



T13/08/16

**REQUEST FOR PROPOSAL FOR THE
DEVELOPMENT AND EXECUTION OF
INDUSTRIAL POLICY MEDIA STRATEGY**

**BID CLOSING DATE; THURSDAY, 25
AUGUST 2016 AT 12:00 NOON**

TABLE OF CONTENTS

SECTION 1: GENERAL CONDITIONS OF BID	3
1. Proprietary Information	4
2. Enquiries	4
3. Bid Validity Period	4
4. Instructions on submission of Bids	4
5. Preparation of Bid Response	5
6. Supplier Performance Management	5
7. Supplier Development	5
8. IDC's Rights	6
9. Undertakings by the Bidder	6
10. Reasons for disqualification	7
11. Local Production and Content	7
12. Response Format (Returnable Schedules)	7
13. Evaluation Criteria and Weightings	9
14. Promotion of Emerging Black owned Service Providers	10
SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION	11
1. Special instructions to bidders	12
2. Background Information	12
3. Scope of Work	13
4. Project Timelines	14
5. Technical Evaluation Criteria	14
SECTION 3: PRICE PROPOSAL	18
SECTION 4: ANNEXURES	24

SECTION 1: GENERAL CONDITIONS OF BID

1. Proprietary Information

Industrial Development Corporation of SA Ltd (IDC) considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to IDC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of IDC.

2. Enquiries

- 2.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

Name:	<u>Mr Mandisi Ngozi</u>
Telephone Number:	<u>+27 11 269 3883</u>
Fax Number:	<u>086 724 0292</u>
Email address:	<u>mandisin@idc.co.za</u>

- 2.2 Enquiries in relation to this RFP will not be entertained after **16h00 on 17 August 2016**.
- 2.3 The enquiries will be consolidated and IDC will issue one response and such response will be posted, within two days after the last day of enquiries, onto the IDC website (www.idc.co.za) under tenders i.e. next to the same RFP document.
- 2.4 The IDC may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the IDC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. Bid Validity Period

Responses to this RFP received from bidders will be valid for a period of 120 days counted from the bid closing date.

4. Instructions on submission of Bids

- 4.1 Bids should be submitted in duplicate (2 hard copies) and one electronic copy (on CD) in PDF format all bound in a sealed envelope endorsed, **T13/08/16: REQUEST FOR PROPOSAL FOR THE DEVELOPMENT AND EXECUTION OF INDUSTRIAL POLICY MEDIA STRATEGY**. The sealed envelope must be placed in the bid box at the Main Reception area of the IDC Building, 19 Fredman Drive Sandton by no later than 12:00 noon on Wednesday, 25 August 2016.
- 4.2 Bids must be submitted in the prescribed response format, herein reflected as **Response Format**.
- 4.3 The bid closing date, bidder name and the return address must also be endorsed on the envelope.
- 4.4 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box. **The IDC will not**

be held responsible for any delays where bid documents are handed to the IDC Receptionist.

- 4.5 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.
- 4.6 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the IDC's policy not to consider late bids for tender evaluation.**
- 4.7 Amended bids may be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing time.

5. Preparation of Bid Response

- 5.1 All the documentation submitted in response to this RFP must be in English.
- 5.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3 Bids submitted by bidders which are, or are comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none are missing or duplicated. No liability will be accepted by IDC in regard to anything arising from the fact that pages of a bid are missing or duplicated.
- 5.5 A valid tax clearance certificate must be included in the bid response, or proof of application endorsed by SARS in this regard.

6. Supplier Performance Management

Supplier Performance Management is viewed by the IDC as a critical component in ensuring value for money acquisition and good supplier relations between the IDC and all its suppliers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the IDC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance and ensure effective delivery of service, quality and value-add to IDC's business.

Successful bidders will be required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

7. Supplier Development

The IDC promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the IDC and the successful bidder.

8. IDC's Rights

- 8.1 The IDC is entitled to amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the IDC have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the IDC's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2 The IDC reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the IDC.
- 8.3 The IDC reserves the right to award this bid as a whole or in part.
- 8.4 The IDC reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 8.5 The IDC reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2013/2014: Cost Containment Measures**, where relevant.
- 8.6 The IDC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the IDC to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.

9. Undertakings by the Bidder

- 9.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the IDC on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2 The bidder shall prepare for a possible presentation should IDC require such and the bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this RFP.
- 9.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the IDC during the bid validity period indicated in the RFP and calculated from the bid closing hour and date such offer and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.

- 9.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with IDC, as the principal(s) liable for the due fulfilment of such contract.
- 9.6 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become IDC property unless otherwise stated by the bidder/s at the time of submission.

10. Reasons for disqualification

- 10.1 The IDC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 10.1.1 bidders who do not submit a valid and original Tax Clearance Certificate or proof of application of such as endorsed by SARS **on the closing date and time of the bid**;
 - 10.1.2 bidders who submit incomplete information and documentation according to the requirements of this RFP document;
 - 10.1.3 bidders who submit information that is fraudulent, factually untrue or inaccurate information;
 - 10.1.4 bidders who receive information not available to other potential bidders through fraudulent means;
 - 10.1.5 bidders who do not comply with **mandatory requirements** if stipulated in the RFP document;
 - 10.1.6 bidders who fail to comply with FICA requirements.

11. Local Production and Content

The IDC promotes Local Production and Content. In the case of designated sectors, only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered. IDC reserves the right at its sole discretion to set minimum thresholds for sectors which may not have been declared as designated sectors by the dti in an effort to stimulate local production and content where relevant.

12. Response Format (Returnable Schedules)

Bidders shall submit their bid responses in accordance with the response format specified below (each schedule must be clearly marked):

- 12.1 **Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)
- 12.2 **Schedule 1:**
- 12.2.1 Executive Summary (explaining how you understand the requirements of this RFP and the summary of your proposed solution)
 - 12.2.2 Annexure 1 of this RFP document (duly completed and signed)
- 12.3 **Schedule 2**

- 12.3.1 Original and valid Tax Clearance Certificate(s) (TCC);
- 12.3.2 Originally certified copies of bidder's CIPC company registration documents listing all members with percentages, in case of a CC.
- 12.3.3 Copy of Board Resolution, duly certified;
- 12.3.4 Originally certified copy of ID document for the Company Representative
- 12.3.5 Annexure 2 of this RFP document (duly completed and signed);
- 12.3.6 Annexure 3 of this RFP document (duly completed and signed);
- 12.3.7 Annexure 4 of this RFP document (duly completed and signed);
- 12.3.8 Latest Audited Financial Statement
- 12.3.9 B-BBEE verification certificate indicating the contribution level of the bidding entity. An Exempted Micro Enterprises (EME) with an annual turnover less than R10 million, is only required to obtain a sworn affidavit confirming the annual total revenue and level of black ownership. An EME that has at least 75% black beneficiaries qualifies for elevation to "Level One Contributor" and an EME that has at least 51% black beneficiaries qualifies for elevation to "Level Two Contributor". Any misrepresentation in terms of the declaration constitutes a criminal offence as set out in the B-BBEE Act as amended.

Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above (12.3.1-12.3.7) must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).
- 12.3.10 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable)
- 12.4 Schedule 3:**
 - 12.4.1 Response to Section 2 of this document, in line with the format indicated in this RFP document.
 - 12.4.2 Annexure 5 of this RFP document, duly completed and signed
- 12.5 Schedule 4: Price Proposal (response to Section 3 of this RFP document) (Must be submitted in a separate envelope within the sealed envelope of the bid)**
- 12.6 One (1) CD with all Schedules listed above, also included in the sealed envelope of the bid**

13. Evaluation Criteria and Weightings

Bids shall be evaluated in terms of the following process:

13.1 Phase 1: Initial Screening Process: During this phase, bid responses will be reviewed for purposes of assessing compliance with RFP requirements including the general bid conditions, which requirements include the following:

- Submission of a valid Tax Clearance Certificate as referenced in 12.3.1 above
- Submission of Company Registration Forms as referenced 12.3.2 above
- Submission of ID copy for the Company Representative as referenced in 12.3.3 above
- BEE Status Certification as referenced in 12.3.9 & 12.3.10 above
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP, which covers the following:
 - Section 2: Statement of compliance with the Functional Evaluation Criteria for this RFP
 - Section 3: Cost Proposal and Price Declaration Form
 - Annexure 1: Acceptance of Bid Conditions
 - Annexure 2: Supply Chain Management Questionnaire
 - Annexure 3: Declaration of Interest
 - Annexure 4: Shareholders' Information/ Group Structure
 - Annexure 5: Bidders Experience & Project Team

Failure to comply with the requirements assessed in Phase 1 (compliance), may lead to disqualification of bids.

13.2 Phase 2: Technical/ Functionality Evaluation

Bid responses will be evaluated in accordance with the Functional criteria as follows:

13.2.1 Other Functional/ Technical Requirements

With regard to the other Functional Requirements, the following criteria (set out in more detail in section 2 of this RFP document) and the associated weightings will be applicable:

ELEMENT	WEIGHT
BIDDER'S EXPERIENCE IN MEDIA STRATEGIES	30
BIDDER'S KNOWLEDGE AND EXPERIENCE IN INDUSTRIAL POLICY	30
BIDDER'S PROPOSED METHODOLOGY	20
SKILLS AND QUALIFICATIONS OF THE PROPOSED PROJECT TEAM	10

SKILLS TRANSFER PLAN	10
TOTAL	100%

Note: The minimum qualifying score for functionality is 70%. All bids that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BEE, in Phase 3.

13.3 Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	90
B-BBEE	10
TOTAL	100 points

14. Promotion of Emerging Black owned Service Providers

It is the IDC's objective to promote transformation across all industries and/ or sectors of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this tender would be undertaken by black owned entities. To give effect to this requirement, bidders are required to submit a partnership / subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring listed in 13.3.

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

1. Special instructions to bidders

- 1.1 Should a bidder have reason to believe that the Functional Requirements are not open / fair and/or are written for a particular service provider; the bidder must notify IDC Procurement within five (5) days after publication of the RFP.
- 1.2 Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state either "Comply/Not Comply" regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.
- 1.3 Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

2. Purpose

To appoint a service provider that will provide expert services to research, prepare and publish the Industrial Policy Action Plan and support a range of related communication and media functions, with a view to deepening critical reflection on the economy and Industrial Policy, enhancing the dti's "public footprint", capturing effective media space and transferring critical skills to help develop internal capacity, working in support where appropriate with the dti's marketing & media divisions.

3. Background

The Industrial Policy Action Plan (IPAP) is published as an annual iteration with the supporting research, writing, editing and basic lay-out carried out within the Industrial Development Division (IDD). In keeping with the practice employed in other government departments it is critical that professional research, writing and editing skills be harnessed to scale up the quality of the work and free those presently so engaged to perform their core functions. Notwithstanding an annual IPAP public launch event and important interviews by sections of the media with the Minister and officials; the IPAP is generally met either with minimal coverage and/or a negative and hostile response across the spectrum of electronic and print media. In general there is a poor understanding of the scale, content and detail of the IPAP; the role and potential role of industrial policy within the broader economic development discourse; the very significant role it has and is playing in the development agendas' of other countries; the importance of stakeholder engagement with and support for IPAP and a range of other critical principles and themes.

4. Problem Statement

Notwithstanding the best efforts of the Media and Communications Section of the dti to issue press releases, host press conferences and arrange interviews, an additional content rich and relationship driven engagement with the media and other stakeholders is required. This would seek to secure a more favorable and extensive media coverage of IPAP as one of the important foundations of building a deeper, society wide understanding

of IPAP and strengthening the necessary business, union and civil society support critical to its success.

5. Scope of Work

The service provider's scope of work shall include the following:

5.1 Research:

5.1.1 Develop and deploy a deeper and wider spread of research expertise to underpin targeted interventions in public debate and media interventions in Industrial Policy and at least some of the following areas:

- Renewable energies/REIPPPP;
- Beneficiation;
- SEZs, industrial clustering;
- Additive manufacturing;
- Other (as identified in conjunction with the dti i.e. DDG: IDD).

5.1.2 Strategic collaborative work with the dti's-IDD; IDC Strategic Business Units and other dti divisions.

5.1.3 Collaborate with other (identified) researchers/research forums as useful/appropriate in consultation with the dti i.e. DDG: IDD.

5.2 Review previous iterations of IPAP with a view to effecting changes as appropriate to the content, style, layout, 'look and feel' editorial and other features of the document.

5.3 In support of the Chief Directorate Industrial Policy and Divisional Management collate, prepare, write, edit, layout and finalise successive iterations of IPAP to the required standard and deliver this to the marketing section of the dti for final layout and printing.

5.4 Support the IDD with respect to the preparation of press releases; op-eds; letters and articles for the launch of the IPAP and throughout the duration of the contract in support of the Marketing and the Media Liaison sections of the dti as and where required and in keeping with the inception report and work plan as agreed to by the IDD. In addition prepare for and provide the necessary training in these skills to senior managers in the dti in keeping with a skills transfer programme.

5.5 Prepare speeches and presentations (as and when reasonably required) for the Minister; DDG and IDD management for presentation to the Parliamentary Portfolio Committee; Nedlac and a variety of other forums and public platforms.

5.6 Skills Transfer:

- Transfer skills for dti employees to develop more nuanced understandings of how dti/IPAP work is "publicly received" – and how to meet the associated communication challenges; share expertise on the transformation of "work" into "message" for different media segments, stakeholder groupings and wider public audiences;
- Assist the dti to build up day-to-day departmental communications capacity; provide advice and assistance on recruiting new talent, if and as required;
- Provide group training – if and as required - in report writing, PowerPoint, Excel templates etc. (developing a recognisable "dti house-style"); and

- Provide training in visual literacy and/or visual process management (use of SmartDraw, Mind Manager etc. for mind-mapping, analytical business graphics, reduction of meeting time, collaborative project and process management etc.) - if and as required.

6. Deliverables

The appointed service provider will be expected to submit:

- An inception report within one (1) month of signing a contract, which sets out the scope of the work, the methodology (where appropriate) and a work plan.
- The work plan should include the preparation of the IPAP and the drafting of a minimum of 20 articles/op-eds for the purposes of placement in the written media in each calendar year.
- A training programme:
 - To train approximately 20 individuals in the IDD on basic economic writing skills (with respect to successive iterations of IPAP) and for presentations and media insertions.
 - To train a group of dti employees– in report writing (including the preparation of PowerPoint Presentations, Excel templates, etc., to develop a recognisable “dti house-style;
 - To provide training in visual literacy and/or visual process management (use of SmartDraw, Mind Manager etc. for mind-mapping, analytical business graphics, reduction of meeting time, collaborative project and process management etc.) - if and as required.

7. Project Timelines

The appointed service provider must be in a position to start working immediately after the tender award and the contract will be for a period of twenty four (24) months.

8. Technical Evaluation Criteria

8.1 Non-Mandatory Technical Requirements

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

8.1.1 BIDDER’S EXPERIENCE IN MEDIA STRATEGIES	Comply	Not Comply
<p>The bidder must demonstrate relevant experience in developing and executing media strategies.</p> <p>The bidder must provide three (3) relevant contactable references of work done in developing and implementing media strategies in the past 5 (five) years. Please refer to Table (a) of Annexure 5 of this document for the format in which the required information must be provided.</p>		

Substantiate/ Comment

8.1.2 BIDDER'S KNOWLEDGE AND EXPERIENCE IN INDUSTRIAL POLICY	Comply	Partially Comply	Not Comply
<p>The bidder must demonstrate knowledge and experience in Industrial Policy both within South Africa and internationally. This shall include knowledge and experience in national policies, legislation and strategies, including the NGP, NDP, National Industrial Policy Framework (NIPF) and the Industrial Policy Action Plan.</p> <p>The bidder must provide three (3) relevant contactable references of any work done for government or public entity involving industrial policy e.g. policy research, policy formulation, policy reviews, etc. in the past 5 (five) years. Please refer to Table (b) of Annexure 5 of this document for the format in which the required information must be provided.</p>			
<p>Substantiate/ Comment</p>			

8.1.3 BIDDER'S PROPOSED METHODOLOGY	Comply	Partial	Not Comply
<p>The bidder must demonstrate thorough understanding of the objectives and deliverables of this project.</p> <p>The bidder must outline, explain the methodology that will be used to develop and execute the Industrial Policy Media Strategy. The methodology must be in accordance with generally accepted media and research practices which include high quality media liaison work demonstrating a sound understanding of content and ability to communicate such content through media channels.</p> <p>In the proposal, the bidder must indicate their retention strategy in order to retain the current skills or Team that will be providing the services required herein for the duration of the contract period.</p> <p>The bidder must also submit as part of its proposed methodology a project plan outlining the following and any other project deliverables in terms of its proposal:</p> <ul style="list-style-type: none"> • Inception report within one (1) month from start date of the contract which should cover the draft scope, detailed outline of the methodology and work-plan. • Quarterly reports consisting of the various outputs associated with the scope of work listed above; • Final version of the next iteration of the Industrial Policy Action Plan. 			

Substantiate/ Comment			
------------------------------	--	--	--

8.1.4 SKILLS AND QUALIFICATIONS OF THE PROPOSED PROJECT TEAM	Comply	Not Comply
<p>The bidder's proposed project team must have relevant skills, qualifications and experience:</p> <ul style="list-style-type: none"> • Have at least 5-10 years' verifiable experience in media and communications interventions i.e. preparing media strategies, economic reporting, press releases, public relations, media briefings, etc. • The team must have verifiable experience and capacity of carrying out similar assignments in the collection and processing of economic data and policy formulation. The project team and/or its leader/s should have played key roles in projects of similar scale and focus. • Demonstrate very high levels of research, communications and media liaison skills and be able to develop policy proposals. • Must have an understanding and experience of national policies, legislation and strategies, including the NGP, NDP, National Industrial Policy Framework (NIPF) and the Industrial Policy Action Plan. <p>The bidders must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> • The structure and composition of the proposed team, clearly outlining the main disciplines/ specialties of this project and the key personnel responsible for each specialty. • CVs of the key personnel; and the CVs must clearly highlight the areas of experience/ competence relevant to the tasks and objectives of the assignment as outlined above. Certified copies of the qualifications of the bidders and their team members must be included as proof and foreign acquired qualifications should be endorsed by the South African Qualifications Authority (SAQA) before they can be considered. 		

Substantiate/ Comment

8.1.5 SKILLS TRANSFER PROPOSAL	Comply	Partially Comply	Not Comply
<p>The bidders are required to submit together with their bid a skills-transfer proposal to build the dti human resource capacity as indicated in paragraph 5.6. The proposal must address at least the following:</p> <ul style="list-style-type: none"> • General details of the skills transfer/training programme to be offered e.g. content of training, medium of training, is the accredited or not, etc.; • Applicable timelines for training or transfer of skill; and • Provide details on the timelines for the skills transfer programme. 			
<p>Substantiate/ Comment</p>			

SECTION 3: PRICE PROPOSAL

SECTION 3: Cost Proposal

1 Please indicate your total bid price here: R..... (VAT Excl.)

2 **NOTE: All prices must be VAT exclusive and must be quoted in South African Rand (ZAR).**

3 Are the rates quoted firm for the full period of the contract?

YES	NO
-----	----

Important: If not firm for the full period, provide details of the basis on which price adjustments shall be applied e.g. CPI etc.

4 All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

5

Is the proposed bid price linked to the exchange rate?	Yes	No
<i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i>		

6

Payments will be linked to specified deliverables after such deliverables have been approved by the IDC. Payments will be made within 30 days from date of invoice.	Comply	Not Comply

7

The IDC reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction 01 of 2013/2014: Cost Containment Measures which took effect from 01 January 2014, where relevant.	Comply	Not Comply
The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.		
Substantiate / Comments		

8 COSTING MODEL

8.1 Once-Off Fee

Activity/ Deliverable	Resource(s)	Rate/Hour per resource	Number of hours	Cost (VAT Excl.)
Inception Report				
Review and Update IPAP document				
Develop Media Strategy				

Skills Transfer				
Disbursements:				
e.g. Travel				
Subtotal A (Excl. VAT)				

Notes on pricing:

- The once-off fee must be inclusive of all associated costs to conduct research activities, review previous iterations of IPAP in order to execute effective changes to the IPAP document. The fee must also include all costs associated with the development of the IPAP Media strategy and skills transfer related costs as indicated in paragraph 5 section 2.
- Disbursements (incidental expenses other than professional fees e.g. travel and accommodation, printing costs, venue hire, and equipment hire etc.) must be clearly defined, outlining all assumptions. It is of utmost importance to submit clear and comprehensive cost proposals to allow the IDC to fairly compare bid price / cost proposals. If there is no additional fee envisaged for Disbursements, then the bidder must clearly indicate “No Charge / Free of Charge”. Failure to clearly indicate this, would result in IDC penalising your bid response by taking the cost of the highest bidder and adding 50% thereto and apply this rate for purposes of price comparisons. Bidders are therefore requested to respond clearly and comprehensively on this aspect of their bid response.
- The bidder must provide a detailed breakdown of the Disbursements as follows:

Cost Element	Cost (VAT Excl.)
Total Disbursements	

8.2 Monthly Retainer

Resources	Number of service hours per month	Indicate the Rate per hour per resource	Cost per Month (Excl. VAT)
Senior Editor	20		
Senior Speech Writer	4		
Junior Administrator	6		
Total Cost Per Month (Excl. VAT)			
Total Cost Per for Year 1 (Excl. VAT)			
Total Cost Per for Year 2 (Excl. VAT)			
Subtotal B (Excl. VAT)			

Note:

- The service provider must indicate a Fixed Monthly Retainer payable to the service provider in respect of the support activities/services provided for the execution of the Media Strategy as indicated in the scope of work (paragraph 5 of section 2) and this must be based on the assumption that the dti will require resources for 30 hours per month.
- The Monthly Retainer should be inclusive of all associated costs for skills transfer interventions provided.

8.3 Ad Hoc Fees

Resources	Indicate the Rate per hour per resource
Senior Editor	
Senior Speech Writer	
Junior Administrator	
Other (Please Specify):	

Note:

- The dti may require support services for more than the number of hours indicated in table 8.2 above. Therefore, the bidder is requested to indicate a rate per hour that will be applicable should the resources be required beyond the hours specified in table 8.2.
- The bidder is requested to indicate any other resource(s) that may be engaged by the dti for the services described in this document and their applicable rate per hour.

8.4 Total Bid Price

Total Bid Price (VAT Excl.) Subtotal A+B	
---	--

9 SUMMARY OF THE PROPOSAL

DESCRIPTION	BIDDER'S PROPOSAL
Number of resources (personnel)	
Project duration (in hours)	
Project duration (in months)	
Commencement Date	

Price Declaration Form

Dear Sir,

Having read through and examined the Request For Proposal (RFP) Document, RFP no. **T13/08/16**, the General Conditions, and all other Annexures to the RFP Document, we offer to develop and execute an Industrial Policy Media Strategy to the IDC at the following total amount:

R..... (Excluding VAT)

In words

R..... (Excluding VAT)

We confirm that this price covers all activities associated with the service, as called for in the RFP document. We confirm that IDC will incur no additional costs whatsoever, other than in respect of VAT, over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 120 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of the required service when required to do so by the IDC.

We understand that you are not bound to accept the lowest or any offer, and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this bid remains open for acceptance, not to divulge to any persons, other than the persons to whom the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

SIGNED

DATE

(Print name of signatory)

Designation

FOR AND ON BEHALF OF:

COMPANY NAME

Tel No

Fax No

Cell No

SECTION 4: ANNEXURES

Annexure 1 – Acceptance of Bid Conditions and Bidder’s Details

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised Signatory _____

Position of Authorised Signatory _____

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

[Note to the Bidder: The Bidder must complete all relevant information set out below.]

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:

Supplier Number	
Unique registration reference number	

BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an ‘X’:	
Individual Bidder	
Joint Venture/ Consortium	
Prime Contractor with Sub Contractors	
Other	

REQUIRED INFORMATION

If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	

If Individual Bidder:	
Fax Number	
Email address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

If bidder is a Prime Contractor using Sub-contractors, indicate the following:	
Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Sub contractors	
Name of Company	
Company Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Subcontracted work as a % of the total value of the contract	

Annexure 2 - Supply chain management practices questionnaire

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

[Note to the Respondent: the Respondent must complete the information set out below. If the Respondent requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

The bidder must complete the following questionnaire.

Bidder's past supply chain management practices:

Item	Question	Yes	No
3.1	<p>Is the Bidder or any of its directors listed on the South African National Treasury's database as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the South African National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
	If so, provide particulars:		
3.2	<p>Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the <i>Prevention and Combating of Corrupt Activities Act</i> No 12 of 2004?</p> <p>To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
	If so, provide particulars:		
3.3	<p>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?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

Item	Question	Yes	No
	If so, provide particulars:		
3.4	Does the Bidder relate to any IDC employee or part of IDC current or past staff (employee) establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, provide particulars:		
3.5	Was any contract between the Bidder and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract?		
	If so, provide particulars:		

I, _____ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company: _____

Company Registration Number: _____

Company VAT Registration Number: _____

Signature

Date

Annexure 3 – 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 **YES / NO**

business with the state in the previous twelve months?

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 (i.e. shareholder, partner, director etc.), aware of any relationship (family, friend, other) between any other bidder or any other company and any person employed by the IDC or the dti who may be involved with the evaluation and or adjudication of this bid?

YES / NO

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 company whether or not they are bidding for this contract? The IDC reserves the right to undertake further background checks on any other company where partners, shareholders or any interested party of the bidder may be involved in and to consider any findings in this regard as part of its vetting processes.

YES/NO

2.11.1 If so, furnish particulars:

.....
.....
.....

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

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

1. DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT IDC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

Annexure 4 – Shareholders and Directors Information

[Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

5.1 Current Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% shares

Note: The bidder must also attach the detailed Company/ Group Structure where relevant.

5.2 Black Shareholders/ Members as per the B-BBEE Certificate

Name of the shareholder	ID Number	Race	Gender	% shares
Total Black Shareholding % as per the current and valid B-BBEE Certificate				

5.3 Directors

Name of the shareholder	ID Number	Race	Gender

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

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Table (b) Details of the bidder's current and past experience in Industrial Policies (Please refer to par 8.1.2 of Section 2 of this RFP document):

Client' Name	Project Cost	Project period		Please provide a description of the research project conducted	List the Industrial Policy involved in the project	Name, title and telephone contact of client
		Start Date	End Date			

Table (c) Details of the key personnel of the bidders' proposed team:

Name of Team Member	Position	Role / Duties of Team Member in this Project	Team Members Experience Relevant to this Project	
			Past Project description, Client Assisted, Project period	Project Cost