and when required basis. The bidder who achieves the highest total points out of 100 after evaluation on price and preference will be recommended for appointment as the preferred, first-ranked bidder. A Letter of Award will be issued to the preferred bidder together with a Contract Schedule

Appointment: Reserve Bidder

7.4. GTA will also recommend a reserve, second-ranked bidders for appointment. The reserve bidder will be the bidder who achieved the second-highest total points out of 100 after evaluation on price and preference.

7.5. The contract with the reserve bidders will only be utilised in the event that the appointment of preferred bidder fails (for whatsoever reason, including if the parties are unable to reach agreement on a market-related price) and/or the preferred bidder is unable to execute an assignment due to constraints and/or GTA terminates the contract of the preferred bidder for breach. A Letter of Award will be issued to the reserve bidder together with a Contract Schedule.

Submission, Closure and Queries

7.6. Sealed, hardcopy proposals must be delivered to the GTA tender box situated at 11th Floor, 124 Main Street, (Cnr Main & Kruis Streets), Marshalltown, Johannesburg.

7.7. Three (3) copies of the proposals must be submitted as follows:

- One (1) original proposal
- One (1) copy of the original proposal
- One (1) electronic copy of the proposal in a USB or Disk.

7.8. Submissions close on **02 July 2021** at 11:00. No late bids will be considered.

7.9. Enquiries for clarification of requirements may be sent by email to: CommsBodyshop@gauteng.net. The closing date for submitting queries will be **25 June 2021** (7 days prior to the closing date and the GTA will respond to all received queries before the closing date). No queries will be considered after the closing date.

8. Administrative Compliance Requirements

8.1. Each bid must contain the following mandatory documents (eliminating factor):

- 8.1.1. Company registration documentation (CIPC registration or proof of SARS registration)
- 8.1.2. Completed and signed Standard Bid Documents (SBD1, SBD4, SBD6.1, SBD8 and SBD9).

8.2. Other required documents (non-eliminating factor):

- 8.2.1. Proof of CSD registration and CSD registration number
- 8.2.2. Valid Tax Clearance Status PIN, issued by SARS
- 8.2.3. Proof of an original or certified copy of a valid B-BBEE Status Level Verification Certificate, issued by a SANAS accredited verification agency

- 8.2.4. Bidders that qualify as EME (level 1,2,4) or a QSE (level 1,2) must submit proof of an original or certified copy of a valid Sworn Affidavit signed by the EME/QSE representative and commissioned by a Commissioner of Oaths, in line with the Justices of the Peace and Commissioners of Oaths Act, No.16 of 1963 and prescribed by the B-BBEE Codes of Good Practice
- 8.2.5. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate, issued by a SANAS accredited verification agency
- 8.2.6. Latest annual financial statement with 2 years comparatives or management accounts
- 8.2.7. A signed Joint Venture Agreement or Consortium Agreement, if applicable.

9. FUNCTIONALITY CRITERIA

- 9.1. Functionally, the bidder must demonstrate its marketing, communications, public relations and brand management experience, including the experience and qualifications of the team to be assigned to all deliverable items. GTA will specifically consider specialised skills, expertise and value-added services in the field of marketing, communications, public relations and brand management with emphasis on best-practice methodology, tools and the technology used.

9.2. Bidders must score a minimum of 65 points to form part of the bodyshop / panel.

The bodyshop / panel tender is comprised of five components, of which applicants must indicate (by ticking a box) which one(s) they are bidding for from a list below.

Failure to tick any of the boxes will result in disqualification.

1 BRAND COMMUNICATIONS AND MANAGEMENT

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2 PUBLIC RELATIONS, COMMUNICATION AND REPUTATION MANAGEMENT

☐

3 CREATIVE COMMUNICATIONS, DEVELOPMENT AND ADVERTISING

☐

4 STRATEGY DEVELOPMENT

☐

5 TOURISM AND BUSINESS EVENTS

☐

10. FUNCTIONALITY CRITERIA: BRAND COMMUNICATIONS AND MANAGEMENT

SELECTION CRITERIA AND KEY AREAS FOR SCORING

- a) The proposals will be assessed according to the below functionality criteria.
- b) The bidder must ensure that the proposal addresses each aspect of the listed criteria.

FUNCTIONALITY CRITERIA	TOTAL POINTS
Important notes to the bidder: - The proposal will be evaluated in four (4) sections. - Each of the four sections has an individual score. - The four sections give a total of 100 points. The four sections are as follows: Section 1: Public/Private destination marketing and tourism sector experience of the service provider in with a total score of 20 points. Section 2: Experience of key personnel in brand communications management who form part of the project team with a total score of 20 points. Section 3: Case studies and brand communications campaign approach in marketing destination Gauteng with a total score of 40 points. Section 4: Experience in the development of frameworks, destination brand communication strategies, brand ambassadors' program etc with a total score of 20 points.	
SECTION 1: PUBLIC/PRIVATE MARKETING AND BRAND COMMUNICATIONS AND MANAGEMENT WORK Important notes to the bidder: This section will assess experience of work done in the private or public sector in the marketing and brand communications areas. Bidder/Company - Public or private sector experience must be aligned to similar work, which have been successfully concluded in the last six years. A section in the proposal must outline the public or private sector experience, including the date and the scope of work that was conducted, as well as the entity/ client for which the work was undertaken. The maximum points a bidder can score in this section is 20 points. 1 to 3 years' experience, is 6 points 4 to 5 years' experience, is 13 points - More than 5 years' experience, is 20 points	20
SECTION 2: EXPERIENCE OF KEY PERSONNEL WHO FORM PART OF THE TEAM IN BRAND COMMUNICATIONS MANAGEMENT Important notes to the bidder: For the project team, the points in the section will be scored as follow. The project team should comprise of the following five (5) team members: 1) Brand Manager 1 to 3 years' experience, is 2 points 4 to 5 years' experience, is 3 points - More than 5 years' experience, is 4 points 2) Brand Officer 1 to 3 years' experience, is 1 point 4 to 5 years' experience, is 3 points	20

FUNCTIONALITY CRITERIA	TOTAL POINTS
• More than 5 years' experience, is 4 points 3) Graphic Designer • 1 to 3 years' experience, is 1 point • 4 to 5 years' experience, is 3 points • More than 5 years' experience, is 4 points 4) Creative Officer • 1 to 3 years' experience, is 1 point • 4 to 5 years' experience, is 3 points • More than 5 years' experience, is 4 points 5) Video and Photography • 1 to 3 years' experience, is 1 point • 4 to 5 years' experience, is 3 points • More than 5 years' experience, is 4 points Bidders must submit abridged CVs with at least one to a maximum of three (if applicable) contactable references of each project team member as outlined above clearly outlining the experience of each team member. Failure to submit the CVs as indicated in these Terms of Reference will result in no points allocated. The maximum points a bidder can score in this section is 20 points.	
SECTION 3: CASE STUDIES AND BRAND COMMUNICATIONS CAMPAIGN APPROACH IN MARKETING DESTINATION GAUTENG Important notes to the bidder: This sub-section will focus on how the bidder will approach the scope of work, submission of relevant case studies and brand communication approach in marketing Destination Gauteng. The maximum points a bidder can score in this sub-section is 40 points. The bid submission must include a clear and detailed campaign approach, validity, and signed reference letters as well as case studies. The three main areas of scoring are: <u>1. Case study</u> Bidders must provide a case study of previous work that is relevant to brand communications and brand management. <u>2. Signed reference letters</u> Bidders must submit a signed reference letter by previous client and a contactable reference for the case study supplied. <u>3. Proposal of a Brand Communication approach campaign for Destination Gauteng</u> The submission must demonstrate but not limited to social media use, public relation plan, communication plan, corporate Identity application and campaign advertising. The case studies and approach carry a total of 40 points:	40

FUNCTIONALITY CRITERIA	TOTAL POINTS
• Meets all three (3) requirements, as set out above, is 40 points • Meets two (2) of the requirements, as set out above, is 20 points • Meets only one (1) requirement, as set out above, is 10 points • Not alignment to any of the requirements, as set out above, is 0 points. Overall, the service provider must demonstrate in their proposal their understanding of tourism and the importance and mainstreaming of an integrated brand communications and marketing approach in optimising a destination's attractiveness for visitor economy growth.	
SECTION 4: EXPERIENCE IN THE DEVELOPMENT OF BRAND COMMUNICATION STRATEGIES	20
Important notes to the bidder: This section will assess the experience of the bidder in the development of brand communication strategies. A section in the proposal must clearly indicate the service provider's (as an organisation) number of years of experience in integrated brand communications and marketing frameworks development and further experience in the management of the Brand Ambassadors Program or similar initiative. The nature of the experience and relevance will score a total of 20 points. PORTFOLIO OF EVIDENCE: Brand Communications Frameworks and Strategies Development 1. Bidders must provide a portfolio of evidence for work done previously, demonstrating strategies, project implementation, project impact and project outcome in Brand Communication and Strategy Development. 2. Bidders must state in writing the Intellectual Property conditions associated with the project portfolio. 3. Bidders must provide reference letters confirming work done previously from clients in both Brand Communications and Strategy Development.	
Experience in Brand Communications Frameworks and Strategies Development: • 1 to 5 years' experience, is 3 points • 6 to 10 years' experience, is 6 points • More than 10 years' experience, is 10 points The maximum points a bidder can score in this section is 10 points.	
Experience in the management of a Brand Ambassadors Program or similar project: • 1 to 5 years' experience, is 3 points • 6 to 10 years' experience, is 6 points • More than 10 years' experience, is 10 points The maximum points a bidder can score in this section is 10 points.	

11. FUNCTIONALITY CRITERIA: PUBLIC RELATIONS, COMMUNICATIONS AND REPUTATION MANAGEMENT

SELECTION CRITERIA AND KEY AREAS FOR SCORING

- a) The proposals will be assessed according to the below functionality criteria.
- b) The bidder must ensure that the proposal addresses each aspect of the listed criteria.

FUNCTIONALITY CRITERIA	TOTAL POINTS
Important notes to the bidder: - The proposal will be evaluated in four (4) sections. - Each of the four sections has an individual score. - The four sections give a total of 100 points. - The four sections are as follows: Section 1: Public/Private sector experience of the service provider in the field of public relations, communication, and reputation management with a total score of 20 points. Section 2: Case studies and public relations, communication, and reputation management campaign approach in marketing Destination Gauteng with a total score of 20 points. Section 3: Experience in the development of frameworks, public relations, communication, and reputation management with a total score of 40 points. Section 4: Experience in integrated public relations, communication, and reputation management work with a total score of 20 points.	
SECTION 1: PUBLIC/ PRIVATE SECTOR EXPERIENCE IN THE PUBLIC RELATIONS, COMMUNICATION AND REPUTATION MANAGEMENT WORK	20
Important notes to the bidder: This section will assess experience of work done in the private or public sector in the public relations, communication, and reputation management areas. Bidder/Company - Public or private sector experience must be aligned to similar work, which have been successfully concluded in the last six years. A section in the proposal must outline the public or private sector experience, including the date and the scope of work that was conducted, as well as the entity/ client for which the work was undertaken.	
The maximum points a bidder can score in this section is 20 points.	
1 to 3 years' experience, is 6 points 4 to 5 years' experience, is 13 points - More than 5 years' experience, is 20 points	
SECTION 2: EXPERIENCE OF KEY PERSONNEL WHO FORM PART OF THE TEAM IN THE PUBLIC RELATIONS, COMMUNICATION AND REPUTATION MANAGEMENT	20
Important notes to the bidder: For the project team, the points in the section will be scored as follow. The project team should comprise of the following five (5) team members:	
1) Public Relations Manager 1 to 3 years' experience, is 2 points 4 to 5 years' experience, is 3 points - More than 5 years' experience, is 4 points	
2) Communications Manager 1 to 3 years' experience, is 1 point	

• 4 to 5 years' experience, is 3 points • More than 5 years' experience, is 4 points 3) Reputation Manager • 1 to 3 years' experience, is 1 point • 4 to 5 years' experience, is 3 points • More than 5 years' experience, is 4 points 4) Communications Officer • 1 to 3 years' experience, is 1 point • 4 to 5 years' experience, is 3 points • More than 5 years' experience, is 4 points 5) Public Relations Officer • 1 to 3 years' experience, is 1 point • 4 to 5 years' experience, is 3 points • More than 5 years' experience, is 4 points Bidders must submit abridged CVs with at least one to a maximum of three (if applicable) contactable references of each project team member as outlined above clearly outlining the experience of each team member. Failure to submit the CVs as indicated in these Terms of Reference will result in no points allocated. The maximum points a bidder can score in this section is 20 points.	
SECTION 3: CASE STUDIES ON PUBLIC RELATIONS, COMMUNICATION AND REPUTATION MANAGEMENT IN MARKETING DESTINATION GAUTENG Important notes to the bidder: This sub-section will focus on how the bidder will approach the scope of work, submission of relevant case studies, PR, communications, and reputation management approach in communicating Destination Gauteng messages. The maximum points a bidder can score in this sub-section is 40 points. The bid submission must include a clear and detailed campaign approach, case study, and a signed reference letter from previous clients. The three main areas of scoring are: <u>1. Case study</u> Bidders must provide a detailed case study of previous work that is relevant to public relations, communications, and reputation management. Bidders must make provision of the approach and method statement executed previously on managing public relations, communications, and reputation management for an organisation. This must also include a previously executed content management plan (content strategy). <u>2. Signed reference letters</u> Bidders must submit a signed reference letter by previous client and contactable reference for the case study supplied. <u>3. Proposal of PR and Reputation Management approach for Destination Gauteng</u>	40

The submission must demonstrate but not limited to Public Relations Management (media Liaison, speech writing, internal and external communications), as well as Reputation Management. The case studies and approach carry a total of 40 points. • Meets all three (3) requirements, as set out above, is 40 points • Meets two (2) of the requirements, as set out above, is 20 points • Meets only one (1) requirement, as set out above, is 10 points. • Not aligned to any of the requirements, as set out above, is 0 points. Overall, the service provider must demonstrate in their proposal their understanding of tourism and the importance and mainstreaming of a coherent media relations and communications programme that generates a positive narrative and secure pole position for the destination in the editorial space.	
SECTION 4: PROOF OF EVIDENCE AND EXPERIENCE OF THE SERVICE PROVIDER IN THE SECTOR AND THE INDUSTRY OF PUBLIC RELATIONS, COMMUNICATION AND REPUTATION MANAGEMENT	20
Important notes to the bidder: This section will assess the bidder’s experience in the industry of public relations, communication, and reputation management. A section in the proposal must clearly indicate the service provider’s (as an organisation) number of years of experience in media relations, public relations, communications and reputation management for clients in this sector including the nature of the experience with a total score of 20 points. PORTFOLIO OF EVIDENCE: Public Relations, Communications, Reputation Management 1. Bidders must provide a portfolio of evidence for work done previously, demonstrating strategies, project implementation, project impact and project outcome in the Public Relations, Communications, and Reputation Management. 2. Bidders must state in writing the Intellectual Property conditions associated with the project portfolio. 3. Bidders must provide reference letters confirming work done previously from clients in both Public Relations, Communications, and Reputation Management sector.	
Experience in the destination marketing and tourism sector • 1 to 5 years’ experience, is 3 points • 6 to 10 years’ experience, is 6 points • More than 10 years’ experience, is 10 points The maximum points a bidder can score in this section is 10 points.	
Experience in Public Relations, Communications and Reputation Management: • 1 to 5 years’ experience, is 3 points • 6 to 10 years’ experience, is 6 points • More than 10 years’ experience, is 10 points The maximum points a bidder can score in this section is 10 points.	

12. FUNCTIONALITY CRITERIA: CREATIVE COMMUNICATIONS, DEVELOPMENT AND ADVERTISING

SELECTION CRITERIA AND KEY AREAS FOR SCORING

- a) The proposals will be assessed according to the below functionality criteria.
- b) The bidder must ensure that the proposal addresses each aspect of the listed criteria.

FUNCTIONALITY CRITERIA	TOTAL POINTS
Important notes to the bidder: - The proposal will be evaluated in four (4) sections. - Each of the four sections has an individual score. - The four sections give a total of 100 points. - The four sections are as follows: Section 1: Public/Private sector experience of the service provider in the creative communications, development, and advertising field with a total score of 20 points. Section 2: Experience of key personnel in the creative communications, development and advertising who form part of the project team with a total score of 20 points. Section 3: Case studies and approaches on creative communication, development, and advertising with a total score of 40 points. Section 4: Experience in the creative communications, development, and advertising field work with a total score of 20 points.	
SECTION 1: PUBLIC/ PRIVATE SECTOR EXPERIENCE IN THE CREATIVE COMMUNICATIONS, DEVELOPMENT AND ADVERTISING	20
Important notes to the bidder: This section will assess the bidder's experience in the creative communications, development, and advertising. Bidder/Company - Public or private sector experience must be aligned to similar work, which have been successfully concluded in the last six years. A section in the proposal must outline the public or private sector experience, including the date and the scope of work that was conducted, as well as the entity/ client for which the work was undertaken. The maximum points a bidder can score in this section is 20 points.	
1 to 3 years' experience, is 6 points 4 to 5 years' experience, is 13 points - More than 5 years' experience, is 20 points	
SECTION 2: EXPERIENCE OF KEY PERSONNEL WHO FORM PART OF THE TEAM IN THE CREATIVE COMMUNICATIONS, DEVELOPMENT AND ADVERTISING	20
Important notes to the bidder: For the project team, the points in the section will be scored as follow. The project team should comprise of the following five (5) team members: 1) Creative Communication Manager 1 to 3 years' experience, is 2 points 4 to 5 years' experience, is 3 points - More than 5 years' experience, is 4 points 2) Copyright Manager 1 to 3 years' experience, is 1 point 4 to 5 years' experience, is 3 points	

• More than 5 years' experience, is 4 points 3) Marketing Manager • 1 to 3 years' experience, is 1 point • 4 to 5 years' experience, is 3 points • More than 5 years' experience, is 4 points 4) Creative Writing Officer • 1 to 3 years' experience, is 1 point • 4 to 5 years' experience, is 3 points • More than 5 years' experience, is 4 points 5) Marketing Officer • 1 to 3 years' experience, is 1 point • 4 to 5 years' experience, is 3 points • More than 5 years' experience, is 4 points Bidders must submit abridged CVs with at least one to a maximum of three (if applicable) contactable references of each project team member as outlined above clearly outlining the experience of each team member. Failure to submit the CVs as indicated in these Terms of Reference will result in no points allocated. The maximum points a bidder can score in this section is 20 points.	
SECTION 3: CASE STUDY ON CREATIVE COMMUNICATION, DEVELOPMENT AND ADVERTISING	40
Important notes to the bidder: This sub-section will focus on how the bidder will approach the scope of work, submission of relevant case studies and brand communication approach in marketing Destination Gauteng. The maximum points a bidder can score in this sub-section is 40 points. The bid submission must include a clear and detailed campaign approach, case study, and signed reference letters as well as case studies. The three main areas of scoring are: 1. <u>Case study</u> Bidders must provide a detailed examples / case study of previous work that is relevant to managing creative communications, development, and advertising. This must include but not limited to copy writing for ads, out of home, radio, television, social media and similar. Bidders must make a submission of approach for execution and managing creative communications, development, and advertising. The proposal should showcase projects that the bidder has previously engaged on. 2. <u>Signed reference letters</u> Bidders must submit a signed reference letter by previous client and a contactable reference for the case study supplied. 3. <u>Proposal of a Creative Communication, Development and Advertising approach of work done previously for Destination Gauteng</u>	

The submission must demonstrate but not limited to creative design, out of home advertising management and production of marketing collateral. The case studies and approach carry a total of 40 points. • Meets all three (3) requirements, as set out above, is 40 points • Meets two (2) of the requirements, as set out above, is 20 points • Meets only one (1) requirement, as set out above, is 10 points • Not alignment to any of the requirements, as set out above, is 0 points. Overall, the service provider must demonstrate in their proposal their understanding of tourism and the importance and mainstreaming of Creative Communications, Development and Advertising approach in optimising a destination's attractiveness for visitor economy growth.	
SECTION 4: PROOF OF EVIDENCE AND EXPERIENCE OF THE SERVICE PROVIDER IN THE CREATIVE COMMUNICATIONS AND MARKETING SECTOR INDUSTRY	20
Important notes to the bidder: This section will assess experience of the bidder in the sector of creative communications, development, and advertising. A section in the proposal must clearly indicate the service provider's (as an organisation) number of years of experience in integrated communications, creative advertising, marketing frameworks and destination marketing strategy development for the tourism and economic sector clients including the nature of the experience with a total score of 20 points. PORTFOLIO OF EVIDENCE: Creative Communications and Marketing 1. Bidders must provide a portfolio of evidence for work done previously, demonstrating strategies, project implementation, project impact and project outcome in Creative Communications and Marketing. 2. Bidders must state in writing the Intellectual Property conditions associated with the project portfolio. 3. Bidders must provide reference letters confirming work done previously from clients in both Creative Communications and Marketing.	
Experience in the Destination Marketing and Tourism Sector • 1 to 5 years' experience, is 3 points • 6 to 10 years' experience, is 6 points • More than 10 years' experience, is 10 points The maximum points a bidder can score in this section is 10 points.	
Experience in Creative Communications and Marketing: • 1 to 5 years' experience, is 3 points • 6 to 10 years' experience, is 6 points • More than 10 years' experience, is 10 points The maximum points a bidder can score in this section is 10 points.	

13. FUNCTIONALITY CRITERIA: STRATEGY DEVELOPMENT

SELECTION CRITERIA AND KEY AREAS FOR SCORING

- a) The proposals will be assessed according to the below functionality criteria.
- b) The bidder must ensure that the proposal addresses each aspect of the listed criteria.

FUNCTIONALITY CRITERIA	TOTAL POINTS
Important notes to the bidder: - The proposal will be evaluated in four (4) sections. - Each of the four sections has an individual score. - The four sections give a total of 100 points. The four sections are as follows: Section 1: Public/Private sector experience of the service provider in the field of strategy development with a total score of 20 points. Section 2: Experience of key personnel in strategic development who form part of the project team with a total score of 20 points. Section 3: Case studies and strategic development approach in marketing destination Gauteng with a total score of 40 points. Section 4: Experience in development of integrated tourism related strategy with a total score of 20 points	
SECTION 1: PUBLIC/PRIVATE SECTOR EXPERIENCE OF THE SERVICE PROVIDER IN THE FIELD OF STRATEGY DEVELOPMENT Important notes to the bidder: This section will assess experience of work done in the private or public sector with focus on the field of strategy development. Bidder/Company - Public or private sector experience must be aligned to similar work, which have been successfully concluded in the last six years. A section in the proposal must outline the public or private sector experience, including the date and the scope of work that was conducted, as well as the entity/ client for which the work was undertaken. The maximum points a bidder can score in this section is 20 points. 1 to 3 years' experience, is 06 points 4 to 5 years' experience, is 13 points - More than 5 years' experience, is 20 points	20
SECTION 2: EXPERIENCE OF KEY PERSONNEL WHO FORM PART OF THE TEAM IN STRATEGY DEVELOPMENT Important notes to the bidder: For the project team, the points in the section will be scored as follow. The project team should comprise of the following five (5) team members: 1) Strategy Development Manager 1 to 3 years' experience, is 2 points 4 to 5 years' experience, is 3 points - More than 5 years' experience, is 4 points	20

FUNCTIONALITY CRITERIA	TOTAL POINTS
2) Research Manager • 1 to 3 years' experience, is 1 point • 4 to 5 years' experience, is 3 points • More than 5 years' experience, is 4 points 3) Research Officer • 1 to 3 years' experience, is 1 point • 4 to 5 years' experience, is 3 points • More than 5 years' experience, is 4 points 4) Strategy Development Officer • 1 to 3 years' experience, is 1 point • 4 to 5 years' experience, is 3 points • More than 5 years' experience, is 4 points 5) Administrator • 1 to 3 years' experience, is 1 point • 4 to 5 years' experience, is 3 points • More than 5 years' experience, is 4 points Bidders must submit abridged CVs with at least one to a maximum of three (if applicable) contactable references of each project team member as outlined above clearly outlining the experience of each team member. Failure to submit the CVs as indicated in these Terms of Reference will result in no points allocated. The maximum points a bidder can score in this section is 20 points.	
SECTION 3: CASE STUDIES AND STRATEGY DEVELOPMENT APPROACH IN MARKETING DESTINATION GAUTENG	40
Important notes to the bidder: This sub-section will focus on how the bidder will approach the scope of work, submission of relevant case studies and strategy development approach in communicating Destination Gauteng messages. The maximum points a bidder can score in this sub-section is 40 points. The bid submission must include a clear and detailed campaign approach, case study, and signed reference letters as well as case studies. The three main areas of scoring are: <u>1. Case study</u> Bidders must provide a detailed case study of previous work that is relevant to strategy development. <u>2. Signed reference letters</u> Bidders must submit a signed reference letter by previous client and a contactable reference for the case study supplied. <u>3. Proposal of strategy development approach for Destination Gauteng</u> This must showcase project research, sufficiency, processes, and procedures followed on the executed strategy.	

FUNCTIONALITY CRITERIA	TOTAL POINTS
The case studies and approach carry a total of 40 points. • Meets all three (3) requirements, as set out above, is 40 points • Meets two (2) of the requirements, as set out above, is 20 points • Meets only one (1) requirement, as set out above, is 10 points. • Not aligned to any of the requirements, as set out above, is 0 points. Overall, the service provider must demonstrate in their proposal their understanding of tourism and the importance and mainstreaming of a coherent strategy development that generates a positive narrative and secure pole position for the destination in the editorial space.	
SECTION 4: PROOF OF EVIDENCE AND EXPERIENCE IN STRATEGY DEVELOPMENT	20
Important notes to the bidder: This section will assess the bidder's experience in strategy development framework. A section in the proposal must clearly indicate the service provider's (as an organisation) number of years of experience in strategy frameworks development. The nature of the experience and relevance will score a total of 20 points. PORTFOLIO OF EVIDENCE: Strategy Development 1. Bidders must provide a portfolio of evidence for work done previously, demonstrating strategies, project implementation, project impact and project outcome in Strategy Development. 2. Bidders must state in writing the Intellectual Property conditions associated with the project portfolio. 3. Bidders must provide reference letters confirming work done previously from clients in Strategy Development. Experience in the Destination Marketing and Tourism Sector • 1 to 5 years' experience, is 3 points • 6 to 10 years' experience, is 6 points • More than 10 years' experience, is 10 points The maximum points a bidder can score in this section is 10 points. Experience in strategy development Frameworks and Strategies Development • 1 to 5 years' experience, is 3 points • 6 to 10 years' experience, is 6 points • More than 10 years' experience, is 10 points The maximum points a bidder can score in this section is 10 points.	

14. FUNCTIONALITY CRITERIA: TOURISM AND BUSINESS EVENTS

SELECTION CRITERIA AND KEY AREAS FOR SCORING

- a) The proposals will be assessed according to the below functionality criteria.
- b) The bidder must ensure that the proposal addresses each aspect of the listed criteria.

FUNCTIONALITY CRITERIA	TOTAL POINTS
Important notes to the bidder: - The proposal will be evaluated in four (4) sections. - Each of the four sections has an individual score. - The four sections give a total of 100 points. The four sections are as follows: Section 1: Public/Private sector experience of the service provider in the field of events management with a total score of 20 points. Section 2: Experience of key personnel in events management who form part of the project team with a total score of 20 points. Section 3: Case studies and events management approach in marketing destination Gauteng with a total score of 40 points. Section 4: Experience in integrated tourism events (business and leisure tourism) with a total score of 20 points	
SECTION 1: PUBLIC/PRIVATE SECTOR EXPERIENCE OF THE SERVICE PROVIDER IN THE FIELD OF EVENTS MANAGEMENT Important notes to the bidder: This section will assess experience of work done in the private or public sector with focus on the field of events management. Bidder/Company - Public or private sector experience must be aligned to similar work, which have been successfully concluded in the last six years. A section in the proposal must outline the public or private sector experience, including the date and the scope of work that was conducted, as well as the entity/ client for which the work was undertaken. The maximum points a bidder can score in this section is 20 points. 1 to 3 years' experience, is 06 points 4 to 5 years' experience, is 13 points - More than 5 years' experience, is 20 points	20
SECTION 2: EXPERIENCE OF KEY PERSONNEL WHO FORM PART OF THE TEAM IN EVENTS MANAGEMENT Important notes to the bidder: For the project team, the points in the section will be scored as follow. The project team should comprise of the following two team members: 1) Events Manager 1 to 3 years' experience, is 2 points 4 to 5 years' experience, is 7 points - More than 5 years' experience, is 10 points	20

FUNCTIONALITY CRITERIA	TOTAL POINTS
2) Events Support Officer • 1 to 3 years' experience, is 2 point • 4 to 5 years' experience, is 7 points • More than 5 years' experience, is 10 points Bidders must submit abridged CVs with at least one to a maximum of three (if applicable) contactable references of each project team member as outlined above clearly outlining the experience of each team member. Failure to submit the CVs as indicated in these Terms of Reference will result in no points allocated. The maximum points a bidder can score in this section is 20 points.	
SECTION 3: CASE STUDIES AND EVENTS MANAGEMENT APPROACH IN MARKETING DESTINATION GAUTENG Important notes to the bidder: This sub-section will focus on how the bidder will approach the scope of work, submission of relevant case studies and events management approach in marketing Destination Gauteng. The maximum points a bidder can score in this sub-section is 40 points. The bid submission must include a clear and detailed campaign approach, case study, and signed reference letters as well as case studies. The three main areas of scoring are: <u><i>1. Case study</i></u> Bidders must provide a detailed case study of previous work that is relevant to events management. This must include previously executed events such as exhibition stands management, brand activations and conference organising or similar. <u><i>2. Signed reference letters</i></u> Bidders must submit a signed reference letter by previous client and a contactable reference for the case study supplied. <u><i>3. Proposal of events management approach for Destination Gauteng</i></u> This must include events management approach for destination marketing. Bidders can choose to submit a proposal on one of the following types of events: Exhibitions Management, Brand Activations, and Conventions. The case studies and events management approach carry a total of 40 points. • Meets all three (3) requirements, as set out above, is 40 points • Meets two (2) of the requirements, as set out above, is 20 points • Meets only one (1) requirement, as set out above, is 10 points • Not alignment to any of the requirements, as set out above, is 0 points. Overall, the service provider must demonstrate in their proposal their understanding of tourism and the importance and mainstreaming of an integrated events management approach in optimising a destination's attractiveness for visitor economy growth.	40

FUNCTIONALITY CRITERIA	TOTAL POINTS
SECTION 4: EXPERIENCE IN DEVELOPMENT OF INTEGRATED RELATED EVENTS STRATEGY	20
Important notes to bidder: This section will assess the bidder's experience in development of integrated related events strategy. A section in the proposal must clearly indicate the service provider's (as an organisation) number of years of experience in events management. The nature of the experience and relevance will score a total of 20 points. PORTFOLIO OF EVIDENCE: Events Management 1. Bidders must provide a portfolio of evidence for work done previously, demonstrating strategies, project implementation, project impact and project outcome in events management. 2. Bidders must state in writing the Intellectual Property conditions associated with the project portfolio. 3. Bidders must provide reference letters confirming work done previously from clients in events management.	
Experience in the Destination Marketing and Tourism Sector • 1 to 5 years' experience, is 3 points • 6 to 10 years' experience, is 6 points • More than 10 years' experience, is 10 points The maximum points a bidder can score in this section is 10 points.	
Experience in events strategy development Frameworks and Strategies Development • 1 to 5 years' experience, is 3 points • 6 to 10 years' experience, is 6 points • More than 10 years' experience, is 10 points The maximum points a bidder can score in this section is 10 points.	

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	GTA/COMMSBODYSHOP / 2021 / 04	CLOSING DATE:	02 JULY 2021	CLOSING TIME:	11:00 AM
DESCRIPTION	APPOINTMENT OF A BODYSHOP OF BRAND MANAGEMENT, ADVERTISING, PUBLIC RELATIONS & CREATIVE COMMUNICATIONS SERVICES FOR A PERIOD OF 36 MONTHS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
124 MAIN STREET, MARHSALLTOWN, JOHANNESBURG					
11 TH FLOOR u					
GAUTENG TOURISM OFFICERS					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	☐	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	☐	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	☐	A REGISTERED AUDITOR NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER		DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE (ALL INCLUSIVE)		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY	GAUTENG TOURISM AUTHORITY		CONTACT PERSON	MR. MMBEREGENI MASHIGE	
CONTACT PERSON	MR. SAMKELO ZOZI		TELEPHONE NUMBER	011 085 2502	
TELEPHONE NUMBER	011 085 2497		FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS	CommsBodyshop@gauteng.net	
E-MAIL ADDRESS	CommsBodyshop@gauteng.net				

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 ONLINE 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION. 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.								
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER. 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.								
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS								
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="width: 30%; text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> <tr> <td>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;">☐ YES ☐ NO</td> </tr> </table> IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO	3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO	3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO	3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO							
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO							
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO							
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO							

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

.....

.....

3 Full details of directors / trustees / members / shareholders.

[illegible]

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **.....80/20.....** preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = ...(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐

4.4.1	If so, furnish particulars:
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SBD 8

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
 FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION
 MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE
 FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

10. 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.

.....

.....

Signature

Date

.....

.....

Position

Name of Bidder

Js914w 2

