



## REQUEST FOR BID SERVICES

### BID DETAILS

**BID NUMBER:** SAHPRA/2021/PUBLIC RELATIONS AND COMMUNICATION AGENCY TO SUPPORT SAHPRA COMMUNICATION AND PUBLIC RELATIONS/RFB 005

**CLOSE**      **Date:** TUESDAY, 08 FEBRUARY 2022  
**Time:** 11:00

**DESCRIPTION:** REQUEST FOR BID FOR PUBLIC RELATIONS AND COMMUNICATION AGENCY TO SUPPORT SAHPRA COMMUNICATIONS AND PUBLIC RELATIONS

**BRIEFING SESSION:** Yes  No    
See Section A-1 Paragraph 2 on Bid Submission Conditions and Instructions that the Bidder needs to take note of.

### DETAILS OF BIDDER

**Organisation/individual:** \_\_\_\_\_  
**Contact person:** \_\_\_\_\_  
**Telephone/ Cell number:** \_\_\_\_\_  
**E-mail address:** \_\_\_\_\_

**GLOSSARY**

Award	Conclusion of the procurement process and final notification to the effect to the successful bidder
B-BBEE	Broad-based Black Economic Empowerment in terms of the Broad-based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) and the Codes of Good Practice issued thereunder by the Department of Trade and Industry
Bid	Written offer in a prescribed or stipulated form in response to an invitation by SAHPRA for the provision of goods, works or services
Contractor	Organisation with whom SAHPRA will conclude a contract and potential service level agreement subsequent to the final award of the contract based on this Request for Bid
Core Team	The core team are those members who fill the non-administrative positions against which the experience will be measured.
DTI	Department of Trade and Industry
EME	Exempted Micro Enterprise in terms of the Codes of Good Practice
GCC	General Conditions of Contract
IP	Intellectual Property
SAHPRA	South African Health Products Regulatory Authority
Original Bid	Original document signed in ink, or Copy of original document signed in ink, or Submitted Facsimile of original document signed in ink
Originally certified	To comply with the principle of originally certified, a document must be both stamped and signed in original ink by a commissioner of oaths.
SCM	Supply Chain Management
SLA	Service Level Agreement

## DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages (40) of this document, which consist of the following sections:

### SECTION A

**Note: Documents in this section are for information to/instruction of bidders and must not be returned with bids.**

- Section A 1: Bid Submission Conditions and Instructions
- Section A 2: Specifications and Requirements
- Section A 3: Evaluation Process/Criteria
- Section A 4: Contract Form (Rendering of Services) (Parts 1 & 2)/Letter of Acceptance/Formal Contract  
(The pro forma contract is only included for Bidders to take note of the contents of the contract that will be entered into with the successful contractor)

### SECTION B

**Note: Documents in this section must be completed and returned or supplied with bids.**

- Section B 1: Special Conditions of Bid and Contract: Special conditions that the Bidder needs to accept
- Section B 2: Declaration of Interest (SBD 4)
- Section B 3: Declaration of Bidder's past SCM practices (SBD 8)
- Section B 4: Certificate of Independent Bid Determination (SBD 9)
- Section B 5: Preference Points Claim Form in terms of the Preferential Procurement Regulations, 2017 (SBD 6.1)
- Section B 6: Invitation to Bid (SBD 1)
- Section B 7: Pricing Schedule (Professional Services) (SBD 3.3)

# SECTION A

(This section must not be returned as part of the bid  
document)

## BID SUBMISSION CONDITIONS AND INSTRUCTIONS

### CONDITIONS AND INSTRUCTIONS THAT BIDDERS NEED TO TAKE NOTE OF

#### 1 FRAUD AND CORRUPTION

- 1.1 All providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

#### 2 BRIEFING SESSION

- 2.1 No briefing session will be held

#### 3 CLARIFICATIONS/ QUERIES

- 3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from Malose Teffo by not later than **Friday 28 January 2022**. A reply will be forwarded within three (3) working days. Telephonic requests for clarification will not be accepted. The questions and answers will be uploaded on SAHPRA website on **31 January 2022**. The bid number should be mentioned in all correspondence.

Contact details for Malose Teffo:

E-Mail: [malose.teffo@sahpra.org.za](mailto:malose.teffo@sahpra.org.za)

#### 4 SUBMITTING BIDS

- 4.1 **One (1) original document plus two (2) copies and one (01) USB must be handed in/ delivered to:**

Loftus Park, Building A,  
402 Kirkness St  
Arcadia  
Pretoria  
0083

***No posted, faxed or e-mailed bids will be accepted***

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**Bidders should ensure that bids are delivered before the closing date and time to the correct physical address mentioned above. If the bid is late, it will not be accepted for consideration.**

**\* Refer to Paragraph 5 below**

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1. Bids can only be delivered and deposited into the tender box or handed in at second floor any time during office hours (**08:30 to 16:00 Mondays to Fridays**) before or on the closing date. *Receipt of bid documents outside of these hours cannot be guaranteed.*
2. Bids submitted or handed in at any other address than the one stated above will not be considered.

**4.2** Bids should be submitted in a sealed envelope, marked with:

- Bid number (**SAHPRA/2021/PUBLIC RELATIONS AND COMMUNICATION AGENCY TO SUPPORT SAHPRA COMMUNICATION AND PUBLIC RELATIONS/RFB 005**)
- Closing date and time (TUESDAY, 08 FEBRUARY 2022 @ 11:00 am)**
- The name and address of the Bidder.

**4.3** Documents submitted on time by bidders shall not be returned.

## **5 LATE BID SUBMISSIONS**

**5.1** Bids received late shall not be considered. A bid will be considered late if it arrived even one second after 11:00 am or any time thereafter. The tender (bid) box shall be closed at exactly 11:00 am of the closing date and bids arriving late will not be considered under any circumstances. Bids received late shall be returned unopened to the bidder. Bidders are therefore strongly advised to ensure that bids be despatched at such a time that will accommodate of any unforeseen events that may delay the delivery of the bid.

**5.2** The official Telkom time, which can be observed by dialling 1026 from any phone, will be used to verify the exact closing time.

## **6 BID VALIDITY**

The bid is valid for ninety (90) days from closing date.

## **7 GENERAL CONDITIONS OF CONTRACT**

**7.1** The General Conditions of Contract must be accepted. The GCC can be downloaded from the Treasury Website. Please refer to the link below:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf>

## **TERMS OF REFERENCE FOR PUBLIC RELATIONS AND COMMUNICATIONS AGENCY TO SUPPORT SAHPRA COMMUNICATION AND PUBLIC RELATIONS**

### **1. Introduction**

The South African Health Products Regulatory Authority (SAHPRA) was established in terms of the Medicines and Related Substances Act, 1965 (Act no. 101 of 1965), as amended, and was listed as a schedule 3A Public Entity as defined in the Public Finance Management Act, (Act No.1. of 1999) in February 2017 (hereinafter referred to as “the Act”).

The objectives of SAHPRA are to provide for the monitoring, evaluation, regulation, investigation, inspection, registration and control of medicines, scheduled substances, clinical trials, medical devices, IVDs and related matters of public interest.

In executing its mandate, SAHPRA engages with various stakeholders on regular basis to communicate its regulatory decisions, educate the public on the safety, efficacy and quality of health products, new guidelines, and any other new developments in the organisation.

Bidders need to respond to and comply with the following technical specifications and requirements:

### **2. ROLE AND OBJECTIVES**

The overall objective of this project is to provide SAHPRA with an efficient Public Relations and Communication support service.

### **3. SPECIFICATIONS**

- Develop one article per month (1000- 1500 words) – thought leadership, public communique, awareness piece.
- Develop a media strategy for SAHPRA business including social media, TV, Radio.
- Write two media articles per month.
- Run a weekly national mainline radio campaign (interviews and phone-in facility) per quarter (include media buying). There will be two interviews per radio station of 20 minutes each which includes a phone-in facility. The media to be targeted are:
  - Primedia - Radio 702
  - SABC – SAFM, RSG, Ikwekwezi, Metro FM, Ukhozi FM, Thobela FM, Motswedding FM, Phalaphala FM, Umhlobo we nene, Munghana lonene, Lesedi FM
- Run one week-long community radio campaign per province per annum, encompassing one targeted community radio station per province. (Include media buying). There will be two interviews per radio station of 30 minutes each which includes a phone-in facility. The media to be targeted are:
  - W Cape – Eden FM
  - N Cape – Radio Riverside
  - Gauteng- Jozi FM and Pretoria FM

- MP – Nkomazi FM
- NW – Mahikeng FM
- Limpopo- Giyani Community radio
- EC – Inkonjane FM
- KZN – Izwi Lomzansi
- FS – Motheo FM
- Review content for stakeholder consumption bimonthly (including the public). This includes FAQs, information snippets, leaflets, and scripts for videos and/or podcasts. It is envisaged that there are five content pieces of between 1 000 and 2 000 words per piece.
- Review content for webinars which are organised to target burning issues. There will be at least one webinar every two months.
- Weekly monitoring and reporting on SAHPRA social media accounts Twitter and Facebook.
- Source speakers for five events including Heritage Day, Pharmacy Week, Women's Day.

#### 4. CONTRACT PERIOD

It is envisaged that the project will commence as soon as possible with a contract period of 24 months, which period may be extended for additional year at the sole discretion of SAHPRA.

**ALL BIDDERS MUST TAKE NOTE OF THE EVALUATION PROCESS THAT WILL BE FOLLOWED**

### 1 EVALUATION PROCESS

#### 1.1 COMPLIANCE WITH MINIMUM REQUIREMENTS

1.1.1 All bids duly lodged as specified in the Request for Bid will be examined to determine compliance with bid requirements and conditions. Bids with obvious deviations from the requirements/conditions will be eliminated from further consideration.

Failure to comply with or submit any one of the following items, will render a bid non-responsive and will not be evaluated further.

Reference	Description	Compliant?	
		YES	NO
Part 1	Signed Special Conditions of Bid and Contract		
Part 2	Tax Compliance Requirements		
Part 3	Completed and signed Declaration of Interest (SBD 4)		
Part 4	Completed and signed Declaration of Bidder's past Supply Chain Management practices (SBD 8)		
Part 5	Completed and signed Certificate of Independent Bid Determination (SBD 9)		
Part 7	Completed and signed Invitation to Bid (SBD 4)		
Part 8	Completed Pricing Schedule in the prescribed format (SBD 3.3)		
Part 9	Proof of registration on the CSD		



1.1.2 Bidders must submit their proposal by the closing date and time. Proposals submitted after the closing date and time will be disqualified from further evaluation.

1.1.3 Register the hard-copy proposals in the tender submission register at SAHPRA reception. Hard-copy Proposals not recorded on the tender submission register at SAHPRA reception will be disqualified from further evaluation.

**1.2 DETERMINATION OF SCORE FOR FUNCTIONALITY**

1.2.1 The evaluation criteria and weights for functionality as indicated in the table below, will apply.

FUNCTIONAL CRITERIA	MAXIMUM TO BE AWARDED
<b>FUNCTIONAL EVALUATION CRITERIA</b>	
<b>A PR/Marketing Agency with a proven track record of working in the communications/ media industry.</b>	
<b>Reference letters attesting to ability in the communication/media industry.</b> One to three reference letters =5 More than three reference letters =10	<b>10</b>
<b>Company profile indicating number of years of experience in providing PR services:</b> <ul style="list-style-type: none"> <li>• 2-4 years providing PR services =10</li> <li>• 5-7 years providing PR Services =15</li> <li>• 8-10 years providing PR services =20</li> <li>• 11+ years providing PR services =30</li> </ul>	<b>30</b>
<b>Submit three case studies (PR Plans) to demonstrate ability in implementing PR activities, clearly indicating the objectives, messaging, and measuring efficacy</b> <ul style="list-style-type: none"> <li>• One PR plan submitted =10</li> <li>• Two PR plans submitted =20</li> <li>• Three PR plans submitted =30</li> <li>• More than three plans submitted =40</li> </ul>	<b>40</b>

FUNCTIONAL CRITERIA	MAXIMUM TO BE AWARDED
<p><b>Organogram of team tasked with project management indicating level and years of experience:</b></p> <ul style="list-style-type: none"> <li>• List of team members with profiles, qualifications and experience and project lead registered as an affiliate = <b>0</b></li> <li>• List of team members with profiles, qualifications and experience and project lead registered as practitioners PRP = <b>5</b></li> <li>• List of team members with profiles, qualifications and experience and project lead registered as chartered CPRP = <b>10</b></li> <li>• List of team members with profiles, qualifications and years of experience and project lead registered as Accredited APR = <b>20</b></li> </ul>	<p><b>20</b></p>
<p><b>Maximum total for functional evaluation</b></p>	<p><b>100</b></p>

a. The score for functionality shall be calculated as follows:

- i. The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual bidder for functionality.
- ii. The minimum technical threshold is **70 %**. Bidders that do not meet the minimum technical threshold will not be evaluated further for price and B-BEEE.

**b. PRICE AND B-BBEE STATUS LEVEL POINTS**

- i. All remaining bids will be evaluated as follows:
- ii. The 80/20 preference point system will be applied. Points for price and B-BBEE status level certificate will be awarded in accordance with the stipulations in the Preference Point Claim Form in terms of the Preferential Procurement Regulations, 2017.
- iii. If appropriate, implied contract price adjustments will be made to the cost proposals of all remaining bids.
- iv. The point scored for the B-BBEE status level certificate for each acceptable bid will now be added to the price point.
- v. The bid will be awarded to the supplier that obtained the highest preference points.

## CONTRACT FORM: RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

### PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I/we hereby undertake to render services described in the attached bidding documents to SAHPRA in accordance with the requirements and task directives/proposals specifications stipulated in Bid Number SAHPRA/2021/PUBLIC RELATIONS AND COMMUNICATION AGENCY TO SUPPORT SAHPRA COMMUNICATION AND PUBLIC RELATIONS/RFB 005 at the price/s quoted. My/our offer/s remain binding upon me/us and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - 2.1 Bidding documents, viz
    - Invitation to bid
    - Pricing schedule(s)
    - Filled in terms of reference/task directive/proposal
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2017;
    - Declaration of interest
    - Declaration of bidder's past SCM practices
    - Special Conditions of Contract
  - 2.2 General Conditions of Contract
  - 2.3 Other (specify)
3. I/we confirm that I/we have satisfied myself as to the correctness and validity of my/our bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I/we accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal liable for the due fulfilment of this contract.
5. I/we declare that I/we have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1	.....
2	.....
DATE:	.....

## CONTRACT FORM: RENDERING OF SERVICES

### PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I ..... in my capacity as ..... accept your bid under reference number ..... dated ..... for the rendering of services indicated hereunder and/or further specified in the annexures.

1. An official order indicating service delivery instructions is forthcoming.

2. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

3. I confirm that I am duly authorised to sign this contract.

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

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WITNESSES

1 .....

2 .....

DATE: .....

# SECTION B

**This section must be completed and returned or supplied with bids as prescribed.**

**SPECIAL CONDITIONS OF BID AND CONTRACT**  
**Return as Part 1**

	<b>SPECIAL CONDITIONS</b>
<b>1</b>	<b>GENERAL</b>
1.1	The Bidder must clearly state if a deviation from these special conditions are offered and the reason therefor. If an explanatory note is provided, the paragraph reference must be indicated in a supporting appendix to the application submission.
1.2	Should Bidders fail to indicate agreement/compliance or otherwise, the SAHPRA will assume that the Bidder is in compliance or agreement with the statement(s) as specified in this bid.
1.3	Bids not completed in this manner may be considered incomplete and rejected.
1.4	SAHPRA shall not be liable for any expense incurred by the Bidder in the preparation and submission of a bid.
<b>2</b>	<b>CANCELLATION OF PROCUREMENT PROCESS</b>
2.1	This procurement process can be postponed or cancelled at any stage at the sole discretion of SAHPRA provided that such cancellation or postponement takes place prior to entering into a contract with a specific service provider to which the bid relates.
<b>3</b>	<b>BID SUBMISSION CONDITIONS, INSTRUCTION AND EVALUATION PROCESS/CRITERIA</b>
3.1	The Bid submission conditions and instructions as well as the evaluation process/criteria have been noted.
<b>4</b>	<b>NEGOTIATION AND CONTRACTING</b>
4.1	SAHPRA have the right to enter into negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.
4.2	Under no circumstances will negotiation with any Bidders, including preferred Bidders, constitute an award <sup>1</sup> or promise/ undertaking to award the contract.
4.3	SAHPRA shall not be obliged to accept the lowest or any bid, offer or proposal.
4.4	A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement (if applicable) signed by the designated responsible person of both parties. The designated responsible person of SAHPRA is the CEO.
4.5	SAHPRA also reserves the right to enter into one contract with a Bidder for all required functions or into more than one contract with different Bidders for different functions.

<sup>1</sup> See GLOSSARY.

<b>5</b>	<b>ACCESS TO INFORMATION</b>
5.1	All bidders will be informed of the status of their bid once the procurement process has been completed.
5.2	Requests for information regarding the bid process will be dealt with in line with the SAHPRA SCM Policy and relevant legislation.
<b>6</b>	<b>REASONS FOR REJECTION</b>
6.1	SAHPRA shall reject a proposal for the award of a contract if the recommended Bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
6.2	The SAHPRA may disregard the bid of any bidder if that bidder, or any of its directors: <ul style="list-style-type: none"> <li><input type="checkbox"/> Have abused the SCM system of the SAHPRA.</li> <li><input type="checkbox"/> Have committed proven fraud or any other improper conduct in relation to such system.</li> <li><input type="checkbox"/> Have failed to perform on any previous contract and the proof exists.</li> </ul> Such actions shall be communicated to the National Treasury.
<b>7</b>	<b>GENERAL CONDITIONS OF CONTRACT</b>
7.1	The General Conditions of Contract must be accepted.
<b>8</b>	<b>ADDITIONAL INFORMATION REQUIREMENTS</b>
8.1	During evaluation of the bids, additional information may be requested in writing from Bidders. Replies to such request must be submitted, within 2 (two) working days or as otherwise indicated. Failure to comply, may lead to your bid being disregarded.
8.2	No additional information will be accepted from any individual Bidder without such information having been requested
<b>9</b>	<b>CONFIDENTIALITY</b>
9.1	The bid and all information in connection therewith shall be held in strict confidence by Bidders and usage of such information shall be limited to the preparation of the bid. Bidders shall undertake to limit the number of copies of this document.
<b>10</b>	<b>INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT</b>
10.1	Copyright of all documentation relating to this contract belongs to the client. The successful Bidder may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.
10.2	This paragraph shall survive termination of this contract.
<b>11</b>	<b>NON-COMPLIANCE WITH DELIVERY TERMS</b>
11.1	As soon as it becomes known to the contractor that he/she will not be able to deliver the services within the delivery period and/or against the quoted price and/or as specified,

Section B 1: Special Conditions of Bid and Contract

	SAHPRA must be given immediate written notice to this effect. SAHPRA reserves the right to implement remedies as provided for in the GCC.
<b>12</b>	<b>WARRANTS</b>
12.1	The Contractor warrants that it is able to conclude this Agreement to the satisfaction of SAHPRA.
<b>13</b>	<b>PARTIES NOT AFFECTED BY WAIVER OR BREACHES</b>
13.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this contract by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof.
13.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this contract shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this agreement.
<b>14</b>	<b>RETENTION</b>
14.1	On termination of this agreement, the contractor shall, on demand hand over all documentation provided as part of the project and all deliverables, etc., without the right of retention, to SAHPRA.
14.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.
<b>15</b>	<b>CENTRAL SUPPLIER DATABASE</b>
15.1	It is a requirement that all suppliers/ services providers to SAHPRA shall be registered on the National Treasury Central Supplier Database (CSD).
15.2	Bidders are therefore required to register as a supplier on the CSD before submitting a bid.  The CSD website can be accessed on the following link: <a href="http://ocpo.treasury.gov.za/Pages/default.aspx">http://ocpo.treasury.gov.za/Pages/default.aspx</a>
15.3	Bidders are therefore required to submit proof of their registration on the CSD, or if not yet registered, provide proof of their application to be registered, with their bid.
15.4	No bid will be awarded, and a contract concluded with a bidder who is not registered on the CSD.
<b>16</b>	<b>FORMAT OF BIDS</b>



Section B 1: Special Conditions of Bid and Contract

16.1	Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented.
16.2	<b>Bidders are to set out their proposal in the format prescribed hereunder.</b> This means that the proposal must be structured in the parts noted below. <u>Information not submitted in the relevant part, may not be considered for evaluation purposes.</u>
16.3	<b>Part 1: Special Conditions of Bid and Contract</b>
16.3.1	Bidders must initial each page and sign the last page and return the Special Conditions of bid and Contract (Section B-1).  Bids submitted without a completed Special Conditions of Bid form <b>will</b> be deemed to be non-responsive.
16.4	<b>Part 2: Tax Compliance</b>
16.4.1	Bidders must ensure compliance with their tax obligations.  Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.  Application for tax compliance status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website <a href="http://www.sars.gov.za">www.sars.gov.za</a> .  Bidders may also submit a printed TCS together with the bid.  In bids where consortia/ joint ventures/ sub-contractors are involved; each party must submit a separate proof of TCS/ PIN/ CSD number.  Where no TCS is available, but the bidder is registered on the Central Supplier Database (CSD), a CSD number must be provided.  Bids submitted without any one of the above particulars, <b>will</b> be deemed to be non-responsive.
16.5	<b>Part 3: Declaration of Interest</b>
16.5.1	<b>Each party</b> to the bid must complete and return the "Declaration of Interest" (Section B-2).  Bids submitted without a complete and signed Declaration of Interest <b>will</b> be deemed to be non-responsive.
16.6	<b>Part 4: Declaration of Bidder's past Supply Chain Management practices</b>
16.6.1	<b>Each party</b> to the bid must complete and return the "Declaration of bidder's past Supply Chain Management practices" (Section B-3).

	Bids submitted without a completed and signed Declaration of bidder's past Supply Chain Management practices <b>will</b> be deemed non-responsive.
16.7	<b>Part 5: Certificate of Independent Bid Determination</b>
16.7.1	<b>Each party</b> to the bid must complete and sign the Certificate (Section B-4).  Bids submitted without a completed and signed Certificate of Independent Bid Determination <b>will</b> be deemed non-responsive.
16.8	<b>Part 6: Preference Points Claim Form in terms of the Preferential Procurement Regulations 2017</b>
16.8.1	Bidders must complete, sign and return the full "Preference Points Claim Form" (Section B-5) document.  In addition, a valid BEE certificate must be submitted.  Quotes submitted without a completed and signed Preference Points Claim Form and a valid BEE certificate will be awarded zero points for preference.
16.9	<b>Part 7: Invitation to Bid</b>
16.9.1	Bidders must complete, sign and return the full "Invitation to Bid" (Section B-6) document.  Bids submitted without a completed and signed Invitation to Bid <b>will</b> be deemed to be non-responsive.
16.10	<b>Part 8: Pricing Schedule</b>
16.10.1	All costs related to the proposed relative expression are to be allowed for in the pricing schedule and in the formats prescribed and must be returned as part of the submission (Section B-7).  Bids submitted without a price or with an incomplete price, or with a price which is not in the prescribed format, <b>will</b> be deemed to be non-responsive.
16.10.2	Price for the first year of the contract must be firm and must be indicated in the formats prescribed. Price for second year shall then be fixed for the second twelve months of the contract. The same will apply for the third year of the contract.
	<input type="checkbox"/> VAT: Value Added Tax must be included and shown separately.
16.11	<b>Part 9: Registration on the CSD</b>
16.11.1	In this part, bidders must submit proof of their registration, or proof that they have applied for registration on the Central Supplier Database.  Bids submitted without the required proof, <b>will</b> be deemed to be non-responsive.

Section B 1: Special Conditions of Bid and Contract

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I/we herewith accept all the above-mentioned special conditions of the bid. If I/we do consider a deviation therefrom, I have noted those as per the instruction in paragraph 1 (General) above.

Name of Bidder:

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Signature of Bidder:

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Date:

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## DECLARATION OF INTEREST (SBD 4) Return as Part 3

1. Any legal person, including persons employed by the State<sup>2</sup>, 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 bid, 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 –
  - 1.1. The bidder is employed by the State; and/or
  - 1.2. The bidder is a Management Board member of SAHPRA and/or
  - 1.3. 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, shareholder, etc<sup>3</sup>): .....
  - 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
  - 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: .....

<sup>2</sup> "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;
- (e) Parliament.

<sup>3</sup> "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

Section B 2: Declaration of Interest

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 attach 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.)

2.7.3. If no, furnish reasons for non-submission of such proof:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.8. Did you or your spouse, or any of the company's directors/shareholders/members or their spouses conduct business with the State in the previous twelve (12) months?

YES / NO

2.8.1. If so, furnish the following 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 the following particulars.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.10. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the State who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.10.1. If so, furnish the following particulars.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SAHPRA/2021/PUBLIC RELATIONS AND  
COMMUNICATION AGENCY TO SUPPORT  
SAHPRA COMMUNICATION AND PUBLIC  
RELATIONS/RFB 005**

Bid No: .....

SAHPRA Bid Document

Section B 2: Declaration of Interest

2.11. Do you or any of the directors/shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract?

<b>YES / NO</b>
-----------------

2.11.1. If so, furnish the following particulars.

.....

.....

.....

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

Full Name	Identity Number	Personal Tax Reference No	State Employee Number/ Persal Number

**DECLARATION**

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

Section B 3: Declaration of bidder's past SCM practices

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN  
MANAGEMENT PRACTICES (SBD 8)  
Return as Part 4**

- 1 This declaration will be used by institutions to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 2 The bid of any bidder may be disregarded if that bidder, or any of its directors have:
  - a. abused the SAHPRA's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
3.1	Is the bidder or any of its directors listed on the National Treasury's database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?  <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the Accounting Officer/ authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b> <b>The database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the homepage.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.1.1	If so, furnish particulars:		
3.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website, (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the homepage.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.2.1	If so, furnish particulars:		
3.3	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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.3.1	If so, furnish particulars:		
3.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.4.1	If so, furnish particulars:		

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

**SAHPRA/2021/PUBLIC RELATIONS AND  
COMMUNICATION AGENCY TO SUPPORT  
SAHPRA COMMUNICATION AND PUBLIC  
RELATIONS/RFB 005**

Bid No:

.....

SAHPRA Bid Document

Section B 3: Declaration of bidder's past SCM practices

---

.....  
Position

.....  
Name of Bidder



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## CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9) Return as Part 5

I, the undersigned, in submitting the accompanying bid:

SAHPRA/2021/PUBLIC RELATIONS AND COMMUNICATION AGENCY TO SUPPORT  
SAHPRA COMMUNICATION AND PUBLIC RELATIONS/RFB 005 - REQUEST FOR BID  
FOR PUBLIC RELATIONS AND COMMUNICATION AGENCY TO SUPPORT SAHPRA  
COMMUNICATIONS AND PUBLIC RELATIONS

---

(Bid Number and Description)

in response to the invitation for the bid made by:

SAHPRA

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - has been requested to submit a bid in response to this bid invitation;
  - could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>4</sup> will not be construed as collusive bidding.

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<sup>4</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Section B 4: Certificate of Independent Bid Determination

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7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- prices;
  - geographical area where product or service will be rendered (market allocation)
  - methods, factors or formulas used to calculate prices;
  - the intention or decision to submit or not to submit, a bid;
  - the submission of a bid which does not meet the specifications and conditions of the bid; or
  - bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017 (SBD 6.1)

### Return as Part 6

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

#### 1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
  - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE Status Level of Contributor	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

#### 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- $P_s$  = Points scored for price of bid under consideration
- $P_t$  = Price of bid under consideration
- $P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must 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 (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor:= ..... (maximum of 10 or 20 points)  
 (Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted? .....%
- ii) The name of the sub-contractor .....
- iii) The B-BBEE status level of the sub-contractor .....
- iv) Whether the sub-contractor is an EME or QSE

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of the Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		

Any QSE		
---------	--	--

8. **DECLARATION WITH REGARD TO COMPANY/ FIRM**

8.1 Name of company/firm: .....

8.2 VAT registration number: .....

8.3 Company registration number: .....

8.4 TYPE OF COMPANY/ FIRM

**(Tick applicable box)**

- Partnership/ Joint Venture/ Consortium
- One person business/ sole propriety
- Close corporation
- Company
- (Pty) Limited

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

**(Tick applicable box)**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

8.7 Total number of years the company/firm has been in business: .....

8.8 I/ we, the undersigned, who is/ are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I/ we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
- (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>	<p align="center">.....  SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS: .....</p> <p>.....</p> <p>.....</p>
--	--

## INVITATION TO BID (SBD 1) Return as Part 7

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENT OF SAHPRA**

<b>BID NO</b>	SAHPRA/2021/PUBLIC RELATIONS AND COMMUNICATION AGENCY TO SUPPORT SAHPRA COMMUNICATION AND PUBLIC RELATIONS/RFB 005	<b>CLOSING DATE</b>	TUESDAY, 08 FEBRUARY 2022	<b>CLOSING TIME</b>	11:00
<b>REQUEST FOR BID FOR PUBLIC RELATIONS AND COMMUNICATION AGENCY TO SUPPORT SAHPRA COMMUNICATIONS AND PUBLIC RELATIONS</b>					

**All Bidders must furnish the following particulars and include it in their submission  
 (Failure to do so may result in your bid being disqualified)**

Name of Bidder: .....

Postal address: .....

Street address: .....

:

Telephone number: Code ..... Number .....

Cellular number: .....

Facsimile number: Code ..... Number .....

e-Mail address: .....

VAT Registration No: .....

**TAX COMPLIANCE REQUIREMENTS (Tick applicable box)**

Printed TCS  SARS PIN  CSD No

**PROOF OF B-BBEE STATUS LEVEL SUBMITTED? YES  NO**

**(Tick applicable box)**

B-BBEE Status Level Verification Certificate  B-BBEE Status Level Sworn Affidavit

**WHO WAS THE CERTIFICATE ISSUED BY? (Tick applicable box)**

An Accounting Officer as contemplated in the Close Corporation Act (CCA)?

A verification Agency accredited by the South African National Accreditation System (SANAS)?

A registered Auditor?

**NOTE: A B-BBEE Status Level Certificate/ Sworn Affidavit (For EMEs or QSEs) must be submitted in order to qualify for preference points for B-BBEE**

**ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? (If "YES" enclose proof) YES  NO**   
 (Tick applicable box)



**ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?** (If "YES" answer the questionnaire below)

YES		NO	
(Tick applicable box)			

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES		NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES		NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES		NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES		NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	YES		NO	

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED), OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**Contact details of Bidder's representative:**

Name and Surname .....

Telephone number: Code ..... Number .....

**SAHPRA/2021/PUBLIC RELATIONS AND  
COMMUNICATION AGENCY TO SUPPORT SAHPRA  
COMMUNICATION AND PUBLIC RELATIONS/RFB 005**

Bid No:

SAHPRA Bid Document

Section B 6: Invitation to Bid

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Cellular number: .....

Facsimile number: Code ..... Number .....

e-Mail address: .....

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**Declaration**

I/ We have examined the information provided in your bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. I/ We confirm the availability of the proposed team members. I/ We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

**Signature of Bidder:**

Date:

Are you duly authorised to commit the Bidder?

**(Proof of authority must be submitted e.g. company resolution)**

**YES**

**NO**

Capacity under which this bid is signed

## **PRICING SCHEDULE (SBD 3.3)**

Services

### **Return as Part 8**

**NAME OF BIDDER:** .....

**OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID**

The pricing schedule as indicated below must be completed in the format provided. No alterations to this pricing schedule will be allowed and the bids of bidders who do so will be regarded as non-responsive and will not be evaluated. An Excel file with the spreadsheet is provided to all bidders to ensure uniformity.

Bidders may attach separate spreadsheets with their calculations, but all costs must eventually be consolidated and summarised into the format required.

Section B 8: Compliance with Minimum Requirements

**1. PRICE SCHEDULE**

ITEM NO.	DESCRIPTION	UNIT PRICE (EXCL VAT)	TOTAL PRICE (EXCL VAT)
1.	Develop one article per month (1000- 1500 words) – thought leadership, public communique, awareness piece.		
2.	Develop a media strategy for SAHPRA business including social media, TV, Radio		
3.	Write two media articles per month.		
4.	Run a weekly national mainline radio campaign (interviews and phone-in facility) per quarter (include media buying). There will be two interviews per radio station of 20 minutes each which includes a phone-in facility. The media to be targeted are: <ul style="list-style-type: none"> <li>○ Primedia - Radio 702</li> <li>○ SABC – SAFM, RSG, Ikwewezi, Metro FM, Ukhozi FM, Thobela FM, Motswedding FM, Phalaphala FM, Umhlobo we nene, Munghana Ionene, Lesedi FM</li> </ul>		
5.	Run one week-long community radio campaign per province per annum, encompassing one targeted community radio station per province. (Include media buying). There will be two interviews per radio station of 30 minutes each which includes a phone-in facility. The media to be targeted are:		

Section B 8: Compliance with Minimum Requirements

	<ul style="list-style-type: none"> <li>○ Western Cape – Eden FM</li> <li>○ Northern Cape – Radio Riverside</li> <li>○ Gauteng- Jozi FM and Pretoria FM</li> <li>○ Mpumalanga – Nkomazi FM</li> <li>○ North West – Mahikeng FM</li> <li>○ Limpopo- Giyani Community radio</li> <li>○ Eastern Cape – Inkonjane FM</li> <li>○ Kwazulu Natal – Izwi Lomzansi</li> <li>○ Free State – Motheo FM</li> </ul>		
6.	Review content for stakeholder consumption bimonthly (including the public). This includes FAQs, information snippets, leaflets and scripts for videos and/or podcasts. It is envisaged that there are five content pieces of between 1 000 and 2 000 words per piece		
7.	Review content for webinars which are organised to target burning issues. There will be at least one webinar every two months.		
8.	Weekly monitoring and reporting on SAHPRA social media accounts Twitter and Facebook.		
9	Source speakers for five events including Heritage Day, Pharmacy Week, Women’s Day.		
<b>(A) SUB-TOTAL FOR TWO (02) YEARS (EXCLUDING VAT)</b>			
<b>VAT @ 15%</b>			
<b>TOTAL COST FOR TWO (02) YEARS (INCLUDING VAT)</b>			

Section B 8: Compliance with Minimum Requirements

<b>(B) SUBTOTAL FOR YEAR THREE (03) (EXCLUDING VAT)</b>	
<b>VAT @ 15%</b>	
<b>TOTAL COST FOR YEAR THREE (03) (INCLUDING VAT)</b>	
<b>PERCENTAGE INCREASE FROM TWO (02) YEARS TO YEAR THREE (03)</b>	

**TOTAL COST FOR THIRTY SIX MONTHS (36)**

<b>SUB-TOTAL FOR THIRTY-SIX (36) MONTHS (EXCLUDING VAT)</b>	
<i>ADD TOTAL (A+B)</i>	
<b>VAT @ 15%</b>	
<b>TOTAL COST FOR THIRTY-SIX MONTHS (36) (INCLUDING VAT)</b>	

.....  
 Bidder Representative Signature

Title: .....

Name: .....

Date: .....

