

SOUL CITY: YOUNG WOMEN'S CLUB LIFESTYLE MAGAZINE
Instructions to Tenderers
June 2014

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 2014

Time: 11h00 – 12h00

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

- 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.

SOUL CITY: YOUNG WOMEN'S CLUB LIFESTYLE MAGAZINE
Instructions to Tenderers
June 2014

2. Timetable

ACTIVITY	DATE AND TIME
Advertisement appears in newspapers and on-line publications	29-06-2014
Submission of questions by tenderers	02-07-2014 16h30
Briefing meeting	04-07-2014 11h00-12h00
Minutes of briefing meeting circulated to tenderers	08-07-2014 16h30
Deadline for submission of questions about the tender	09-07-2014 16h30
Deadline for submission of written proposals by tenderers	30-07-2014 16h00
Meeting of committee to evaluate proposals	31-07-2014 10h00-14h30
Selected tenderers informed of interviews	01-08-2014 17h00
Interviews with selected tenderers	04-08-2014 10h30-13h30
Date reserved for 2nd interview if required for matters requiring clarification	07-08-2014 10h00-12h00
Tenderers advised of the outcome of the process	08-08-2014
Signing of contract with successful tenderer	13-08-2014

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: YOUNG WOMEN'S CLUB LIFESTYLE MAGAZINE
Instructions to Tenderers
June 2014

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
- Certificate of Incorporation for your organisation
- Latest available audited annual financial statements
- 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 30 July 2014**:

For attention of:
The Procurement Manager
Young Women's Club Lifestyle Magazine June 2014

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**".

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: YOUNG WOMEN'S CLUB LIFESTYLE MAGAZINE

Instructions to Tenderers

June 2014

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 by **02 July 2014** specifying the contract title: **"YWC Lifestyle Magazine Tender 2014"** in the subject line. Responses to these questions will be provided at the tender briefing meeting on **04 July 2014**.

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 2014.

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.