

SOUL CITY SERIES 12 TV PRODUCTION TENDER
Instructions to Tenderers
October 2012

This dossier outlines all necessary instructions and information for prospective tenderers. In submitting their tenders, tenderers must respect all instructions, formats, and terms of reference, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

There will be a briefing meeting at Soul City Institute offices, which is mandatory for all tenderers to attend:

Date: 29 October 2012

Time: 14h00 - 15h00

Place: 1st floor, Dunkeld West Centre, 281 Jan Smuts Avenue (corner Bompas Road), Dunkeld West.

For information regarding questions for clarification prior to the briefing meeting please refer to Clause 7 below.

1. Services to be provided

The services required by the Contracting Authority are described in the terms of reference, attached as **Annexure A** of this tender dossier.

Further instructions and a timetable for deadlines and dates relating to the tender procedure follow on page 2.

SOUL CITY SERIES 12 TV PRODUCTION TENDER
Instructions to Tenderers
October 2012

2. Timetable

Activity	Date and time
Invitation to tender placed in newspapers	19/10/12
Submission of questions by tenderers	25/10/12 (16h30)
Briefing meeting	29/10/12 (14h00 – 15h00)
Minutes of briefing meeting circulated to tenderers	31/10/12
Deadline for submission of questions about the tender	02/11/2012 (16h30)
Deadline for submission of written proposals by tenderers	09/11/12 (16h00)
Meeting of committee to evaluate the proposals	12/11/12 (12h00 – 16h30)
Selected tenderers informed of interviews	13/11/12 (17h00)
Interviews with selected tenderers	16/11/12 (13h30 – 16h30)
Date reserved for 2 nd interview if required for matters requiring clarification	22/11/12 (10h00 – 12h00)
Tenderers advised of the outcome of the process	23/11/12
Signing of contract with successful tenderer	30/11/12

3. Participation and sub-contracting

- Participation in this tender is open.
- No change whatsoever in the identity or composition of the tenderer is permitted.

SOUL CITY SERIES 12 TV PRODUCTION TENDER
Instructions to Tenderers
October 2012

4. Content of tenders

Each tender must comprise a Technical offer and a Financial offer, each of which must be submitted separately (see paragraph 5). Each Technical offer and Financial offer must contain **one original**, clearly marked "Original", and **4 copies**, each marked "Copy".

4.1 Technical offer

The technical offer must include the following:

- a response to the terms of reference (attached as **Annexure A**)
- company information (attached as **Annexure B**)
- key experts (attached as **Annexure C**)
- Tender submission form (attached as **Annexure E**)
- Certificate of Incorporation for your organisation
- Last audited annual financial statements for the year 2012
- A valid current BBBEE certificate
- A valid current tax clearance certificate

4.2 Financial offer

The financial offer must include a detailed budget.

5. Submission of tenders

Tenders must be submitted to the following address by **16h00 on 09 November 2012**:

For attention of: The Procurement Manager
Tender Ref: SC Series 12
Soul City
First Floor, Dunkeld West Centre
281 Jan Smuts Avenue (Corner Bompas Road)
Dunkeld West
Johannesburg

Tenders must be submitted using the double envelope system, i.e.

- in an outer parcel or envelope containing two separate sealed envelopes.
- one bearing the words "**Envelope A - Technical offer**" which should include all components of the tender **excluding** the Financial offer.
- the other "**Envelope B - Financial offer**".
- **All envelopes should reflect the tenderers name on the front of the envelope.**

Any infringement of these rules (eg. unsealed envelopes or references to price in the technical offer) will be considered a breach of the rules, and will lead to rejection of the tender.

The outer envelope should specify the name of the tenderer and the address for submission of tenders indicated above.

SOUL CITY SERIES 12 TV PRODUCTION TENDER
Instructions to Tenderers
October 2012

6. Period during which tenders are binding

Tenderers are bound by their tenders for 90 days after the deadline for the submission of tenders.

7. Additional information required before the deadline for submission of tenders

Tenderers may submit questions in writing to mercy@soulcity.org.za by **16h30 on 25 October 2012** specifying the contract title: "**SC Series 12**" in the subject line. Responses to these questions will be provided at the tender briefing meeting on **29 October 2012**.

If the Contracting Authority, either on its own initiative or in response to the request of a candidate, provides additional information on the tender dossier after the briefing meeting, it will send such information in writing to all other candidates at the same time.

No further clarification will be given after 16h30 on 02 November 2012.

8. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Paragraph 5. The outer envelope (and the relevant inner envelope) must be marked 'Alteration' or 'Withdrawal' as appropriate.

9. Costs for preparing tenders

No costs incurred by the tenderer in preparing and submitting the tender as well as attending the interview shall be reimbursable. All such costs shall be borne by the tenderer.

10. Ownership of tenders

The contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.

11. Confidentiality

The entire evaluation procedure, from the drawing up of the shortlist to the signature of the contract, is confidential. The Evaluation Committee's decisions are collective and its deliberations are held in closed session.

The evaluation reports and written records, in particular, are for official use only and may not be communicated to either the tenderers or to any other party.

12. Withdrawal of Tender

Soul City reserves the right to withdraw the tender at any time if the panel decides that the process has been compromised in any way or at the discretion of the Soul City Executive.