

ANNEXURE A – INSTRUCTIONS TO BIDDERS: DISTRIBUTION OF SOUL BUDDYZ MATERIALS 2026

In submitting their tenders, Bidders must respect all instructions, formats, 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.

1. SERVICES TO BE PROVIDED

The services required by the Bidder are described in the terms of reference, attached as Annexure B of this tender dossier.

2. TIMETABLE

Activity	Deadline date
Advertisement of tender	02 March 2026
Non-Compulsory Virtual Tender Briefing session: https://teams.microsoft.com/meet/36487326252675?p=5EJLBfVmqvTolLbkIR	04 March 2026 @ 12:00
Bidders to submit written questions on or before:	05 March 2026 @ 16:00
Soul City Institute to respond to bidders' written questions on or before:	06 March 2026 @ 14:00
Tender Submission	10 March 2026 @ 16:00
Tender Evaluation	11-12 March 2026
Tender Award & Issue of Regret Letters	13 March 2026
Project Initiation and contracting process	18 March 2026
Project Completion	27 March 2026

3. **PROPOSAL OFFER TO SOUL CITY**

The Bidder must provide one proposal, covering the followings sections:

- Technical Offer - A detailed response addressing all requirements set out in Annexure B – Terms of Reference. Bidders must submit all supporting evidence specified in Annexure B, including other required documentation.
- Financial Offer-. Bidders must quote, including of loading, packaging, distribution and offloading. Pricing will be evaluated on a comparative basis only, using SCI's standardised internal evaluation methodology.

4. **EVALUATION PROCESS**

Evaluation of bids will be conducted in three (3) phases as follows:

Stage	Details
Phase 1	Eligibility / Pre-qualification criteria: The purpose of this criteria is to evaluate the bidders on their eligibility, largely based on their structure, organisational design, company documentation & declaration of interest.
Phase 2	Technical / Functional evaluation: The purpose of this criteria is to evaluate the bidders on their technical competencies.
Phase 3	Price and B-BBEE evaluation: The purpose of this criteria is to evaluate the bidders based on the bid price and B-BBEE status.

4.1 **Phase 1: Pre-Qualification Process (Gate 0)**

Bidders will first be assessed against the pre-qualification (eligibility) requirements. Failure to submit ALL of the mandatory documents listed below will result in disqualification and exclusion from further evaluation.

ELIGIBILITY / PRE-QUALIFICATION CRITERIA
• Company Profile clearly describing services offered. • Valid Tax Clearance Certificate • List of all of vehicles made available for project with registration numbers & • Proof of good in transit insurance • Valid B-BBEE Certificate or sworn affidavit • Company Registration Documents (CK) • Bank Letter (not older than 3 months) • Proof of Business Address • Signed Declaration of Interest Form (Annexure D) • Signed General Terms (Annexure G)

4.2 Phase 2: Technical Evaluation (Gate 1) – [100 Points]

The minimum qualifying score for functionality is 70 out of 100 points. Only bids that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and B-BBEE.

Soul City reserves the right to invite shortlisted bidders to present their technical proposals & system demonstration, where applicable

TECHNICAL EVALUATION CRITERIA				
	Evaluation Criteria	Description	Weight	Scoring Guide
1.	Demonstrated understanding of the scope of work	Clear and practical approach to logistics, distribution, and compliance with specifications	30	0–10: Poor 11–20: Adequate 21–30: Excellent
2.	Proposed methodology and work plan	Detailed, practical plan for project management, including timelines, personnel, and delivery mechanisms	20	0–9: Poor 10–14: Adequate 15–20: Excellent
3.	Infrastructure and resource capacity	Adequate infrastructure, transport, and personnel to meet project requirements	10	0–4: Poor 5–7: Adequate 8–10: Excellent
4.	Quality assurance and risk management	Evidence of risk mitigation and contingency planning	5	0–1: Poor 2–3: Adequate 4–5: Excellent
5.	Experience	Minimum 3–5 years of relevant distribution experience, with at least 3 reference letters with contactable referees	15	0–8: Poor 9–12: Adequate 13–15: Excellent
6	Geographical Reach	Coverage of all delivery locations in Annexure A, with clear logistics plan and evidence of capacity to execute.	20	0–9: Poor 10–14: Adequate 15–20: Excellent
	TOTAL		100	

4.3 Phase 3: Price & B-BBEE Evaluation (Gate 2) – [100 Points]

4.3.1. All bids that achieved the minimum qualifying score of 70 for functionality (acceptable bids) will be evaluated further in terms of price and B-BBEE, as follows:

PRICE AND B-BBEE SCORE	POINTS ALLOCATED
Price: Bidders must submit comprehensive quotations. Pricing will be evaluated on a comparative basis only.	80
BBBEE: The points, in terms of 4.4 will be awarded to bidders who provide valid proof of their B-BBEE status.	20
TOTAL	100

4.3.2. Points allocated for pricing will be calculated as per the below evaluation criteria:

Price evaluation formula	Points
$P_s = 80 \left(\frac{P_t - P_{min}}{P_{min}} \right)$	80

- **Ps = Points scored for price**
- **Pt = Price of bid under consideration**
- **Pmin = Lowest acceptable bid price**

For purposes of price evaluation, SCI will derive a comparative evaluated price per bidder by applying the rates submitted in quotations to standardised internal delivery scenarios. The resulting evaluated price will be used in the price scoring formula.

4.4 Broad-Based Black Economic Empowerment

The below points will 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
1 – ≥50% Black Woman Owned	20
1 - Other	18
2	16
3	12
4	8
5	6
6	4
7	2
Level 8 or non-compliant	0

Original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a verification agency accredited by the South African National Accreditation System (“SANAS”). In the case of Exempt Micro Enterprises (EMEs) and Qualifying Small Enterprises (QSEs), an affidavit is to be submitted.

4.4.1 In the event of a Joint Venture or Consortium(s) / primary bidder with a subcontractor, the following requirements will apply:

- Bidders who wish to respond to this bid as a Joint Venture [JV] or consortium with B-BBEE entities / primary bidder with a subcontractor must state their intention to do so in their tender submission. Such bidders must also submit a signed JV / consortium / subcontracting agreement between the parties clearly stating the percentage [%] split of business (internal audit fee and work) and the associated responsibilities of each party.
- If such a JV or consortium / subcontracting agreement is unavailable, the directors must submit confirmation in writing of their intention to enter into a JV / consortium / subcontracting agreement should they be awarded business by SOUL CITY through this tender process. This written confirmation must clearly indicate the percentage [%] split of business (internal audit fee and work) and the responsibilities of each party. In such cases, before contracting, a signed copy of a JV / consortium / subcontracting agreement must be submitted to SOUL CITY.
- A consortium or joint venture must submit a valid consolidated B-BBEE Status Level verification certificate.

5. Submission of tenders

Proposals are to be electronically submitted to procurement@soulcity.org.za not later than the closing date which is the 10 March 2026 at 16:00.

No late proposals will be accepted and considered for evaluation. Soul City reserves the right to award the contract to one or more service providers.

6. Submission format

Bidders must submit a single consolidated proposal in PDF format, with a maximum length of 10 pages, excluding annexures such as compliance documentation (e.g., CIPC, B-BBEE, Tax Clearance, portfolios, etc.). *All files submitted must be clearly labelled with the bidder's name and file content. Incomplete or unlabelled submissions may result in disqualification.*

7. Period during which tenders are binding

Bidders are bound by their tenders for 45 days after the deadline for the submission of tenders.

8. Alteration or withdrawal of tenders

Bidders 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.

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, Bidders 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 Tender Committee's decisions are collective, and its deliberations are held in closed session.

The evaluation reports and written records are for official internal use only and may not be communicated to either the Bidders or to any other party.