

## SOUL CITY: SOUL BUDDYZ WRITTEN MATERIALS

### Instructions to Tenderers

**Revised 08 July 2013**

**June 2013**

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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: 04 July 2013**

**Time: 14h00 – 15h00**

**Place: 1<sup>st</sup> 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**

- 1.1** The services required by the Contracting Authority are described in the terms of reference, attached as **Annexure A** of this tender dossier.
- 1.2** The evaluation grid reflecting the criteria upon which the tender will be evaluated is attached as **Annexure D** of this tender dossier.

***A timetable for deadlines and dates and further instructions relating to the tender procedure follow from pages 2 - 4.***

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#### 2. Timetable

Activity	Date and time
Advertisement appears in newspapers and in on-line publications	28/06/13
Submission of questions by tenderers	02/07/13 (16h30)
Briefing meeting	04/07/13 (14h00 – 15h00)
Minutes of briefing meeting circulated to tenderers	08/07/13 (16h30)
Deadline for submission of questions about the tender	10/07/2013 (16h30)
Deadline for submission of written proposals by tenderers	19/07/13 (16h00)
Meeting of committee to evaluate the proposals	22/07/13 (12h30 – 16h30)
Selected tenderers informed of interviews	23/07/13 (17h00)
Interviews with selected tenderers	25/07/13 (13h30 – 16h30)
Date reserved for 2 <sup>nd</sup> interview if required for matters requiring clarification	29/07/13 (09h30 – 11h00)
Tenderers advised of the outcome of the process	30/07/13
Signing of contract with successful tenderer	02/08/13

#### 3. Participation and sub-contracting

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

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#### 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 5 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**)
- Tenderers submission form (attached as **Annexure E**)
- Tenderers declaration form (attached as **Annexure F**)
- a company organogram and a project organogram i.e. those making up the team on the project
- a sample cover design and one double-page spread for a Club Zone, and a cover design and one double-page spread for a Unit Guide
- **an example of a detailed publishing plan from concept to print-ready materials**
- 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 **which must include provision for 1 trip to each province and 3 other trips to provinces within driving distance. Trips may be planned to visit more than one province at a time.**

#### 5. Submission of tenders

Tenders must be submitted to the following address by **16h00 on 19 July 2013**:

**For attention of:**

**The Procurement Manager  
SBC Written Materials Tender June 2013**

**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**".

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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.**

#### **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 [procurement@soulcity.org.za](mailto:procurement@soulcity.org.za) by **02 July 2013** specifying the contract title: **"SBC Written Materials Tender 2013"** in the subject line. Responses to these questions will be provided at the tender briefing meeting on **04 July 2013**.

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 09 July 2013.***

#### **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.

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**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.