

TENDER NO. CTICC 041/2026

TENDER

FOR THE

PANEL: APPOINTMENT OF COMMUNICATIONS AND MARKETING SERVICE PROVIDERS

(RETURNABLE DOCUMENT)

NAME OF TENDERER:	
TOTAL BID PRICE (INCL. VAT) <i>(Refer to page 64):</i>	
B-BBEE LEVEL CLAIMED:	
LOCALITY: WESTERN CAPE	

APPROVED AND ISSUED BY:

ZANDA VAN ROOYEN

SUPPLY CHAIN MANAGER: CAPE TOWN INTERNATIONAL CONVENTION CENTRE COMPANY (RF) SOC (LTD)

JUNE 2026

PHYSICAL ADDRESS – CTICC 1:

1 LOWER LONG STREET, CONVENTION SQUARE, FORESHORE,
CAPE TOWN

PHYSICAL ADDRESS – CTICC 2:

CORNER OF HEERENGRAHT AND RUA BARTHOLOMEU DIAS,
CONVENTION SQUARE, FORESHORE, CAPE TOWN

POSTAL ADDRESS:

PO BOX 8120, ROGGEBAAI, 8012

CONTEXTUALISING THE CTICC

The CTICC is a leading convention centre in South Africa and on the African continent hosting international, national and regional conferences, exhibitions, trade fairs, banquets, special events, film and photo shoots and other events. As a knowledge hub where people meet, collaborate, innovate and develop solutions, the CTICC's commitment to client centricity, service excellence and sustainability has contributed to the retention of its 5-star tourism rating, as well as the achievement of seven recent industry awards.

Since opening its doors 22 years ago, the Centre has contributed to economic opportunity through its role in hosting business events. It acts as a catalyst for social change, supporting economic growth and job creation in the province and is recognised as an invaluable contributor to the sustainable development of the City of Cape Town, the Western Cape and South Africa.

The CTICC's business success is sustained through consistent service standards and effective cost management, underpinned by its commitment to tangible and measurable Environmental, Social and Governance (ESG) principles, while delivering high-quality client and guest experiences.

The CTICC's revised purpose, vision and mission include:

- Accelerating economic prosperity, opportunity, inclusivity, creativity and innovation
- Enabling Africa's smartest community of creativity, opportunity, sustainability and excellence
- Establishing and activating an integrated smart hub model that unlocks innovation, collaboration and transformation, creating opportunity for all.

The CTICC's new value proposition drives the progress and future of the Centre and can be summarised as follows: "The long-term sustainability of the CTICC lies in providing consistent quality services and being socially relevant by intentionally facilitating, supporting or managing programmes, projects or activities that benefit society."

During the 2024/2025 financial year, the CTICC contributed positively to the national and provincial economies. Its contribution to the South African Gross Domestic Product (GDP) was R8.7bn, while the Western Cape Gross Geographic Product (GGP) was R7.9bn. Since the CTICC opened its doors in 2003, it has contributed R75.6bn to the GDP and almost R65.9bn to the GGP. On top of this, the CTICC created or sustained 15 528 jobs nationally in the 2025 financial year. During the same period, 79.4% of total procurement was spent on locally based service providers, of which 51% were women-owned enterprises.

As a municipal entity, the CTICC is committed to implementing procurement policies and the award of bids that promote the advancement of persons or categories of persons disadvantaged by unfair discrimination. For this purpose, specific preference points are allocated as prescribed. All companies are required to meet the Municipal Finance Management Act (MFMA) requirements, as well as the relevant Supply Chain Management Regulations, to work with the CTICC.

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THE TENDER

Part T1: Tendering procedures

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T1.1 Tender Notice and Invitation to Tender

THE CAPE TOWN INTERNATIONAL CONVENTION CENTRE INVITES TENDERS TO TENDER FOR TENDER NO. CTICC 041/2026: APPOINTMENT OF COMMUNICATIONS AND MARKETING SERVICE PROVIDERS

Suitably qualified, experienced, and registered companies are hereby invited to submit proposals to the Cape Town International Convention Centre (CTICC) for the following tender:

BID NUMBER	SCORING MECHANISM	TENDER DOCUMENT COLLECTION DETAILS			COMPULSORY BRIEFING SESSION		
		DATE	TIME	VENUE	DATE	TIME	VENUE
CTICC 041/2026: Appointment of Communications and Marketing Service Providers	80/20 80 = PRICE 15 = B-BBEE STATUS 5 = LOCALITY	AS OF 22 JUNE 2026,	10H00	PLEASE REQUEST A COPY OF THE DOCUMENT VIA E- MAIL.	07 JULY 2026	10H00	CTICC 1: MEETING ROOM 1.61

The tenders will be evaluated on the functionality criteria as stated in the tender document. The minimum qualification score for functionality is **70**.

The following department may be contacted only in writing in respect of enquiries with the subject line:

- **"TENDER NO. CTICC 041/2026 – Enquiries"**
 - General Enquiries: Tenders Department at tender4@cticc.co.za

Bidders not registered on the CTICC Database, or the Central Supplier Database are not precluded from submitting tenders but must be registered prior to the adjudication date of the offers to be responsive.

Physical tender documents can be purchased in cash, at a non-refundable fee of R 200 per document and can be collected directly from the supply chain office as of the dates indicated above. Please reserve yourself a set of tender documents, by sending an email to the above-mentioned email. Preferably, tender documents must be requested electronically, free of charge, by sending a request to the above email address. Alternatively, it can be downloaded from the CTICC's website: www.cticc.co.za.

To ensure that bids are not invalidated, bid documents must be completed in accordance with the terms and conditions stated on them. The completed original bid documents must be placed in a sealed A4 envelope – clearly stating the bid number and name of tender. The sealed bids must be deposited into **Tender box 1** situated at the reception area on the ground floor of the Cape Town International Convention Centre 1 (No. 1 Lower Long Street, Convention Square, Foreshore, Cape Town).

CLOSING DATE AND TIME FOR BID: WEDNESDAY, 22 JULY 2026 AT 12:00

All bids received will be opened in public, late proposals and proposals submitted by e-mail or fax will under no circumstances be accepted. The CTICC reserves the right to withdraw any proposal, invitation and/or to re-advertise or to reject any proposals or to accept any part of it. The CTICC does not bind itself to accepting the lowest bid or to award a contract to the bidder who scores the highest number of points.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

T1.2 Tender Data – refer to the CTICC Standard Conditions of Tender

Clause Num.									
General	The conditions of tender are the CTICC Standard Conditions of Tender as contained on the CTICC' s website and as amended from time to time (see https://www.cticc.co.za/supplier/cticc-tenders-rfas/) The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of the Tender. Each item of data given below is cross-referenced to the relevant clause in the above-mentioned Standard Conditions of Tender.								
General	The CTICC is the Cape Town International Convention Centre Company (RF) SOC Ltd.								
General	For this contract the three-volume approach is adopted. The three volume procurement documents issued by the CTICC comprises the following: <u>Volume 1: Tendering procedures</u> T1.1 – Notice and invitation to tender. T1.2 – Tender data <u>Volume 2: Returnable documents</u> T2.1 – List of returnable documents T2.2 – Returnable schedules <u>Volume 3: Contract</u> Part C1: Agreement and contract data C1.1 – Contract Form – Rendering of Services C1.2 – Contract Data (including Conditions of Contract) <u>Part C2: Pricing data</u> C2.1 - Pricing instructions C2.2 - Pricing Schedule <u>Part C3: Scope of work</u> C3.1 – Scope of work C3.2 – Performance Evaluation Checklist								
1.4.	The CTICC' s representative/agent: <table border="1"> <tr> <td>Name</td><td>Rick Venter</td></tr> <tr> <td>Capacity</td><td>SCM Practitioner</td></tr> <tr> <td>Tel.</td><td>+27 21 410 5170</td></tr> <tr> <td>Email</td><td>tender4@cticc.co.za</td></tr> </table> Add: Attention is drawn to the fact that verbal information given by the CTICC's representative prior to the close of tenders will not be regarded as binding on the CTICC. Only information issued formally by the CTICC in writing to tenderers will be regarded as binding.	Name	Rick Venter	Capacity	SCM Practitioner	Tel.	+27 21 410 5170	Email	tender4@cticc.co.za
Name	Rick Venter								
Capacity	SCM Practitioner								
Tel.	+27 21 410 5170								
Email	tender4@cticc.co.za								
1.5.1.	The CTICC may, prior to the award of the tender, cancel a tender if- - due to changed circumstances, there is no longer a need for the goods or services specified in the invitation. - funds are no longer available to cover the total envisaged expenditure; or - no acceptable tenders are received. - there is a material irregularity in the tender process.								
2.1.2.	Subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act (PPPFA), a tender will be awarded to the tenderer who is the highest ranked or the tenderer scoring the highest number of points in terms of the preference points system, as relevant, based on the tender submissions that are received at the closing time for the tenders.								
2.2.	The two-stage tender process is not applicable.								

Clause Num.	
3.1.	Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders: a) Only those tenderers who are registered on the CTICC - and CSD Supplier Databases as a service provider, prior to the adjudication of tenders are eligible to have their tender evaluated. The CTICC will only enter into a formal contract with a tenderer who is registered on both Supplier Databases.
3.2	The cost of the tender documents charged by the CTICC shall be R200. Alternatively, the tender document can be made available electronically at no cost to the tenderer, by contacting the representative listed in the Invitation to Tender T1.1.
3.5.1.	The tenderer must obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of tender, conditions of contract and other publications, which are not attached but which are incorporated into the tender document by reference.
3.7	The date, time and venue of the clarification meeting / briefing session are as per the Invitation to Tender T1.1. Where the clarification meeting / briefing session is indicated as compulsory, tenders will only be considered by entities who have attended the meeting and whose names appear on the attendance list. <i>Should a tenderer be 15 minutes late to the compulsory meeting, the tenderer will be regarded as not having attended.</i>
3.8	Tenderers may request clarification of the tender documents, if necessary, by notifying the CTICC up to two (2) working days before the closing date and time stated in the Invitation to Tender T1.1.
3.9.	The following insurance, guarantees, securities, bonds, and/or policies will be applicable to this tender: a) N/A
3.9.3.	It is recorded that, unless explicitly provided otherwise in the tender document, by accepting a bid for the rendering of goods and services to the CTICC, the CTICC is under no obligation to enter into any credit arrangement or offer any security in the form of a guarantee or surety for payment of goods and services within 30 days as prescribed by MFMA, section 99(2)(b).
3.9.4.	Should a bidder wish to enforce, after the award of a bid, that the CTICC enter into a credit arrangement and/or obtain a security for payment, and it was not a condition of the bid, the CTICC may regard such action as an abuse of its SCM system as contemplated by SCM Regulation 38 and appropriate consequence management actions may be instituted.
3.12.	Alternative tender offers will not be considered.
3.13.2.	The tenderer must return all returnable documents to the CTICC after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.
3.13.3.	Parts of each tender offer communicated on paper shall be submitted as an original, plus 0 (nil) copies.
3.13.4.	The tenderer must sign the original and all copies of the tender offer where required in terms of the tender data. The CTICC will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the CTICC shall hold liable for the purpose of the tender offer.
3.13.7.	Offers submitted by e-mail will not be accepted by the CTICC.
3.13.8.	The Tender Document (which includes the Contract Form – Rendering of Services), completed in all respects, plus any additional supporting documentation required, must be submitted in a sealed envelope with the name and address of the tenderer, the tender no. and title, the tender box no. and the closing date indicated on the envelope.
3.13.9.	<u>Tender Box No. and Location:</u> Tender Box No. 1 CTICC 1 Reception (No.1 Lower Long Street, Convention Square, Foreshore, Cape Town). <i>The onus remains with the tenderer to ensure that the tender is placed in the correct tender box.</i>

Clause Num.	
3.13.10.	The sealed envelope must be inserted into the appropriate official tender box before the closing time. If the tender offer is too large to fit into the abovementioned box or the box is full, please enquire at reception adjacent to the tender box.
3.13.11.	The tenderer must accept that the CTICC will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated or is submitted in the incorrect tender box.
3.14.	The tenderer must accept that tender offers, which do not provide all the data or information requested completely and, in the form, required, may be regarded by the CTICC as non-responsive.
3.15.	Tenders submitted by joint ventures of two or more firms shall be accompanied by the document of formation of the joint venture, authenticated by a notary public or other official deputed to witness sworn statements.
3.16.	The closing date and time is Wednesday, 22 July at 12:00pm.
3.17.1.	The tender offer(s) will be valid for acceptance for a period of 90 days after the closing time.
3.17.2.	The tender must remain valid for acceptance for a period of six (6) months after the expiry of the original validity period unless the CTICC is notified in writing to the contrary by the bidder.
3.18.4.	A tender may be rejected as non-responsive if the tenderer fails to provide any clarification requested by the CTICC within the time for submission stated in the CTICC' s written request for such clarification.
3.19.1.	The tenderer must provide, on request by the CTICC, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the CTICC for the purpose of a full and fair risk assessment.
3.19.2.	Should the tenderer not provide the other material as may be required, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the CTICC's request, the CTICC may regard the tender offer as non-responsive.
4.6.1.	The CTICC will not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price, and recommendations for the award of a contract, until after the award of the contract to the successful tenderer and if legally requested and mandated.
4.7.	Additional to the grounds stipulated in SCM Regulation 38 and the CTICC' s Policy on Combatting Abuse of the SCM System, the CTICC will determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and its tender offer) if it is established that it engaged in corrupt or fraudulent practices.
4.8.1.	A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the CTICC' s opinion, would: a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work, b) significantly change the CTICC' s or the tenderer's risks and responsibilities under the contract, or c) affect the competitive position of other tenderers presenting responsive tenders if it were to be rectified.
4.8.2.	The CTICC will determine, after opening and before detailed evaluation, whether each tender offer was properly received: a) complies with the requirements of these Conditions of Tender, b) has been properly and fully completed and signed, and c) is responsive to the other requirements of the tender data and relevant documents.

Clause Num.	
4.8.3.	Tenders may be considered non-responsive if, inter alia: - the tenderer does not comply with the eligibility criteria. - the tenderer, or any of its directors or shareholders are in the service of the state. - the tenderer's tax matters are not in order. - the tenderer or any of its directors is listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector. - the tenderer has: - failed to pay municipal rates and taxes or service charges and such rates, taxes and charges are not in arrears for more than three months (this also applies to any of the company's directors); - been found to be in the service of the state; or any of its directors, managers, principal shareholders or stakeholders. - the tenderer has completed the Compulsory Declaration and there are conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the CTICC or potentially compromise the tender process; - the tenderer has failed to clarify or submit any supporting documentation within the time for submission stated in the employer's written request; - the tenderer tenders the incorrect pricing information. - if the Pricing Schedule has not been signed. - the tenderer has failed to achieve the minimum score for functionality. - the tenderer has failed to complete, sign and return all the returnable schedules. - if the tender offer is not submitted on the Pricing Schedule bound into this tender document (or in a similar format). - if the tender is not completed in non-erasable ink. - all schedules are not duly completed as such, and proof handed in as required; - the tenderer has failed, during the last five years, to perform satisfactorily on a previous contract with the CTICC or any other organ of state. - the tenderer has abused the supply chain management system of the CTICC or has committed any improper conduct in relation to this system). - any other responsiveness criteria as stipulated in the tender data.
4.8.4.	The CTICC may reject a non-responsive tender offer and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.
4.9.2.	Where there is a discrepancy between the amounts in words and amounts in figures, the arithmetic sum of the line items shall govern.
4.9.3.	- If pricing schedules apply and there is an error in the line-item total resulting from the product of the unit rate and the quantity, the unit rate shall govern, and the line item shall be corrected. - Only where there is an obviously gross misplacement of the decimal point in the unit rate, the line-item total as quoted shall govern. - Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the product of the unit rates and quantities shall govern, and the tenderer will be asked to revise the tendered total of the prices.
4.9.5.	B-BBEE Certificate/Affidavit Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or sector-specific sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
4.10.	The CTICC will obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

Clause Num.									
4.11.1.	The tender will be evaluated in terms of their responsiveness to the tender specifications and requirements as well as such additional criteria as set out in the tender data and relevant documents.								
4.11.2.	The activities associated with evaluating tender offers are as follows: a) Open and record tender offers received. b) SCM compliance evaluation c) Compliance to the minimum requirements (if applicable) d) Functionality evaluation e) Compliance to specifications f) Price and Preference scoring, as per the CTICC Preferential Procurement Policy g) Consideration of additional objective criteria as per section 2(1)(f) of the PPPFA, read with the CTICC Preferential Procurement Policy. h) Once the preferred service provider is identified, a notification will be sent to the preferred Service Provider(s) and the allowance of a 14-day complaint, enquiries, dispute process as contemplated by SCM Regulation 49 and 50. i) A final award will be made when no valid objections were received.								
4.13.	In order to be considered for a contract in terms of this tender, tenderers must achieve the minimum score for functionality. The minimum score for functionality is 70. Tenderers that fail to achieve the minimum score for functionality will be regarded as non-responsive. The functionality evaluation shall be done independently by more than one evaluator in accordance with the following criteria and points: <table border="1"> <thead> <tr> <th>CRITERIA</th><th>MAXIMUM POINTS</th></tr> </thead> <tbody> <tr> <td>1 Tenderer's Experience</td><td>40</td></tr> <tr> <td>2 Experience of Key Staff</td><td>60</td></tr> <tr> <td>TOTAL</td><td>100</td></tr> </tbody> </table> Each evaluation criteria will be assessed in terms of five indicators – non-compliant, poor, satisfactory, good and very good. Scores of 0, 40, 70, 90 or 100 will be allocated too non-compliant, poor, satisfactory, good and very good respectively. The scores of each of the evaluators will be averaged, weighted and then totalled to obtain the final score for functionality. Further details will be contained in the relevant schedules of each scoring criteria.	CRITERIA	MAXIMUM POINTS	1 Tenderer's Experience	40	2 Experience of Key Staff	60	TOTAL	100
CRITERIA	MAXIMUM POINTS								
1 Tenderer's Experience	40								
2 Experience of Key Staff	60								
TOTAL	100								
4.14.	Risk analysis and other objective criteria The CTICC may perform a risk analysis in respect of the following: a) reasonableness of the financial offer, b) reasonableness of unit rates and prices, c) the tenderer's ability to fulfil its obligations in terms of the tender document.								
4.15.	Acceptance of tender offer The CTICC will, subject to the relevant prescripts and after completion of the eligibility and responsiveness tests and risk analysis, accept the tender offer if in the opinion of the CTICC, it does not present any risk and only if the tenderer: i) Is eligible and responsive. ii) is not under restrictions, or has principals who are under restrictions, preventing participating in the CTICC' s procurement; iii) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract. iv) has the legal capacity to enter into the contract. v) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act No. 2008, bankrupt or being wound up, has his/her affairs administered by a								

Clause Num.	
	court or a judicial officer, has suspended his/her business activities or is subject to legal proceedings in respect of any of the foregoing. vi) complies with the legal requirements, if any, stated in the tender data; and vii) is able, in the opinion of the CTICC, to perform the contract free of conflicts of interest.
4.15.3.	Irrespective of the procurement process followed, the CTICC reserves its rights not to make an award, revoke an award already made or cancel a contract where the implementation of the contract may result in reputational risk or harm to the CTICC as a result of (inter alia): - reports of poor governance and/or unethical behaviour. - association with known family of notorious individuals. - poor performance issues, known to the CTICC. - negative social media reports; and/or - adverse assurance (e.g., due diligence) report outcomes.
4.15.4.	Where any of the above risks are identified, the CTICC will provide the supplier with an opportunity to submit representation.
4.16.	Imbalance in tendered rates - In the event of tendered rates or lump sums being declared by the CTICC to be unacceptable to it because they are either excessively low or high or not in proper balance with other rates or lump sums, the tenderer may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the CTICC is still not satisfied with the tendered rates or lump sums objected to, it may request the Tenderer to amend these rates and lump sums along the lines indicated by it. - The Tenderer will then have the option to alter and/or amend the rates and lump sums objected to and such other related amounts as are agreed on by the CTICC, but this shall be done without altering the Contract Price. - Should the Tenderer fail to amend his Tender in a manner acceptable to the CTICC, the CTICC may reject the Tender.
4.17	Notification of award - The CTICC will notify the successful tenderer of the CTICC' s acceptance of his tender offer by issuing of a Successful Letter before the expiry of the validity period stated in the tender data or agreed additional period. - After the successful tenderer has been notified of the CTICC' s acceptance of the tender, notify other tenderers that their offers have not been accepted, subject to an objection or complaint period of 14-days as stipulated in SCM Regulation 49. - As stipulated in SCM Regulation 24, the CTICC may negotiate the final terms of the contract, subject to the relevant prescripts.
4.18.	Prepare contract documents. The CTICC may, if necessary, revise documents that shall form part of the contract and that were issued by the CTICC as part of the tender documents to take account of: - addenda issued during the tender period, - inclusion of some of the returnable documents and - other revisions agreed between the CTICC and the successful tenderer.
4.19.	Registration of the award The CTICC will, after completion of the objections or complaints period as per SCM Regulation 49, and once the award was made final, within the prescribed period, register and publish the award on the appropriate media.

Clause Num.	
4.20.	Provide written reasons for actions taken. The CTICC will provide upon request and subject to legislative requirements, written reasons to tenderers for any action that is taken in applying these conditions of tender but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.
4.21.	Data Protection in terms of the Protection of Personal Information Act (POPIA) 1. The CTICC will only collect personal information of the supplier/bidder consistent with the purpose for which it is required. The specific purpose for which the information is collected will be apparent from the context in which the information is requested. 2. The nature of the personal information which will be collected relates to contact details (such as name, address, telephone number and e-mail address), company registration details, VAT registration numbers, details of Directors/Owners/Members and any other information required in terms of the CTICC Supply Chain Management Policy. 3. In providing the personal information to the CTICC, the supplier/bidder acknowledges that the information has been collected directly from it and that it has consented to its processing by the CTICC. Where the supplier/bidder is providing another person's personal information to the CTICC, the supplier/bidder acknowledges and warrants that it has obtained such person's consent to the processing of their personal information for the purposes of the CTICC in terms of the supplier/bidder's intention to submit offers/quotations to render services/goods to the CTICC. 4. Provision of personal information to the CTICC is voluntary, however, in the event that the requested information is not provided, the bidder/supplier may be precluded from being registered as a supplier with, and providing services/goods to, the CTICC. 5. The personal information shall only be used for the purpose for which it was collected, unless the supplier/bidder has agreed to an alternative purpose in writing or as allowed by any applicable law. The CTICC will only process personal information in a manner that is adequate, relevant and not excessive in the context of the purpose for which it is processed. The CTICC will take such steps as may be required to ensure that it complies with any law in respect of transfer, storage, security, use and disposal of the personal information. 6. The supplier/bidder may contact the CTICC at any time to review, update or correct personal information stored by the CTICC in terms of this clause.
4.22	The CTICC has set a zero-tolerance level for the following risk categories: a. Financial – Fraud, Corruption and theft b. Cyber security c. Loss of life d. Occupational health and safety.

List of Returnable Documents

The tenderer must complete the following Returnable Documents in **black ink**:

T2.1.1. Returnable Schedules required for tender evaluation purposes

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1: BID SUBMISSION CHECKLIST	14
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T2.2 Returnable Schedules

SCHEDULE 1: BID SUBMISSION CHECKLIST

Bidders are required to complete the schedule below indicating that all requested information has been submitted with their offer.

Failure by the bidder to complete, sign and submit all of the returnable schedules will result in the bid being disqualified.

Schedule No.	Document	Please tick if enclosed
2	Compulsory declaration	
3	Certificate of independent tender determination (MBD 9)	
4	Declaration for Procurement above R10 million (MBD 5)	
5	Confirmation of CTICC and Central Supplier Database registration	
6	Preference Points Claim Form	
7	Record of addenda to tender documents	
8	Proposed amendments and qualifications by tenderer	
9	Minimum Requirements	
10	Tenderer's Experience	
11	Experience of Key Staff	
C1.1	Contract Form – Rendering of Services	
C2.2	Pricing Schedule	
C3.2	Performance evaluation checklist	

SCHEDULE 2: COMPULSORY DECLARATION

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

SECTION 1: ENTERPRISE DETAILS

Name of enterprise	
Contact person	
Email	
Telephone	
Cell	
Fax	
Physical address	
Municipal Acc. number	
Postal address	

SECTION 2: PARTICULARS OF COMPANY REPRESENTATIVE

Full name and surname	
Identification number	
Position occupied in the company	
Email address of representative	

Signatory(ies) for companies, close corporations, partnerships shall confirm their authority to sign this tender and to enter in any resulting contract, where applicable,

Authority to participate in this tender and any contract that may result from it may be in the form of a resolution taken by the board (in the case of a company), a resolution taken by the members (in the case of a close corporation), or a resolution taken by the partners (in the case of a partnership). Alternatively, the person(s) authorised to sign this tender or any contract which may result from it, must confirm their authority to do so as delegated or sub-delegated as the case may be, by the board, members or partners. **Where a resolution has been taken, a copy of such resolution must be submitted with this bid.**

The entity submits a tender to CTICC, in respect of this tender.

I, Mr/Mrs/Ms.....

in my capacity as:.....(position)

of..... (entity name)

confirm that I am hereby authorised to sign the tender and all other documents and/or correspondence in connection with and relating to it, as well as to sign any contract, and any and all documentation, resulting from the award of this tender to the entity mentioned above.

SECTION 3: TAX COMPLIANCE REQUIREMENTS

Bidders must ensure compliance with their tax obligations, and it is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the South African Revenue Services (SARS) to meet the bidder's tax obligations.

Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the CTICC to view the taxpayer's profile and tax status by doing the following:

1. Bidders must complete in full the TCC 0001 form, "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders/individuals who wish to submit bids. Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za. Applications for the Tax Clearance Certificates 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 www.sars.gov.za.
2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The Tax Clearance Certificate must be submitted together with the bid. Failure to submit a valid Tax Clearance Certificate may result in the invalidation of the bid.
4. Alternatively, in terms of the new Tax Compliance Status (TCS) System implemented by SARS on 18 April 2016, taxpayers are now able to issue the CTICC with a TCS Pin which can be used to verify a bidder's tax status online. As a result, bidders who are not in possession of a Tax Clearance Certificate must issue the CTICC with the following:

1)	Tax Clearance Certificated printed for SARS E-filing
2)	Tax Compliance Status Pin:

5. By completing the above the tenderer grants consent that SARS may disclose to the CTICC its tax compliance status, on an on-going basis during the term of the contract, when called upon to do so.
6. Foreign suppliers must complete the pre-award questionnaire in **Section 12**.
7. In bids where consortia/ Joint Ventures/ Sub-contractors are involved; each party must submit a separate TCS certificate/ PIN/ CSD number.
8. Bidders may also submit a printed TCS certificate together with the bid.
9. Where no TCS is available, but the bidder is registered on the CSD, a CSD number must be provided.

SECTION 4: PARTICULARS OF COMPANIES AND CLOSE CORPORATIONS

Company / Close Corporation registration number	
---	--

SECTION 5: SARS INFORMATION

Tax reference number	
VAT registration number	(State Not Registered if not registered for VAT)

SECTION 6: PARTICULARS OF PRINCIPALS

Principal: means a natural person who is a partner in a partnership, a sole proprietor, a director of a company established in terms of the Companies Act of 2008 (Act No.71 of 2008), a trustee, shareholder² or a member of a close corporation registered in terms of Close Corporations Act, 1984, (Act No.69 of 1984).

Full name of principal	Identity number	Residential Address	Municipal Acc. Number

*(insert separate page if necessary)

NB: Please attach certified copy(ies) of ID document(s) and municipal accounts.

If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement must be submitted with this tender. Alternatively, if property is neither owned nor rented, then an affidavit must be submitted confirming this and that the relevant person has no municipal accounts owing.

SECTION 7: RECORD OF SERVICE TO THE STATE

Are you or any of the company's principals presently in the service of the state¹, or been in the service of the state in the past twelve months?

YES

NO

(Tick appropriate box)

If YES, indicate by marking the relevant boxes with a cross:

- | | |
|---|---|
| ☐ a member of any municipal council | ☐ an employee of any department, national or provincial public entity ³ or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| ☐ a member of any provincial legislature | ☐ a member of an accounting authority ⁴ of any national or provincial public entity |
| ☐ a member of the National Assembly or the National Council of Provinces | ☐ an employee of Parliament or a provincial legislature |
| ☐ a member of the board of directors of any municipal entity | |
| ☐ an official of any municipality or municipal entity | |

If any of the above boxes are marked, disclose the following:

Name of principal in the service of the state	Name of relevant organ of state	Position held at the relevant organ of state	Status of service (Tick appropriate column)	
			Current	Within last 12 months

*(insert separate page if necessary)

Please note: No bid may be accepted from persons employed in the service of the state (this does not include being a contractor in the service of the state), unless such person (who is presently employed by the state) has the necessary permission to undertake remunerative work outside of such employment (attach permission to this declaration).

SECTION 8: RECORD OF FAMILY MEMBER IN THE SERVICE OF THE STATE

Family member: a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption.

Is any family member of the company's principals in the service of the state? (Tick appropriate box)

YES	
-----	--

NO	
----	--

If YES, indicate by marking the relevant boxes with a cross:

- | | |
|--|--|
| ☐ a member of any municipal council | ☐ an employee of any provincial department, national or provincial public entity ³ or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| ☐ a member of any provincial legislature | |
| ☐ a member of the National Assembly or the National Council of Province | ☐ a member of an accounting authority ⁴ of any national or provincial public entity |
| ☐ a member of the board of directors of any municipal entity | |
| ☐ an official of any municipality or municipal entity | |
| ☐ an employee of Parliament or a provincial legislature | |

Name of Principal	Name of Family Member of Principal in the service of the state <u>and</u> relation	Name of the relevant organ of state <u>and</u> position held there	Status of service (Tick appropriate column)	
			Current	Within last 12 months

*(insert separate page if necessary)

Please note:

Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

SECTION 9: RECORD OF OTHER INTERESTS

9.1. Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? *(Tick appropriate box)*

YES

NO

If YES, furnish particulars.....

.....

*(insert separate page if necessary)

9.2. Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? *(Tick appropriate box)*

YES

NO

If YES, furnish particulars.....

.....

*(insert separate page if necessary)

9.3. Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract? *(Tick appropriate box)*

YES

NO

If YES, furnish particulars:

Name of the Principal	Name of other company	Central Supplier Database registration number (if registered)

*(insert separate page if necessary)

SECTION 10: RECORD OF TERMINATION OF PREVIOUS CONTRACTS WITH AN ORGAN OF STATE

Was any contract between the tendering entity, including any of its joint venture partners, terminated during the past five years for reasons other than the employer no longer requiring such works or the employer failing to make payment in terms of the contract? *(Tick appropriate box)*

YES

NO

If YES, furnish particulars.....

.....

**(insert separate page if necessary)*

SECTION 11: RECORD IN TERMS OF THE MFMA (NO. 56 OF 2003)

11.1. Is the bidder or any of its principals listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? *(Tick appropriate box)*

(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).

YES

NO

If YES, furnish particulars.....

.....

**(insert separate page if necessary)*

11.2. Is the bidder or any of its principals 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)? *(Tick appropriate box)*

(To access this Register, enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).

YES

NO

If YES, furnish particulars.....

.....

**(insert separate page if necessary)*

11.3. Was the bidder or any of its principals convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years? *(Tick appropriate box)*

YES

NO

If YES, furnish particulars.....

.....

**(insert separate page if necessary)*

11.4. Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months? *(Tick appropriate box).*

YES

NO

If YES, furnish particulars.....

.....

**(insert separate page if necessary)*

SECTION 12: QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS (ONLY)

12.1. Is the entity a resident of the Republic of South Africa (RSA)? *(Tick appropriate box)*

YES	
-----	--

NO	
----	--

If NO, furnish particulars.....

**(insert separate page if necessary)*

12.2. Does the entity have a branch in the RSA? *(Tick appropriate box)*

YES	
-----	--

NO	
----	--

If YES, furnish particulars.....

**(insert separate page if necessary)*

12.3. Does the entity have a permanent establishment in the RSA? *(Tick appropriate box)*

YES	
-----	--

NO	
----	--

12.4. Does the entity have any source of income in the RSA? *(Tick appropriate box)*

YES	
-----	--

NO	
----	--

12.5. Is the entity liable in the RSA for any form of taxation? *(Tick appropriate box)*

YES	
-----	--

NO	
----	--

SECTION 13: DECLARATION

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the tendering entity, confirms that the contents of this Declaration are within my personal knowledge, save where stated otherwise in an attachment hereto, and to the best of my belief is both true and correct, and that:

- i) the tendering entity is not associated, linked or involved with any other tendering entities submitting tender offers.
- ii) the tendering entity has not engaged in any prohibited restrictive horizontal practices, including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract, etc.) or intention to not win a tender;
- iii) the tendering entity has no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;

Note:

1) MSCM Regulations: "in the service of the state" means to be –

(a) member of –

(i) any municipal council.

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces.

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity.

(d) an employee of any national or provincial department, national or provincial public entity³ or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(d) a member of the accounting authority⁴ of any national or provincial public entity; or

(e) an employee of Parliament or a provincial legislature.

2) "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

- 3) "National or provincial public entity" shall bear the meaning as defined in the PFMA. Major public entities are listed in schedule 2 of the PFMA and other public entities are listed in schedule 3 of the PFMA.
- 4) "Accounting authority" means the board or other controlling body of a public entity, or if the public entity does not have a controlling body, the chief executive officer or other person in charge of the public entity unless specific legislation applicable to that public entity designates another person.

<u>SIGNED ON BEHALF OF TENDERER:</u>	
<u>FULL NAME AND SURNAME:</u>	
<u>DATE:</u>	

Please note:

1. The CTICC complies with the Protection of Personal Information Act, No. 4 of 2013 (POPIA) and bidders hereby agree that their personal information may be recorded and processed by the CTICC for purposes of the evaluation of this tender.
2. This declaration will be valid for twelve (12) months from the signed date and must be updated and renewed accordingly.

SCHEDULE 3: CERTIFICATE OF INDEPENDENT TENDER DETERMINATION (MBD 9)

I, the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

1. I have read and I understand the contents of this Certificate.
2. I understand that this tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the tenderer to sign this Certificate, and to submit this tender on behalf of the tenderer;
4. Each person whose signature appears on this tender has been authorized by the tenderer to determine the terms of, and to sign, the tender, on behalf of the tenderer;
5. For the purposes of this Certificate and this tender, I understand that the word "competitor" shall include any individual or organization, other than the tenderer whether or not affiliated with the tenderer, who:
 - (a) has been requested to submit a tender in response to this invitation to tender.
 - (b) could potentially submit a tender in response to this invitation to tender, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the tenderer and/or is in the same line of business as the tenderer;
6. The tenderer has arrived at this tender independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive tendering;
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices.
 - (b) geographical area where product or service will be rendered (market allocation).
 - (c) methods, factors or formulas used to calculate prices.
 - (d) the intention or decision to submit or not to submit a tender;
 - (e) the submission of a tender which does not meet the specifications and conditions of the tender; or
 - (f) tendering with the intention not to win the tender.
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 invitation to tender relates;
9. The terms of this tender have not been, and will not be, disclosed by the tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender 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 tenders and contracts, tenders 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.

SIGNED ON BEHALF OF TENDERER:

I, THE UNDERSIGNED CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM ARE 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.

SCHEDULE 4: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (MBD 5)**MBD 5**

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

- 1 Are you by law required to prepare annual financial statements for auditing? *(Tick appropriate box)*

YES		NO	
-----	--	----	--

- 1.1 If yes, please **submit audited annual financial statements for the past three years** or since the date of establishment if established during the past three years.

.....

- 2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days? *(Tick appropriate box)*

YES		NO	
-----	--	----	--

- 2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

- 2.2 If yes, please provide particulars.

.....

.....

- 3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract? *(Tick appropriate box)*

YES		NO	
-----	--	----	--

- 3.1 If yes, please furnish particulars.

.....

.....

- 4 Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic? *(Tick appropriate box)*

YES		NO	
-----	--	----	--

- 4.1 If yes, furnish particulars.

.....

.....

SIGNED ON BEHALF OF TENDERER:

I, THE UNDERSIGNED CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM 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.

SCHEDULE 5: CONFIRMATION OF CTICC AND CENTRAL SUPPLIER DATABASE REGISTRATION

Company Name					
CTICC Supplier Database	Registered	YES		NO	
		(Tick appropriate box)			
	Supplier Code				
Central Supplier Database (a copy of the CSD summary report must be attached to this schedule)	Registered	YES		NO	
		(Tick appropriate box)			
	Supplier Code	MAAA			
	Unique 36 Character Registration Code				

Bidders who are not registered on the CTICC and/or Central Supplier Databases are not precluded from submitting tenders but must however be registered prior to the adjudication of tenders in order for their tenders to be responsive.

In this regard it is the sole responsibility of bidders to ensure that this requirement is complied with. In the case of Joint Venture Partnerships this requirement will apply to each party to the Joint Venture.

SIGNED ON BEHALF OF TENDERER:	
--------------------------------------	--

*** CTICC and Central Supplier Database Registration:**

Only those bidders who are registered on the CTICC Supplier Database and the Central Supplier Database as a service provider prior to the adjudication of this bid are eligible to have their tenders evaluated. The employer will only enter into a formal contract with a bidder who is registered on both databases. In the case of Joint Venture partnerships this requirement will apply individually to each party of the Joint Venture.

Bidders who wish to register on the CTICC Supplier Database may download the supplier application form from the website at www.cticc.co.za under the SUPPLIER tab.

Bidders who wish to register on the Central Supplier Database may do so online on www.csd.gov.za and click on the REGISTER A NEW CSD ACCOUNT tab.

SCHEDULE 6: PREFERENCING POINTS CLAIM FORM

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

1. GENERAL CONDITIONS

1.1 The following preference points systems are applicable to all invitations to bid:

- the 80/20 system for acquisition of goods or services with a Rand value equal to or above R30 000 and up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for acquisition of goods or services with a Rand value above R50 000 000 (all applicable taxes included).
- the 80/20 system for income-generating contracts with a Rand value equal to or below R50 000 000 (all applicable taxes included); and
- the 90/10 system for income-generating contracts with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The purpose of this bid is for the acquisition of goods or services and the following preference points system shall be applicable for this bid:

a) The 80/20 preference points system.

1.3 Points for this bid shall be awarded for:

(a) Price; and

(b) Specific Goals, as follows:

- i) B-BBEE Status Level of Contributor.
- ii) Locality: Western Cape

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	15
LOCALITY: WESTERN CAPE PROVINCE	5
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS MUST NOT EXCEED	100

1.5 Failure on the part of a bidder to submit proof of the necessary documentation (required in terms of this bid in order to claim points for specific goals) together with the bid, will be interpreted to mean that preference points for the specific goals listed in this bid are not claimed.

1.6 The CTICC 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 CTICC.

2. DEFINITIONS

- (a) **"Acceptable tender"** means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document;
- (b) **"All applicable taxes"** includes Value-Added Tax, Pay-as-you-Earn, Income Tax, Unemployment Insurance Fund Contributions and Skills Development Levies;
- (c) **"B-BBEE"** means Broad-Based Black Economic Empowerment as defined in Section 1 of the Broad-Based Black Economic Empowerment Act;
- (d) **"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;
- (e) **"Bid"** means a written offer in a prescribed or stipulated form in response to an invitation by the CTICC for the provision of goods or services, or income-generating contracts, through price quotations, advertised competitive bidding processes or proposals;
- (f) **"Broad-based Black Economic Empowerment Act (B-BBEEA)"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- (g) **“Comparative”** means the price after the factors of non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
- (h) **“Conditions of Tender”** means a document of the procedures, the manner in which those engaged in the procurement process are to behave, the obligations of the tenderer and the undertakings of the CTICC. The Conditions of Tender are included in the tender document and distinct from the General Conditions of Contract and the Special Conditions of Contract.
- (i) **“Consortium of Joint Venture”** 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;
- (j) **“Contract”** means the agreement that results from the acceptance of a tender;
- (k) **“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;
- (l) **“Functionality”** means the measurement according to predetermined norms, as set out in the tender documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (m) **“Highest acceptable tender”** means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders;
- (n) **“Locality”** means the local suppliers and/or service providers that resides within the provincial boundaries.
- (o) **“Lowest acceptable tender”** means a tender that complies with all specifications and conditions to tender and that has the lowest price compared to other tenders;
- (p) **“Person”** includes reference to a juristic person.
- (q) **“Price”** includes all applicable taxes less all unconditional discounts.
- (r) **“Proof of B-BBEE status level of contributor”** means-
 - 1) The B-BBEE Status level certificate issued by an authorised body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
 - 3) Any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act;
- (s) **“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;
- (t) **“Rand value”** means the total estimated value of a contract in Rand, calculated at the time of the bid invitation, and includes all applicable taxes;
- (u) **“SMME”** means Small, Medium and Micro Enterprises namely an eligible Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) as defined within the Broad-Based Black Economic Empowerment Act and applicable Sector Codes.
- (v) **“Special Goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability as well as implementation of programmes of the Reconstruction and Development Program as published in Government Gazette No. 16085 dated 23 November 1994.
- (w) **“Sub-contract”** means the primary contractor's assigning or leasing or making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- (x) **“Tender”** means a written offer in a prescribed or stipulated form in response to an invitation by the CTICC for the provision of services, work or goods, through price quotations, advertised competitive tender processes or proposals.
- (y) **“Tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the

organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions;

(z) **"The Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);

(aa) **"Total revenue"** bears the same meaning assigned to this expression as in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act, 2003 and promulgated in the Government Gazette on 9 February 2007;

3. FORMULAE FOR APPLYING THE PREFERENCE POINTS SYSTEM

3.1. POINTS AWARDED FOR PRICE

3.1.1. THE 80/20 PREFERENCE POINT SYSTEMS FOR THE ACQUISITION OF GOODS OR SERVICES

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

80/20

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

Whereas:

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 SPECIFIC GOALS

4.1. In terms of clause 9(4) of the CTICC Preferential Procurement Policy, preference points will be allocated to promote this goal, and points will be allocated to bidders in terms of the BBBEE status level of contribution in accordance with the table below:

B-BBEE SCORECARD	15	8
B-BBEE Status Level of Contributor	Number of points (80/20 system)	Number of points (90/10 system)
1	15	20
2	14	18
3	12	14
4	10	12
5	8	8
6	6	6
7	4	4
8	2	2
Non-compliant contributor	0	0
LOCALITY: WESTERN CAPE PROVINCE	5	2
TOTAL SPECIAL GOALS	20	10

4.2. In cases where it is unclear whether the 80/20 or 90/10 preference points system applies, the CTICC will, in terms of clause 3.1(b) of the CTICC Preferential Procurement Policy, stipulate in the bid documents, in the case of-

- an invitation to bid for income-generating contracts, that either the 80/20 or 90/10 preference points system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
- any other invitation to bid, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system.

5. ADJUDICATION BY USING THE PREFERENCE POINTS SYSTEM

- 5.1.** Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.
- 5.2.** Preference points shall be calculated after prices have been brought to a comparative basis.
- 5.3.** Points scored will be rounded off to 2 decimal places.
- 5.4.** If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for B-BBEE.
- 5.5.** If functionality is part of the evaluation process and two or more tenderers score equal total points and equal preference points for B-BBEE, the contract must be awarded to the tenderer that scored the highest points for functionality.
- 5.6.** If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

6. DECLARATIONS

Bidders who claim points in respect of B-BBEE and Locality must complete the following:

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

B-BBEE Status Level of Contributor: = (Maximum of 15 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.)*

6.2. LOCALITY CLAIMED IN TERMS OF PARAGRAPH 1.4 AND 4.1

Locality: (maximum of 5 points)

7. SUB-CONTRACTING

- 7.1.** Will any portion of the contract be sub-contracted? *(Tick appropriate box)*

YES		NO	
-----	--	----	--

- 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 appropriate box)*

EME		QSE		N/A	
-----	--	-----	--	-----	--

8. DECLARATION WITH REGARDS TO COMPANY/FIRM THAT IS TENDERING

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

- 8.2.** VAT registration number:.....

- 8.3.** Company registration number:.....

8.4. TYPE OF COMPANY/ FIRM *(Tick appropriate box)*

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

8.5. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES AND THE APPLICABLE SECTOR CODE IN WHICH THE BUSINESS OPERATES *(Tick appropriate box)*

.....

.....

.....

- ☐ Generic
- ☐ Financial
- ☐ Agri-BEE
- ☐ Construction
- ☐ Property
- ☐ Forest
- ☐ Information and Communication Technology
- ☐ Marketing, Advertising and Communication
- ☐ Tourism
- ☐ Defence
- ☐ Mining

8.6. COMPANY CLASSIFICATION *(Tick appropriate box)*

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

8.7. MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

Stand Number:

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

8.9. 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 specific goals as advertised for this tender and indicated in paragraph 1.4, 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 schedule;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 1.4, the contractor may be required to furnish documentary proof to the satisfaction of the CTICC that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the CTICC 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 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, if deemed necessary.

SIGNED ON BEHALF OF TENDERER:			
WITNESS 1:		WITNESS 2:	

SCHEDULE 7: RECORD OF ADDENDA TO TENDER DOCUMENTS

We confirm that the following communications received from the CTICC before the submission of this tender offer, amending the tender document, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

*Attach additional pages if more space is required.

SIGNED ON BEHALF OF TENDERER:

SCHEDULE 8: PROPOSED AMENDMENTS AND QUALIFICATIONS BY TENDERER

The Tenderer should record any **proposed** deviations or qualifications it may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such proposed deviations and qualifications in a covering letter attached to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause 3.11 of the Standard Conditions of Tender referenced in the Tender Data regarding the Employer's handling of material deviations and qualifications.

If no deviations or modifications are desired, the schedule hereunder is to be marked NIL and signed by the Tenderer.

PAGE	CLAUSE OR ITEM	PROPOSAL

Number of sheets, appended by the tenderer to this Schedule (If nil, enter NIL).

SIGNED ON BEHALF OF TENDERER:

SCHEDULE 9: MINIMUM REQUIREMENTS

Minimum Requirements: <i>The requirements listed below are with reference to the Items described in terms of the Scope Work</i>		Please indicate with an “X” whether the offer complies with the requirements			Supporting Evidence to be Attached (Each section must be clearly marked and placed in sequential order to the below list)
		YES	NO	Comment	
GENERAL					
1.	To be considered for an appointment in terms of this tender, bidders must have a physical office within a 100 km radius of the CTICC. Only bidders with a physical office will be considered. Virtual offices are not accepted, and site inspections may be conducted during evaluation.				Table 1.1 to be completed. Proof of address to be submitted: Municipal Account / Copy of Lease Agreement
PART A – MARKETING DESIGN					
A1.	Provide 1 example of a Zoho or alternative software application coded mailer.				Provide one designed mailer and one paragraph explaining what the mailer was used for.
A2.	Provide one (1) example of an integrated marketing campaign undertaken within the last five (5) years. The campaign must have: • Run for a minimum period of three (3) consecutive months and a maximum of six (6) consecutive months; • Included multiple integrated marketing channels/touchpoints; and • Been managed and executed by the bidder. For the campaign example provided, bidders must clearly demonstrate: Campaign Rationale – the campaign objectives, target audience, strategic approach, and desired outcomes; Touchpoints Activated – a detailed list of all marketing channels and platforms utilised, including both digital and traditional media where applicable; Creative Execution – examples of campaign artwork, creative assets, content, advertisements, collateral, or other visual materials demonstrating the creative concept and execution. The submission should also include: • Campaign duration (start and end dates); • Key performance indicators (KPIs) and measurable results achieved; and • The client's name (where permissible) or industry sector.				As Proof, Bidders must Include: Approach Rationale Provide one paragraph outlining the rationale for the campaign, including the campaign objectives, target audience, strategic approach, and intended outcomes. Touchpoints Activated Provide a detailed overview of all marketing channels and touchpoints utilised throughout the campaign, indicating how each channel contributed to the overall campaign strategy. Creative Execution and Artwork Provide examples of the campaign artwork and creative assets. Demonstrate how the creative concept was adapted and executed across the various touchpoints activated, including examples of artwork used on each channel where applicable.

Minimum Requirements: <i>The requirements listed below are with reference to the Items described in terms of the Scope Work</i>		Please indicate with an "X" whether the offer complies with the requirements			Supporting Evidence to be Attached (Each section must be clearly marked and placed in sequential order to the below list)
		YES	NO	Comment	
A3.	Provide one (1) example of a promotion undertaken within the last five (5) years. The promotion must have: - Run for a minimum period of one (1) consecutive month and a maximum period of three (3) consecutive months; - Included multiple marketing channels/touchpoints; and - Been managed and executed by the bidder. For the promotion example provided, bidders must clearly demonstrate: Promotion Rationale – the purpose of the promotion, target audience, key message, and intended outcomes; Touchpoints Activated – a detailed list of all marketing channels and platforms utilised to support the promotion, including digital and traditional media where applicable; Creative Execution – examples of promotional artwork, creative assets, advertisements, collateral, content, or other visual materials demonstrating the creativity and execution of the promotion. The submission should also include: - Promotion duration (start and end dates); - Results achieved, where measurable; and - The client's name (where permissible) or industry sector.				As Proof, Bidders must Include: Promotion Rationale Provide one paragraph outlining the rationale for the promotion, including the purpose of the promotion, target audience, key message, and intended outcomes. Touchpoints Activated Provide a detailed overview of all marketing channels and touchpoints utilised to support the promotion, indicating how each channel contributed to the promotion. Creative Execution and Artwork Provide examples of the promotional artwork and creative assets. Demonstrate how the creative concept was adapted and executed across the various touchpoints activated, including examples of artwork used on each channel where applicable. Promotion Performance Provide evidence of the promotion period (start and end dates) and a summary of the results achieved, where measurable.
A4.	Provide 1 example of a logo which has been developed. a) Rationale Artwork				Provide an example of a logo developed, to showcase the thought process rationale behind the development. Show the artwork produced and applied to one platform.

Minimum Requirements: <i>The requirements listed below are with reference to the Items described in terms of the Scope Work</i>		Please indicate with an "X" whether the offer complies with the requirements			Supporting Evidence to be Attached (Each section must be clearly marked and placed in sequential order to the below list)
		YES	NO	Comment	
A5.	Provide one (1) example of a client-facing manual developed within the last five (5) years. The manual must have: • Included both copy and design/layout; • Included a minimum of fifty (50) pages; and • Been developed for client, customer or external stakeholder use. Examples of manuals: https://www.cticc.co.za/organiser/event-planning-documents/ Client Manual – 126 pages Parking Manual – 11 Pages Pricing Manual – 65 ages Sustainability Manual – 32 pages				As Proof, Bidders must Include: • A copy of the completed manual; • The total number of pages; • The client's name, where permissible, or industry sector; and • A short explanation of the work completed, including the copy, design and layout elements.
A6.	Provide three (3) examples where a brand identity was applied across branded items. The examples must include: • One (1) banner or large-format display item; • One (1) apparel item, such as a t-shirt, golf shirt or cap; and • One (1) promotional item, such as a pen, notebook, lanyard or similar item.				As Proof, Bidders must Include: • Three (3) images showing the branded items; • A short description of each item; • The client's name, where permissible, or industry sector; and • A brief explanation of how the brand was applied consistently and creatively across the items.
A7.	Provide three (3) examples of branded corporate gift items within the value range of R200 to R350 per item. The examples must include: • One (1) low-range gift item; • One (1) mid-range gift item; and • One (1) high-range gift item. For the branded corporate gift examples provided, bidders must clearly demonstrate: Brand Application – how the brand was applied to each gift item; Creativity and Presentation – how the branding was applied creatively and professionally across the selected items; Gift Suitability – how the items are suitable for corporate gifting purposes. The submission should also include: • Three (3) images of the branded corporate gift items;				As Proof, Bidders must Include: • Three (3) clear images of the branded corporate gift items submitted. • The estimated unit value of each item, confirming that it falls within the R200 to R350 range; • A short description of each item and its intended use; and • One paragraph explaining how the brand was applied across the items in a creative and professional manner.

Minimum Requirements: <i>The requirements listed below are with reference to the Items described in terms of the Scope Work</i>		Please indicate with an "X" whether the offer complies with the requirements			Supporting Evidence to be Attached (Each section must be clearly marked and placed in sequential order to the below list)
		YES	NO	Comment	
	- The estimated unit value of each item; - The client's name, where permissible, or industry sector; and - A short description of each item.				
A8.	Provide two (2) examples of printed collateral produced within the last five (5) years. The printed items must: - Demonstrate commercial printing capabilities. - Showcase print quality, finishing and production standards; and - Represent two different types of printed collateral. For the printed collateral examples provided, bidders must clearly demonstrate: Print Quality – the quality of the printing, colour reproduction and overall finish. Production Capability – the ability to produce a range of printed collateral items; and Finishing Techniques – the use of finishing elements where applicable, including binding, laminating, embossing, foiling, die-cutting or other print enhancements. The submission should also include: - The client's name, where permissible, or industry sector; and - A brief description of the scope of work undertaken.				As Proof, Bidders must Include: - Two (2) printed collateral samples, which may include, but are not limited to, business cards, flyers, brochures, manuals or similar items; and - Physical samples of both printed items for evaluation of print quality, finish and production standards.
CTICC requires only the examples listed above. Bidders should prioritise relevance and quality over volume. Additional samples beyond the requested items should not be included. Each required submission item must not exceed five (5) pages in length.					
PART B – INTEGRATED ANNUAL REPORT					
B1.	Provide two (2) examples of Integrated Annual Reports (IARs) completed within the last five (5) years. The reports must have: - Included copywriting, copy-editing, design, layout and production services. - Demonstrated the presentation of financial and non-financial information. - Included infographics, tables, graphs and visual data presentation. - Been produced in both print and digital formats; and - Included a minimum of fifty (50) pages. For the Integrated Annual Report examples provided, bidders must clearly demonstrate:				As Proof, Bidders must Include: - One (1) electronic copy of both Integrated Annual Reports. - One (1) printed hard copy of one of the submitted Integrated Annual Reports; - Evidence demonstrating experience in financial and economic reporting, governance reporting, ESG and sustainability reporting, the United Nations Global Compact (UNGC), and the

Minimum Requirements: <i>The requirements listed below are with reference to the Items described in terms of the Scope Work</i>		Please indicate with an "X" whether the offer complies with the requirements			Supporting Evidence to be Attached (Each section must be clearly marked and placed in sequential order to the below list)
		YES	NO	Comment	
Content Development – the development, writing and editing of report content, including financial, governance, sustainability and stakeholder-related information. Design and Layout – the design, layout, formatting and visual presentation of the report, including the use of infographics, graphs, tables and imagery; and Digital and Print Production – the ability to develop reports suitable for both printed and digital distribution. The submission should also include: • The total number of pages. • The client's name, where permissible, or industry sector; and • A brief description of the scope of work undertaken. For reference, please review the CTICC 2024/2025 Integrated Annual Report: https://www.cticc.co.za/wp-content/uploads/2026/03/CTICC_IAR_full-web_.pdf					Sustainable Development Goals (SDGs); and 4) A brief description of the scope of work undertaken for each report. Please note: Only Documents entitled "Integrated Annual Report" will be accepted. Annual Reports and/or Financial Reports etc. will not be accepted.

Only **one (1) report example** is required. Bidders must not submit multiple reports.

PART C – PUBLIC RELATIONS

It is important to note that you are required to only provide one piece of work in the points listed below, not multiple pieces of work.

C1.	Provide 1 example of a press release and where it has been published.				1 example of a press release (and where it has been published).
C2.	Provide 1 example of an advertorial written and where it has been published.				1 example of an advertorial (and where it has been published).
C3.	Provide evidence that the agency has capacity to write business plans.				1 written recommendation from a client advising the capability of the agency to do this.
C4.	Provide an example of two social media posts.				1 example of a static social media (Meta or LinkedIn) post 1 Reel or TikTok video created which stimulates brand engagement.

Bidders are required to submit **one (1) Press release, one (1) advertorial and two (2) clearly labelled social media posts (uploaded to a USB Drive and attached to the tender document)** only.

PART D – PHOTOGRAPHY AND VIDEOGRAPHY

Please note that only the requested number of imagery and videos must be provided – not any additional examples.

Minimum Requirements: <i>The requirements listed below are with reference to the Items described in terms of the Scope Work</i>		Please indicate with an "X" whether the offer complies with the requirements			Supporting Evidence to be Attached (Each section must be clearly marked and placed in sequential order to the below list)
		YES	NO	Comment	
D1.	Event Photography – 3 images capturing an event.				3 images of event photography.
D2.	External Building Image – 1 image capturing a building.				1 external building image.
D3.	Internal Building Image – 1 image capturing a building.				1 internal building image.
D4.	Food or beverage Images – 3 images showcasing food.				3 Images showcasing food.
D5.	Example of a 30 second video				1 Example of a 30 second video.
Bidders are required to submit eight (8) clearly labelled photographs and one (1) clearly labelled video clip (uploaded to a USB Drive and attached to the tender document) only.					
PART E – MEDIA BOOKING, PUBLICATION & PAID ADVERTISING SUPPORT <i>Evidence of working with Media Houses</i>					
E1.	Media Booking Capability The agency must be able to work directly with media houses, publishers, and digital platforms to place CTICC advertising and advertorial content (local and international).				Provide a brief written confirmation outlining the agency's ability to liaise with media owners/platforms. A short statement is sufficient.
E2.	Payment Administration The agency must have the operational capacity to manage payments for approved advertising placements on behalf of CTICC. CTICC will not pay media houses directly.				Provide a written confirmation that the agency can administer third-party media payments on behalf of CTICC if appointed.
E3.	Paid Social Media Spend Management The agency must be able to manage paid social media advertising spend through a dedicated CTICC-only payment mechanism, to be set up upon appointment.				Provide a brief confirmation of how paid social spend will be managed and controlled.
E4.	Advertising Spend Reporting The agency must provide transparent reporting on advertising spend, placements, and reconciliations.				Provide a short description or statement confirming that spend reporting and reconciliation will be provided.
CTICC requires only the confirmations listed above. Bidders should prioritise clarity and relevance over volume. Additional documentation beyond what is requested should not be included.					
PART F – SUPPLY CHAIN TENDERS					
F1.	Newspaper Advertising: The agency must be able to: - Edit and process information provided, to be advertised via newspapers - Communicate, receive quotes, and submit adverts to relevant newspaper editors				Provide a short description or statement confirming that the agency has the capacity to process and submit information to various newspaper agencies and what the general time frame would be to execute such a request.

TABLE 1: PROOF OF LOCAL OFFICE

PROOF OF LOCAL OFFICE	
Company Name:	
Address: (within 100km radius from the CTICC)	
Municipal Account Number: (if applicable)	
Proof:	Proof Attached (Please mark off which is applicable and if attached)
Lease agreement (if property is being rented)	
Municipal account (if property is owned by the company)	
SIGNED ON BEHALF OF TENDERER:	

SCHEDULE 10: TENDERER'S EXPERIENCE

The following criteria will be used to calculate points for functionality in terms of the Tenderer's Experience, and bidders must ensure that they submit all the necessary information and required evidence to be evaluated in terms of this functionality criteria, as mentioned in the table below:

Description of functionality criteria		Maximum possible score
TENDERER'S EXPERIENCE	1. <u>YEARS OF EXPERIENCE</u> Bidders must provide a comprehensive portfolio of contracts completed and/or entered into the past 6 years or more , clearly indicating their years of experience as an agency in which they provided communication, marketing & advertising services. Bidders will be evaluated on their years of relevant experience, as indicated in the scoring table below.	20
	2. <u>CONTACTABLE REFERENCES</u> Bidders must attach at least three (3) of the below contactable reference sheets, completed by any of the previous and/or current clients mentioned in Section 1.1 above. These contactable references must complete the form in full and must score the bidder on their performance. The CTICC will contact these references to verify and confirm the accuracy and authenticity of the submitted form. Only forms with an average score of " Satisfactory " (70 points or higher) will be considered. Only the CTICC's Reference letter or letters making use of the same and/or similar scoring mechanism, on official company letterheads, together with the contact details of the company's representative and that is signed and dated, will be accepted. If the CTICC is a current and/or previous client of the bidder, and if the bidder wishes to include them in their portfolio, the below form should be sent to the relevant department within the CTICC for completion and will be scored and evaluated accordingly.	20

The following is important to note:

- 1) This section counts **40** points towards the total score out of 100 for functionality. Bidders need to obtain a minimum average score of 70 out of 100 points for functionality in order to be considered for further evaluation. Bidders that obtain a total average score of less than 70 points will be regarded as having submitted a non-responsive offer.
- 2) Bidders must therefore ensure that all the information requested is provided in detail. Failure on the part of the bidder to provide the evidence required to award points will result in no points being awarded for those criteria.
- 3) Unclear or incomplete information provided will result in no points being allocated.
- 4) Bidders must submit applicable information for this tender. Reference to any attached documentation must be clearly indicated.
- 5) Points will be allocated in terms of the evidence provided by the bidder. If the information provided during the evaluation of the tender are known to be false, the CTICC will reserve the right not to award points and/or cancel the tender and/or execute any other remedy allowed by law.

The scoring of the tenderer's experience will be as follows:

a) Tenderer's years of experience

Non-compliant (Score 0%)	The bidder has less than four (4) years' relevant experience.
Poor (Score 40%)	The bidder has more than 4 but less than 6 years of relevant experience.
Satisfactory (Score 70%)	The bidder has more than 6 but less than 8 years of relevant experience.
Good (Score 90%)	The bidder has more than 8 but less than 10 years of relevant experience.
Very good (Score 100%)	The bidder has more than 10 years of relevant experience.

b) Contactable References

Non-compliant (Score 0%)	The bidder provided no relevant satisfactory references (each reference scoring an average of at least 70 points).
Poor (Score 40%)	The bidder provided less than 3 satisfactory contactable reference (each reference scoring an average of at least 70 points).
Satisfactory (Score 70%)	The bidder provided 3 satisfactory contactable references (each reference scoring an average of at least 70 points).
Good (Score 90%)	The bidder provided 4 satisfactory contactable references (each reference scoring an average of at least 70 points).
Very good (Score 100%)	The bidder provided more than 4 satisfactory contactable references (each reference scoring an average of at least 70 points).

Bidders are referred to the attached table and contactable reference sheets for the necessary evidence to be provided in order to score this schedule.

LIST OF EXPERIENCE

1. Bidders must ensure that all the information requested below is provided in detail and in the format required. The experience listed in the schedule will be subject to evaluation based on the scoring table provided herewith. It is imperative for bidders to be cognizant of the specified scores outlined in the evaluation criteria. Failure on the part of the bidder to provide the evidence required to award points will result in no points being awarded for those criteria and will be considered as responsive.
2. Points will be allocated in terms of the evidence provided by the bidder. If the information provided during the evaluation of the tender are known to be false, the CTICC will reserve the right not to award points and/or cancel the tender and/or execute any other remedy allowed by law.
3. It is the responsibility of each bidder to familiarize themselves with the evaluation process and scoring table, thereby ensuring the competitiveness and responsiveness of their submitted proposals. Any inquiries or requests for clarification regarding the evaluation process should be directed to the designated contact person, as specified in the bid documentation.
4. Bidders are encouraged to thoroughly review and align their submitted information with the specified scoring parameters to ensure compliance with the responsiveness criteria.

1.	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work (Incl. VAT)	R
	Date Contract Started	
	Duration of Contract	
	Contract End Date	
2.	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	R
	Date Contract Started	
	Duration of Contract	
	Contract End Date	

3.	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	R
	Date Contract Started	
	Duration of Contract	
4	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	R
	Date Contract Started	
	Duration of Contract	
5	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	R
	Date Contract Started	
	Duration of Contract	
6	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	R
	Date Contract Started	
	Duration of Contract	
Contract End Date		

7	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	
	Date Contract Started	
	Duration of Contract	
	Contract End Date	
8	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	
	Date Contract Started	
	Duration of Contract	
	Contract End Date	
9	Company Name (Employer / Contracting Site)	
	Contact Person	
	Tel:	
	Cell:	
	Email:	
	Description of Work	
	Value of Work	
	Date Contract Started	
	Duration of Contract	
	Contract End Date	

Number of sheets, appended by the tenderer to this Schedule..... (If nil, enter NIL).

SIGNED ON BEHALF OF TENDERER:

CONTACTABLE REFERENCE NUMBER 1

SECTION 1: TO BE COMPLETED BY THE BIDDER

NAME:.....

CONTACT PERSON:.....

DESIGNATION/ POSITION:.....

CONTACT DETAILS

TELEPHONE:..... CELLULAR NUMBER:.....

DESCRIPTION OF SERVICE RENDERED

VALUE OF CONTRACT (INCL. VAT)

SECTION 2: TO BE COMPLETED BY CONTACTABLE REFERENCE NUMBER 1:

ASSESS THE PERFORMANCE OF THE BIDDER BY ANSWERING THE STATED QUESTIONS.
 SCORES MUST ALSO BE ASSESSED IN TERMS OF FOUR INDICATORS.

0 = VERY POOR

40 = POOR

70 = SATISFACTORY

90 = GOOD

100 = VERY GOOD

QUESTIONSANSWERSSCORING

1. Did the company meet the stipulated urgent response timeframes? YES/NO.

2. In terms of quality, were there any call backs on tasks completed? YES/NO.

3. Did their conduct reflect high levels of professionalism? YES/NO.

4. Was the level of service rendered by the bidder satisfactory for the duration of the period under review? YES/NO.

TOTAL SCORE

TOTAL AVERAGE SCORE

(TOTAL SCORE/4)

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SIGNATURE:.....

DATE:.....

COMPANY STAMP OF
CONTACTABLE REFERENCE

CONTACTABLE REFERENCE NUMBER 2

SECTION 1: TO BE COMPLETED BY THE BIDDER

NAME:.....

CONTACT PERSON:.....

DESIGNATION/ POSITION:.....

CONTACT DETAILS

TELEPHONE:..... CELLULAR NUMBER:.....

DESCRIPTION OF SERVICE RENDERED

VALUE OF CONTRACT (INCL. VAT)

SECTION 2: TO BE COMPLETED BY CONTACTABLE REFERENCE NUMBER 2:

ASSESS THE PERFORMANCE OF THE BIDDER BY ANSWERING THE STATED QUESTIONS.
 SCORES MUST ALSO BE ASSESSED IN TERMS OF FOUR INDICATORS.

0 = VERY POOR

40 = POOR

70 = SATISFACTORY

90 = GOOD

100 = VERY GOOD

QUESTIONSANSWERSSCORING

1. Did the company meet the stipulated urgent response timeframes? YES/NO.

2. In terms of quality, were there any call backs on tasks completed? YES/NO.

3. Did their conduct reflect high levels of professionalism? YES/NO.

4. Was the level of service rendered by the bidder satisfactory for the duration of the period under review? YES/NO.

TOTAL SCORE

TOTAL AVERAGE SCORE

(TOTAL SCORE/4)

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SIGNATURE:.....

DATE:.....

COMPANY STAMP OF
CONTACTABLE REFERENCE

CONTACTABLE REFERENCE NUMBER 3

SECTION 1: TO BE COMPLETED BY THE BIDDER

NAME:.....

CONTACT PERSON:.....

DESIGNATION/ POSITION:.....

CONTACT DETAILS

TELEPHONE:..... CELLULAR NUMBER:.....

DESCRIPTION OF SERVICE RENDERED

VALUE OF CONTRACT (INCL. VAT)

SECTION 2: TO BE COMPLETED BY CONTACTABLE REFERENCE NUMBER 3:

ASSESS THE PERFORMANCE OF THE BIDDER BY ANSWERING THE STATED QUESTIONS.
SCORES MUST ALSO BE ASSESSED IN TERMS OF FOUR INDICATORS.

0 = VERY POOR

40 = POOR

70 = SATISFACTORY

90 = GOOD

100 = VERY GOOD

QUESTIONSANSWERSSCORING

1. Did the company meet the stipulated urgent response timeframes? YES/NO.

2. In terms of quality, were there any call backs on tasks completed? YES/NO.

3. Did their conduct reflect high levels of professionalism? YES/NO.

4. Was the level of service rendered by the bidder satisfactory for the duration of the period under review? YES/NO.

TOTAL SCORE

TOTAL AVERAGE SCORE

(TOTAL SCORE/4)

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SIGNATURE:.....

DATE:.....

COMPANY STAMP OF
CONTACTABLE REFERENCE

CONTACTABLE REFERENCE NUMBER 4

SECTION 1: TO BE COMPLETED BY THE BIDDER

NAME:.....

CONTACT PERSON:.....

DESIGNATION/ POSITION:.....

CONTACT DETAILS

TELEPHONE:..... CELLULAR NUMBER:.....

DESCRIPTION OF SERVICE RENDERED

VALUE OF CONTRACT (INCL. VAT)

SECTION 2: TO BE COMPLETED BY CONTACTABLE REFERENCE NUMBER 4:

ASSESS THE PERFORMANCE OF THE BIDDER BY ANSWERING THE STATED QUESTIONS.
SCORES MUST ALSO BE ASSESSED IN TERMS OF FOUR INDICATORS.

0 = VERY POOR

40 = POOR

70 = SATISFACTORY

90 = GOOD

100 = VERY GOOD

QUESTIONSANSWERSSCORING

1. Did the company meet the stipulated urgent response timeframes? YES/NO.

2. In terms of quality, were there any call backs on tasks completed? YES/NO.

3. Did their conduct reflect high levels of professionalism? YES/NO.

4. Was the level of service rendered by the bidder satisfactory for the duration of the period under review? YES/NO.

TOTAL SCORE

TOTAL AVERAGE SCORE

(TOTAL SCORE/4)

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SIGNATURE:.....

DATE:.....

COMPANY STAMP OF
CONTACTABLE REFERENCE

CONTACTABLE REFERENCE NUMBER 5

SECTION 1: TO BE COMPLETED BY THE BIDDER

NAME:.....

CONTACT PERSON:.....

DESIGNATION/ POSITION:.....

CONTACT DETAILS

TELEPHONE:..... CELLULAR NUMBER:.....

DESCRIPTION OF SERVICE RENDERED

VALUE OF CONTRACT (INCL. VAT)

SECTION 2: TO BE COMPLETED BY CONTACTABLE REFERENCE NUMBER 4:

ASSESS THE PERFORMANCE OF THE BIDDER BY ANSWERING THE STATED QUESTIONS.
 SCORES MUST ALSO BE ASSESSED IN TERMS OF FOUR INDICATORS.

0 = VERY POOR

40 = POOR

70 = SATISFACTORY

90 = GOOD

100 = VERY GOOD

QUESTIONSANSWERSSCORING

1. Did the company meet the stipulated urgent response timeframes? YES/NO.

2. In terms of quality, were there any call backs on tasks completed? YES/NO.

3. Did their conduct reflect high levels of professionalism? YES/NO.

4. Was the level of service rendered by the bidder satisfactory for the duration of the period under review? YES/NO.

TOTAL SCORE

TOTAL AVERAGE SCORE

(TOTAL SCORE/4)

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

SIGNATURE:.....

DATE:.....

COMPANY STAMP OF
CONTACTABLE REFERENCE

SCHEDULE 11: EXPERIENCE OF KEY STAFF

The following criteria will be used to calculate points for functionality in terms of the Experience of Key Staff, and bidders must ensure that they submit all the necessary information and required evidence to be evaluated in terms of this functionality criteria, as mentioned in the table below:

Description of functionality criteria		Maximum possible score
EXPERIENCE OF KEY STAFF	The bidder must provide, the relevant information of the following key staff assigned who will be assigned to this contract, indicating their years' experience, their knowledge of the subject matter, and their qualifications/certificates obtained. The key staff members who must be assigned to this contract, together with their individual scoring are: a) Copy Writer/s - (10 Points) b) Copy Editor/s - (5 Points) c) Designer/s - (10 Points) d) Photographer/s - (5 Points) e) Videographer/s - (5 Points) f) Digital/Online Manager - (10 Points) g) Public Relations Expert - (15 Points) Please note: the copy writer and Copy Editor cannot be the same person. A shortened CV for each key personnel member must be submitted as proof of experience. Bidders must provide qualifications and demonstrate experience of the key staff in relation to the scope of work. The individual score of all key staff members' individual scores will be summed, which will form the total score for this section. The weight of each staff member's score is as follows:	60

The experience of assigned staff member in relation to the scope of work will be evaluated from three different points of view:

- 1) General experience (total duration of professional activity), level of education and training and positions held of each discipline specific team leader.
- 2) The education, training, skills and experience of the assigned staff in the specific sector, field, subject, etc. which is directly linked to the scope of work.
- 3) The key staff members' / experts' knowledge of issues which the tenderer considers pertinent to the project e.g. local conditions, affected communities, legislation, techniques etc.

The CV's and proof of necessary qualifications of the key personnel **must** be attached to this schedule.

The following is important to note:

- 1) This section counts **60** points towards the total score out of 100 for functionality. Bidders need to obtain a minimum average score of 70 out of 100 points for functionality in order to be considered for further evaluation. Bidders that obtain a total average score of less than 70 points will be regarded as having submitted a non-responsive offer.
- 2) Bidders must therefore ensure that all the information requested is provided in detail. Failure on the part of the bidder to provide the evidence required to award points will result in no points being awarded for those criteria.
- 3) Unclear or incomplete information provided will result in no points being allocated.
- 4) Bidders must submit applicable information for this tender. Reference to any attached documentation must be clearly indicated.

- 5) Points will be allocated in terms of the evidence provided by the bidder. If the information provided during the evaluation of the tender are known to be false, the CTICC will reserve the right not to award points and/or cancel the tender and/or execute any other remedy allowed by law.

The scoring of the experience of key staff will be as follows:

Non-compliant (Score 0%)	No information provided on team members
Poor (Score 40%)	The key staff member has limited skills, experience and expert knowledge related to the scope of work (less than 2 years' experience).
Satisfactory (Score 70%)	The key staff member has reasonable skills, experience and expert knowledge related to the scope of work (more than 2 but less than 4 years' experience).
Good (Score 90%)	The key staff member has extensive skills, experience and knowledge related to the scope of work (more than 4 but less than 6 years' experience).
Very good (Score 100%)	The key staff member has outstanding skills, experience and expert knowledge (more than 6 years' experience).

Number of sheets, appended by the tenderer to this Schedule (If nil, enter NIL).

Bidders are referred to the attached table for the necessary evidence to be provided in order to score this schedule.

TABLE OF KEY STAFF	
1. Bidders must ensure that all the information requested below is provided in detail and in the format required. The information listed in the schedule will be subject to evaluation based on the scoring table provided herewith. It is imperative for bidders to be cognizant of the specified scores outlined in the evaluation criteria. Failure on the part of the bidder to provide the evidence required to award points will result in no points being awarded for those criteria and will be considered as responsive.	
2. Points will be allocated in terms of the evidence provided by the bidder. If the information provided during the evaluation of the tender are known to be false, the CTICC will reserve the right not to award points and/or cancel the tender and/or execute any other remedy allowed by law.	
3. It is the responsibility of each bidder to familiarize themselves with the evaluation process and scoring table, thereby ensuring the competitiveness and responsiveness of their submitted proposals. Any inquiries or requests for clarification regarding the evaluation process should be directed to the designated contact person, as specified in the bid documentation.	
4. Bidders are encouraged to thoroughly review and align their submitted information with the specified scoring parameters to ensure compliance with the responsiveness criteria.	
COPY WRITER – 10 POINTS	
Service Provider or Sub-contracted Service	
Name	
Current Job Title	
Qualifications (Relevant Certificates to be Provided)	
No. of Years Specified Experience	
Time Allocation on this Project	
Roles and Responsibilities on this Project	

COPY EDITOR – 5 POINTS	
Service Provider or Sub-contracted Service	
Name	
Current Job Title	
Qualifications (Relevant Certificates to be Provided)	
No. of Years Specified Experience	
Time Allocation on this Project	
Roles and Responsibilities on this Project	
DESIGNER – 10 POINTS	
Service Provider or Sub-contracted Service	
Name	
Current Job Title	
Qualifications (Relevant Certificates to be Provided)	
No. of Years Specified Experience	
Time Allocation on this Project	
Roles and Responsibilities on this Project	
PHOTOGRAPHER – 5 POINTS	
Service Provider or Sub-contracted Service	
Name	
Current Job Title	
Qualifications (Relevant Certificates to be Provided)	
No. of Years Specified Experience	
Time Allocation on this Project	
Roles and Responsibilities on this Project	
VIDEOGRAPHER – 5 POINTS	
Service Provider or Sub-contracted Service	
Name	
Current Job Title	
Qualifications (Relevant Certificates to be Provided)	
No. of Years Specified Experience	
Time Allocation on this Project	
Roles and Responsibilities on this Project	

DIGITAL/ONLINE MANAGER – 10 POINTS	
Service Provider or Sub-contracted Service	
Name	
Current Job Title	
Qualifications (Relevant Certificates to be Provided)	
No. of Years Specified Experience	
Time Allocation on this Project	
Roles and Responsibilities on this Project	
PUBLIC RELATIONS EXPERT – 15 POINTS	
Service Provider or Sub-contracted Service	
Name	
Current Job Title	
Qualifications (Relevant Certificates to be Provided)	
No. of Years Specified Experience	
Time Allocation on this Project	
Roles and Responsibilities on this Project	

<u>SIGNED ON BEHALF OF TENDERER:</u>	
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THE CONTRACT

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Part C2: Pricing Data

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C1.1 Contract Form – Rendering of Services

MBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

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

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the CTICC 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:
 - (i) Bidding documents, viz
 - Invitation to bid.
 - Tax clearance certificate.
 - Pricing schedule(s).
 - Filled in task directive/proposal.
 - Preference claims for Specific Goals in terms of the CTICC Preferential Procurement Policy.
 - Compulsory Declaration.
 - Certificate of Independent Bid Determination.
 - Special Conditions of Contract.
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my 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 accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I 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 CTICC)**

1. I..... in my capacity as.....
accept your bid under reference numberdated.....for the rendering of
services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. 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 (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

C1.2 Contract Data

C1.2.1 Contract Data relevant to the CTICC

C1.2.1.1 General Conditions of Contract

The General Conditions of Contract are the National Treasury General Conditions of Contract. The General Conditions of Contract shall be read in conjunction with the variations, amendments and additions set out in the Contract Specific Data below and the Special Conditions of Contract.

The General Conditions of Contract is obtainable from:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/>

C1.2.1.2 Special Conditions of Contract

The Special Conditions of Contract [SCC] support the Standard Conditions of Tender, the Tender Data and the General Conditions of Contract [GCC] and will apply as being an integral part of the contract. In the event of any inconsistency between the GCC and the SCC, the latter will prevail.

The Special Conditions of Contract is obtainable from: <http://www.cticc.co.za/supplier>

C1.2.1.3 Contract Specific Data

The following reflects contract data unique to this tender:

C1.2.1.3.1. Start Date

The start date is the date indicated on the letter of award.

C1.2.1.3.2. Location

The location for the performance of this contract will be the **LOCAL OFFICE** of the service provider together with the location of both CTICC 1 and CTICC 2, where the services will be required. Key personnel will be expected to work out of the local office as the exigencies of this contract require.

C1.2.1.3.3. Project timeline

The service provider is to commence the performance of the services on the date indicated on the letter of award. The contract shall also become effective on this date.

C1.2.1.3.4. Data provided by the Service Provider

This shall be the information as stipulated on the Compulsory Declaration, Schedule 2.

C1.2.1.3.5. Duration

This contract shall be for a period as stated in section C3.1 Scope of Works, unless otherwise negotiated and agreed upon by all parties.

C1.2.1.3.6. Insurance

N/A

C1.2.1.3.7. Replacement of key personnel

The service provider is required to obtain the CTICC's prior approval in writing before replacing any of the key personnel listed at the time of tender.

C1.2.1.3.8. Copyright

Copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised by the service provider during the course of this contract is vested with the Cape Town International Convention Centre Company (RF) SOC (LTD).

C1.2.1.3.9. Tax Invoices

- 1) The service provider shall provide a tax invoice (VAT invoice) which complies with the provisions of the Value Added Tax Act of 1991 within 21 business days of the supply.

➤ **Value Added Tax**

- a) *Where the value of an intended contract will exceed R1 000 000,00 (one million rand) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices.*
 - b) *It is a requirement of this contract that the amount of Value Added Tax (VAT) must be shown clearly on each invoice.*
 - c) *The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.*
 - d) *The VAT registration number of the CTICC is 4500188182.*
- 2) The tax invoice referred to in (1) above shall also include the purchase order number issued to the service provider by the CTICC. Failure by the Service Provider to include the purchase order number on the invoice shall result in non-payment of the invoiced amount.
- 3) In all instances, the invoices shall only be issued and dated when the services have been rendered in full, unless otherwise agreed to by the CTICC.
- 4) Failure by the service provider to provide a tax invoice (VAT invoice) timeously may delay payment by the CTICC and no interest shall accrue.

C1.2.1.3.10. Statement

The service provider shall, on the last calendar day of each month, issue a statement to the CTICC in which the amount owed to the service provider is itemised at an invoice level. Notwithstanding this, the CTICC shall only pay on an invoice as envisaged in C1.2.1.3.9 above and not the statement.

C1.2.1.3.11. Payment terms

Payment terms shall strictly be done in accordance with Section 65(2)(e) of the MFMA 56 of 2003 that state: "all money owing by the municipality be paid within 30 days of receiving the relevant invoice or statement, unless prescribed otherwise for certain categories of expenditure."

C1.2.1.3.12. Assignment of Contracts

Clause 19 of the General Conditions of Contract (GCC) makes provision for assignment of contract. Clause 19 of the GCC provides that "a supplier (or service provider) shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent". However, the transfer of rights and obligation of the service provider with or without consent of an organ of state is against the principles of section 217 of the Constitution and is therefore not allowed. National Treasury is currently in the process of reviewing the GCC.

C1.2.1.3.13. Cession of Contracts

1. Cession is permissible within the SCM legal prescripts. However, it is important that the application of cession in public procurement is carefully regulated to limit possible instances of abuse through fronting arrangements and similar processes. It is for this reason that the application of cession be limited only to those cession agreements in favour of registered Financial Services Providers (FSP) and state institutions established for the express purpose of providing funding to businesses and entities (State Institution).
2. Therefore, cession shall only be applicable as follows:
 - a) Cession must only be applicable to the transfer of right to payment for services rendered by a service provider to an FSP or State Institutions.
 - b) The written request for cession must be by the service provider and not a third party; and
 - c) The written request by the service provider must be accompanied by the cession agreement.

<u>SIGNED ON BEHALF OF TENDERER:</u>	
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C2.1 Pricing Instructions

Pricing Instructions mean the criteria as set out below, read together with all Parts of this contract document, which it will be assumed in the contract that the tenderer has taken into account when developing its prices.

- C2.1.1 The short descriptions given in the pricing schedule below are brief descriptions used to identify the activities for which prices are required. Detailed descriptions of the activities to be paid are provided in the Scope of Work.
- C2.1.2 While it is entirely at the tenderer's discretion as regards pricing the pricing schedule below, guideline tariffs of fees or indicative time-based fee rates are gazetted annually, which are useful documents that will give tenderers some idea of industry norms against which they may compare their rates, sums, percentage fees and/or prices as applicable.
- C2.1.3 For the purpose of the pricing schedule, the following words shall have the meanings hereby assigned to them:
- Unit: The unit of measurement for each item of work.
 - Quantity: The number of units of work for each item.
 - Rate: The agreed payment per unit of measurement.
 - Amount: The product of the quantity and the agreed rate for an item.
 - Sum: An agreed lump sum payment amount for an item, the extent of which is described in the Scope of Work, but the quantity of work which is not measured in any units.
- C2.1.4 A rate, sum, percentage fee and/or price as applicable, is to be entered against each item in the pricing schedule. An item against which no price is entered will deem the offer non-responsive.
- C2.1.5 The rates, sums, percentage fees and prices in the pricing schedule are to be fully inclusive prices for the work described under the several items. Such prices and rates are to cover all costs and expenses that may be required in and for the execution of the work described in accordance with the provisions of the Scope of Work, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the Contract Data, as well as overhead charges and profit.
- C2.1.6 Where quantities are given in the pricing schedule, these are provisional and do not necessarily represent the actual amount of work to be done. The quantities of work accepted and certified for payment will be used for determining payments due and not the quantities given in the pricing schedule. In respect of time-based services, the allocation of staff must be agreed with the CTICC before such services are rendered.
- C2.1.7 All rates, sum, percentage fees or prices (as applicable) tendered in the pricing schedule shall be final and binding and shall not be subject to any variation throughout the period of the contract.
- C2.1.8 It will not be acceptable to merely refer to an attached pricing schedule; this will deem the offer non-responsive.
- C2.1.9 Only firm prices will be accepted. Non-firm prices will not be considered.
- C2.1.10 Bidders must complete the pricing schedule in its entirety. Bidders who only complete certain sections of the schedule, will not be considered.
- C2.1.11 **Please note:** the pricing schedule below are for evaluation purposes only. The price per project will be negotiated, based on the CTICC's specific needs at the time the project is initiated. Bidders are encouraged to provide prices that accurate, as the amounts provided will be used as the base point of negotiations, and where there's no change in circumstances, bidders will be expected to deliver the service at the price provided.
- C2.1.12 With regards to Section B of the Pricing Schedule, bidders must complete the schedule based on the scenario provided, whilst taking into account the all the relevant specifications relating to the Integrated Annual Report (IAR) provided in the Scope of Works.

C2.2 Pricing Schedule

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED.

Name of Bidder:

Tender number: CTICC 041/2026: Panel: Appointment of Communications and Marketing Service Providers

Closing time: 12:00

Closing date: 22 July 2026

OFFER WILL BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF THE BID. THEREAFTER THE BID WILL REMAIN VALID FOR AN ADDITIONAL 6 MONTHS, UNLESS THE BIDDER WITHDRAWS THE BID IN WRITING.

SECTION A – MEDIA & MARKETING DESIGN				
Item #	Description	Quantity	Unit Rate (Excl. VAT)	Total (Excl. VAT)
1.	Development of email mailers using Zoho Campaigns or an approved alternative platform, including copywriting, imagery, design layout and click-through links.	12		
2.	Development of integrated marketing campaigns, including campaign concept, copywriting, design and roll-out across agreed activation touchpoints.	4		
3.	Development of promotions running for a period of 3 consecutive months, including promotional concept, copywriting, design and roll-out across agreed activation touchpoints.	4		
4.	Logo and logotype creation for CTICC projects, campaigns or initiatives.	1		
5.	Design, layout and copy development of interactive digital marketing collateral for the following manuals (Compatible with the WordPress web management system): Client Manual = 126 pages Pricing Manual = 65 Pages Sustainability Manual = 32 pages Parking Manual = 11 pages	4 manuals		
6.	Design of pull-up banner artwork, including print-ready files, printing specifications and alignment to the CTICC Corporate Identity.	4 Designs		
7	Printing of all collateral which includes but not limited to.			
	8.1. Business card • Printed four process colours both sides on Art (Matt), 350gsm, White Finishing: • Matt Film Laminate Both Sides • Die Cut with rounded corners - Existing die	250 cards		
	8.2. Poster • size A)0 • Printed Full Colour front only on High Gloss paper, 220gsm, White • Finishing: • Trimmed to size	20		
Grand Total – Section A (Excl. VAT)				
Note for design: all open files to be handed over to the CTICC on completion of the project.				

SECTION B – INTEGRATED ANNUAL REPORT (IAR) - SCENARIO BASED

Below outlines deliverables of the project. This project runs for 3 – 4 months and must be looked at as a project fee. As we will not be charged separately per revision for any elements. The agency must have a track record of producing integrated annual reports. The below outlines the scope but is not limited to:

Scenario:

In order to complete this section, bidders must complete this section in accordance with the following specifications:

- a) During the inception phase of the project, the appointed agencies will be approached to develop and present three (3) design concepts to the CTICC. (The agency with the preferred concept will be appointed for the remainder of the project)
- b) The printing of Hardcopy book of the IAR should be calculated on the following specifications:
 - (i) Coffee Table Book, Hard Cover
 - (ii) Dimensions: 288mm [W] X 240mm [H]
 - (iii) Approximately 250 pages
 - (iv) Finishing: Case Liner: Matt Lamination + Spot Gloss UV on one side only.
 - (v) Case Bound
 - (vi) Thread Sewn in sections
 - (vii) Cases lined over 2300mic chip board with head & tail bands
 - (viii) Body/Text pages: Galeria Silk 130gsm
 - (ix) End Papers: 135gsm Cartridge (Unprinted)
 - (x) Printing: Lithography printing - Full Colour throughout
- c) The IAR will be summarised and an abridged version of must printed on A3 paper which is folded to size.
- d) A Presentation, Slideshow, and a script of the IAR must be developed for both the CEO and CFO, each and the presentation must be between 15-to-18-page presentation and the script must have around 2000 words in total.
- e) The costing of the images to be taken should include all the organisational arrangements.

Item #	Description	Quantity	Unit Rate (Excl. VAT)	Total (Excl. VAT)
1.1	Development and presentation of three (3) IAR design concepts	3		
1.2	Writing, copy-editing and content development of the Integrated Annual Report, including financial, economic, governance, ESG, sustainability, UNGC and SDG reporting.	1		
1.3	Design, layout and artwork of the print version of the Integrated Annual Report – based on one of the three approved concepts.	1		
1.4	Printing of the Integrated Annual Report	100		
1.5	Design and development of the digital Integrated Annual Report	1		
1.6	Print of the abridged Integrated Annual Report Summary	120		
1.7	Development of the CEO & CFO presentation and presentation script	2		
1.8	Attendance and participation in up to two (2) rehearsal sessions	2		
2.1	Photography cost for people images:	27		
	a) Group board image	1		
	b) Group image of the CEO & Executive Team	1		
	c) Individual images of the CEO and Executive Team	5		
	d) Group leadership team	1		
	e) Organisational Team Image (Approximately 250 people)	1		
	f) Committee images	6		
	g) Staff story images	15		
2.2	Photography cost for building images:			
	a) Signature building images - internal	6		
	b) Signature building images – external	6		
	c) Drone images of building	8		
2.3	Retouching and editing of images	20		
Grand Total – Section B (Excl. VAT)				
Note for design: all open files to be handed over to the CTICC on completion of the project.				

SECTION C – PUBLIC RELATIONS					
Item #	Description		Quantity	Unit Rate (Excl. VAT)	Total (Excl. VAT)
1.	Press release a) 500 words b) 1000 words Includes 3 reverts	500 words	12		
		1000 words	4		
2.	Editing of documents already written. a) 500 words b) 1000 words Includes 3 reverts	500 words	10		
		1000 words	10		
3.	Copywriting for editorials/advertorials Includes 3 reverts	500 words	12		
		1000 words	12		
4.	Media management a) Updating media database quarterly b) Making recommendations of which media to include		4		
5.	Annual Business Plan – writing document up as one voice approx. 50 pages)		1		
6.	5 Year Business Strategy – writing document up as one voice (approx. 70 pages)		1		
7.	Speechwriting and Presentations, each consisting of: a) 15 Slides b) 500 words c) CTICC as the Destination and Venue		6		
Grand Total – Section C (Excl. VAT)					

SECTION D – PHOTOGRAPHY & VIDEOGRAPHY				
The creation of various internal and external high- definition videos to showcase CTICC events and offerings such as promotions and campaigns. This process must include the full video process from concept, scripting, storyboards, treatments, make-up, models, costumes and post-production editing aligned to the brand.				
Item #	Description	Quantity	Unit Rate (Excl. VAT)	Total (Excl. VAT)
1.	Staff Events 3 hours per event	4		
2.	Event Photography 2 hours per event	40		
3.1.	Internal or external signature images (half day)	1		
3.2.	Internal or external signature images (full day)	1		
4.1.	Styled food images (half day)	1		
4.2.	Styled food images (full day)	1		
5.1.	Video 45 seconds	12		
5.2.	Video 90 seconds	5		
Grand Total – Section D (Excl. VAT)				
Note for videos (5.1 & 5.2): The creation of various internal and external high- definition videos to showcase CTICC events and offerings such as promotions and campaigns. This process must include the full video process from concept, scripting, storyboards, treatments, make-up, models, costumes and post-production editing aligned to the brand. Videos will require up to 5 reverts, various edited versions and formats for relevant platforms and subtitling for specific platforms. The initial video pitch must include two concepts for CTICC to select from as well as a selection of edits suggested for various platforms.				
The agency must also supply all raw footage to the CTICC for future use.				

SECTION E – PUBLICATION OF ADVERTS

Note: all payments for advertising will be run through the agency, meaning that the agency pays the publication house and the CTICC pays the agent.

Item #	Description	Quantity	Unit Rate (Excl. VAT)	Total (Excl. VAT)
1.	Publication of official tender notice in the Cape Times Size: 13cm x 4 columns	50		
2.	Publication of official tender notice in Die Burger Size: 13cm x 4 columns	50		
3.	Size all artwork for various publications – <i>not relating to tenders</i>	20		
4.	Assist with the development of the media placement plan.	1		
5.	Media Handling Fee for the placement of local media placements calculated as a percentage (%) of a media placement with the value of R15 000,00	50		
6.	Media Handling Fee for the placement of local media placements calculated as a percentage (%) of a media placement with the value of R20 000,00	20		
Grand Total – Section E (Excl. VAT)				

PRICING SUMMARY

ITEM	TOTAL (EXCL. VAT)
Section A – Media and Marketing Design	
Section B – Integrated Annual Report	
Section C – Public Relations	
Section D – Photography & Videography	
Section E – Publication of Adverts	
Total – Year 1 (Excl. VAT)	
Add VAT @ 15%	
Total – Year 1 (Incl. VAT)	
% Escalation – Year 2	
Total – Year 2 (Incl. VAT) (Year 1 + % Escalation + 15% VAT)	
% Escalation – Year 3	
Total – Year 3 (Incl. VAT) (Year 2 + % Escalation + 15% VAT)	
Total Offer (Incl. VAT)	

I / We the undersigned in my / our capacity as of the firm (full name of Bidder) hereby offer to the CTICC to render the goods and/or services as described, in accordance with the specifications and conditions of contract to the entire satisfaction of the CTICC and subject to the conditions of tender for the amounts indicated above.

SIGNED ON BEHALF OF TENDERER:

C3.1 Scope of Works

C1.1.1 Purpose

- C1.1.1.1 The Cape Town International Convention Centre (CTICC) invites proposals from suitably qualified and experienced communications, marketing, and advertising agencies for the provision of integrated creative and communication support services.
- C1.1.1.2 CTICC intends to appoint a of up to three (3) agencies with the capability, capacity, and professional skillset to deliver high-quality work aligned to CTICC' s strategic brand direction and stakeholder engagement priorities.
- C1.1.1.3 The scope of work includes, but is not limited to:
- b) Media and marketing;
 - c) Integrated Annual Report;
 - d) Public relations and;
 - e) Photography and videography services
 - f) Media booking, publication, and paid advertising support

C1.1.2 Background

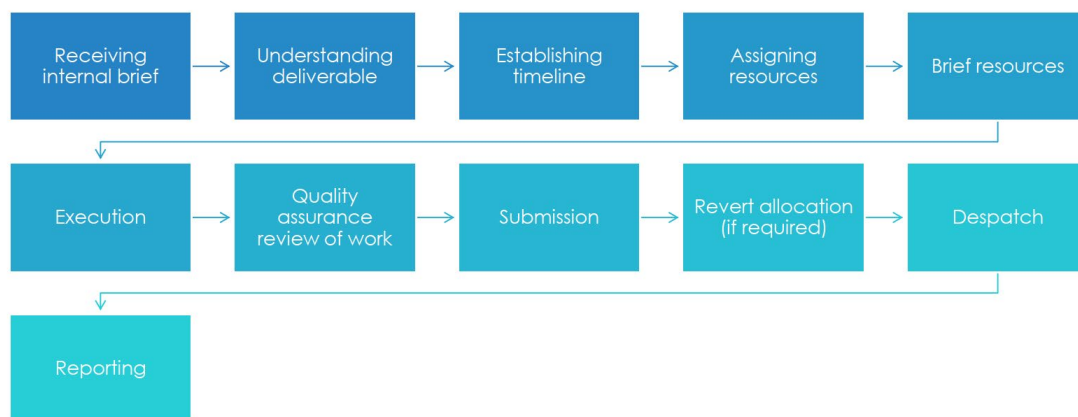
- C1.1.2.1 The CTICC is the leading conference and exhibition venue on the African continent, hosting international, regional, and local business events that contribute significantly to economic development and job creation.
- C1.1.2.2 The CTICC complex consists of two connected buildings, CTICC 1 and CTICC 2, linked by a Skybridge, and offers a world-class venue for conferences, exhibitions, trade fairs, banquets, concerts, and hybrid events.
- C1.1.2.3 CTICC' s purpose is: Accelerating economic prosperity, opportunity, inclusivity, creativity and innovation. The appointed agency will play a key role in supporting CTICC' s communication and marketing efforts through strategic creative execution and brand-aligned content delivery.

C1.1.3 Scope of Work

The scope of the services required in terms of this contract will include, *but not be limited to*:

- C1.1.3.1 The co-ordination of the suppliers will be led by the marketing and communications department. To this end, the marketing and communications team will be required to strategically manage and co-ordinate the brand requirements effectively.
- C1.1.3.2 As the CTICC moves its purpose from "We connect people to create jobs by attracting events in key economic sectors and exceeding our clients' expectations." to "Accelerating economic prosperity, opportunity, inclusivity, creativity, and innovation.", it requires a continuous strategic approach.
- C1.1.3.3 For CTICC to be more effective in its marketing and communication efforts, sourcing the appropriate agency (partner) is imperative. The key areas identified in sourcing the suitably qualified agency include a knowledge and understanding of the Meetings Incentives Conference and Exhibition/ Business Events (MICE) segments as well as the Tourism and hospitality sector.
- C1.1.3.4 The purpose of this tender is therefore aimed at soliciting proposals from potential bidder(s) to optimally support the CTICC's business requirements.
- C1.1.3.5 The role of the marketing and communications team will therefore be as follows:
- a) Process development management (see flow chart below)
 - b) Alignment and integration of inter-agency deliverables to meet CTICC's goals;
 - c) Prioritising of inter-agency deliverables according to CTICC's objectives; and
 - d) Quality control of inter-agency deliverables

PROCESS DEVELOPMENT

**C1.1.4 General**

- C1.1.4.1 The tender will be valid for a period of 90 days from the closing date of the tender.
- C1.1.4.2 The contract with the successful service provider(s) will commence on the date indicated on the appointment letter and be for a period of 35 months. Please be advised that the implementation of year 2 and 3 of the contract will be subject to the CTICC's sole discretion, based upon an annual assessment of the contract and the contractors' performance.
- C1.1.4.3 The appointed service provider(s) must be able to render all the services discussed in the tender document, and not only certain sections.
- C1.1.4.4 All pricing, fees, and percentage-based charges must remain fixed for the full contract period, unless otherwise approved in writing by CTICC.
- C1.1.4.5 Please note that a position on the panel is not a guarantee that an agency will be appointed to render all the services under this contract. Agencies will be requested to quote and/or pitch on various projects under this contract and will be appointed per project.

C1.1.5 Technical Requirements / Terms of Reference

The appointed service provider(s) will be responsible for the following key activities, but not limited to:

C1.1.5.1 Support and implement the CTICC brand, advertising, marketing campaigns and promotions

The appointed service provider will be required to support the development, implementation and execution of CTICC brand, advertising, marketing campaign and promotional requirements across above-the-line, below-the-line and through-the-line channels.

C1.1.5.1.1 *The scope of work includes, but is not limited to, the following:*

- Create and execute integrated marketing campaigns and promotions across relevant channels, including above-the-line, below-the-line and through-the-line platforms.
- Develop campaign concepts, creative ideas, campaign strategies and execution plans aligned to the CTICC brand, marketing objectives, target audiences and business requirements.
- Develop and execute marketing research frameworks using relevant platforms, tools and methodologies to inform campaign planning, audience understanding, market insights and strategic recommendations.
- Develop targeted campaigns for specific events, business objectives, audiences or sectors, including campaign planning, creative development, execution, monitoring, tracking and reporting.
- Produce campaign creative and related deliverables from concept development through to finished
- artwork, including layout, design adaptation, copy alignment and final production-ready files.

- g) Act as the "eyes and ears" of the CTICC by proactively monitoring the market and identifying relevant opportunities that could support CTICC's brand visibility, commercial objectives, stakeholder engagement and campaign performance. This may include media and editorial opportunities, partnership opportunities, competitor activity, campaign trends, audience insights, emerging platforms and content opportunities.

C1.1.5.2 Media planning, buying and placement

- a) Develop an integrated advertising media strategy which includes, media research and analysis, and platform selection. It will include space for tv, radio, print, out of home, social media and online advertising (The marketing department will do the media buying, processing of advertisements & reporting).
- b) Actual media placements of advertisements (will be done by the marketing department as well as the management of the advertising budget).
- c) All film and photography for all marketing collateral will be processed through an appointed photography and videography service provider by the agency (briefs will be provided by the marketing department).
- d) Scheduling of media engagements such as interviews for TV, online and radio will be done through the communications department.

C1.1.5.3 Strategic Public Relations (PR) and content development

- a) This will include the management of all public relations services.
- b) This includes but is not limited to development of the PR strategy as well as the development and execution of the PR Plan, reputation management strategy and plan, writing services such speech writing, press releases, scripts, editorials.
- c) The platforms are blogs, website, newsletters, marketing material, opinion and thought leadership articles, media training, building relationships with relevant media and key opinion leaders.
- d) As part of reputation management, the service provider will be expected to monitor CTICC's platforms through Media Monitoring Service provider and consolidate monthly reports.

C1.1.5.4 Digital marketing

- a) Assist the marketing team with the development and execution of a digital marketing strategy, including but not limited to online advertising, content development, including paid for advertising, paid per click etc.
- b) The platforms are the CTICC's social media pages such as Facebook, Instagram, Twitter, LinkedIn, YouTube, Webinars etc. This includes the Own events component of the business.
- c) The service provider will be required to work closely with the marketing team to maximise on Search Engine Optimisation initiatives.

C1.1.5.5 Creative development and production

- a) The service provider will be responsible for executing development of creative work and production thereof including revising and updating the corporate identity (CI) document.
- b) Design and printing of marketing collaterals such as posters, flyers, exhibition branding, corporate gifts, promotional items, brochures, manuals, strategic documents and presentations, corporate publications etc.
- c) The service provider will be expected to provide production services for approved campaigns such as video and radio production. (The marketing department will ensure that work produced aligns to the brand and approve all artwork for quality control).

C1.1.5.6 Internal Marketing

- a) Formulate and develop integrated internal marketing plans/ brand engagement campaigns to develop internal brand appreciation with the Human Resource Department. This includes but is not limited to including design concepts for videos, launches, annual strategy sessions, company quarterly information sessions, and employee engagement surveys etc.

- b) It will also be required to assist with the Corporate Social Responsibility (CSR) Programme which is run by the Sustainability Officer within the marketing department.

C1.1.5.7 Market Research

- a) The appointed service provider will be required to conduct market research on specific market situations/problem / issues from time to time.
- b) Conducting research activities to understand the behaviour of CTICC's client's and stakeholders.
- c) Perform a yearly competitor analysis on local, regional, national and international markets.
- d) The appointed service provider(s) will be required to perform advertising research or provide CTICC with historical data to support the medium of advertising and advertisement creative.
- e) The appointed service provider will be required to stay abreast with current above the line below the line and through the line advertising trends to provide the latest concepts. (This will be done in conjunction with the marketing team).

C1.1.5.8 Concept Development and Submission

- a) Developing communication strategies and suggesting appropriate strategies to improve brand equity.
- b) The communication strategies must be provided to CTICC for the development of creatives, artworks, production of online, TV and radio commercials, content development and out of home advertising.
- c) The appointed service provider(s) will be requested to present suitable above the line product promotion campaigns offered by CTICC.
- d) Identify ways to capitalize on social media, applications, and other new digital media opportunities to increase reach through internet visibility.
- e) Develop and implement online strategies to increase awareness through likes, engagements, shares, interactions, as well as to increase traffic to the CTICC website and social media pages. (This will be done in conjunction with the marketing team)

C1.1.5.9 Multimedia Support

The company will be required to develop concepts for photography, videos, scripts, storyboards, and graphic design, animated videos that align to campaigns, as well as:

- a) Have the ability to align the CTICC's Brand Identity to designs for digital and print advertisement.
- b) Develop advertising campaigns for outdoor, print, online platforms and digital devices.
- c) The company will be required to capture, edit and distribute videos, photography, graphic designs and animation. (This will be done in conjunction with the marketing team)

C1.1.5.10 Social Media and Digital Media Support

- a) Support the development and implementation of social media and digital media plans for CTICC campaigns, events, activations, stakeholder initiatives and brand-building activities.
- b) Assist with social media content planning, including content calendars, campaign rollouts, platform-specific content recommendations, posting schedules and content themes aligned to CTICC's objectives.
- c) Develop social media content concepts, captions, copy, artwork direction, video content ideas, reels, stories, carousels, paid media content and campaign messaging for approval by CTICC.
- d) Adapt campaign creative into platform-specific formats for LinkedIn, Instagram, Facebook, X, TikTok, YouTube and any other relevant digital platforms, where required.
- e) Provide strategic recommendations on how social media and digital media can support broader CTICC campaigns, including awareness, engagement, event visibility, stakeholder communication, website traffic, lead generation, reputation-building and conversion-focused activity.
- f) Assist with the development of campaign-specific digital content, including social media tiles, short-form video concepts, paid media assets, digital banners, website-linked campaign assets and email/social media integration where required.

- g) Assist in developing, together with the CTICC Marketing and Communications team, approved auto-responses, holding responses, fact sheets, frequently asked questions and response guidance that can be used for social media communication and query handling.
- h) Support the development of community management guidance, including response templates, tone-of-voice guidance, escalation triggers and recommended handling of frequently asked questions or recurring audience queries.
- i) Support proactive digital monitoring by identifying relevant trends, audience conversations, campaign opportunities, competitor activity, industry content themes, stakeholder mentions and platform developments that may be relevant to CTICC.
- j) Provide recommendations for paid social media and digital media support where required, including audience targeting, campaign objectives, budget allocation, platform selection, boosting recommendations and performance optimisation.
- k) Assist with social media and digital media reporting by providing campaign performance inputs, including reach, impressions, engagement, clicks, video views, audience growth, content performance, paid media results and other relevant metrics.
- l) Provide campaign analytics and insights that explain what worked, what did not work, what should be improved and how future social media or digital campaign activity can be optimised.
- m) Where required, prepare short social media campaign case studies showing how individual posts, tiles, videos or digital assets formed part of a broader strategic campaign, including the campaign objective, audience, creative approach, channel rollout, analytics and key learnings.
- n) Support digital content linked to website campaigns, landing pages, virtual tours, email campaigns, event promotions, stakeholder campaigns and broader CTICC digital communication requirements.
- o) Assist with live event social media support where required, including content capture planning, shot lists, suggested captions, live coverage guidance, post-event content recommendations and partner tagging opportunities, subject to event permissions and CTICC approval.
- p) Support partner and stakeholder amplification by recommending opportunities for tagging, collaboration posts, shared content, stakeholder acknowledgement and content that may extend campaign reach.
- q) Ensure all social media and digital media content complies with CTICC brand guidelines, approved messaging, POPIA/GDPR requirements, copyright requirements, accessibility considerations and platform best practice.
- r) Ensure that all proposed content is submitted to CTICC for review and approval before publication. No content may be published, boosted or distributed on behalf of CTICC without prior approval.
- s) Work collaboratively with the CTICC Marketing and Communications team to ensure social media and digital media activity is integrated with broader marketing, public relations, stakeholder engagement, internal communications, campaign plans and sales funnel requirements.
- t) Attend planning, campaign review or performance meetings when required and provide strategic input on social media and digital media performance, opportunities and improvements.
- u) Ensure that social media and digital media activity supports the CTICC sales funnel, including awareness, consideration, engagement, website traffic, enquiry generation, lead nurturing and conversion-focused campaign activity where applicable.
- v) The appointed service provider must demonstrate an understanding that social media and digital media activity should not be treated as standalone posting activity, but as part of an integrated communications approach that supports CTICC's brand visibility, stakeholder engagement, commercial objectives, digital growth, sales funnel activity and reputation management.

C1.1.5.11 Social Media Campaign Case Study Requirement (Refer to **Minimum Requirement C4**)

- a) The appointed service provider must be able to demonstrate how social media content forms part of a broader strategic campaign, and not simply be treated as standalone creative posts or once-off social media tiles.

- b) For selected campaigns, the service provider will be required to prepare a short campaign case study that outlines the campaign objective, target audience, creative approach, channel rollout, performance analytics and key learnings.
- c) The case study must show how the social media content supported the wider campaign objectives, including audience awareness, stakeholder engagement, event visibility, website traffic, lead generation or other measurable outcomes.
- d) Each case study must include, *at minimum*:
 - (i) Campaign overview
A summary of the campaign, including the campaign name, purpose, timing and target audience.
 - (ii) Strategic objective
The intended campaign outcome, such as awareness, engagement, attendance, enquiries, stakeholder visibility or conversion.
 - (iii) Creative approach
The rationale for the social media tile, caption, video, design treatment or content format used.
 - (iv) Channel rollout
Details of where and when the content was published, including organic and/or paid media support.
 - (v) Link to broader campaign
An explanation of how the social media content connected to other campaign elements such as website content, mailers, PR, partner communication, signage, internal communication or event collateral.
 - (vi) Performance analytics
Relevant metrics such as reach, impressions, engagement, clicks, shares, saves, comments, video views, enquiries or other available performance indicators.
 - (vii) Insights and recommendations
A short analysis of what worked, what could be improved and how the insights should inform future campaign activity.

The purpose of this requirement is to ensure that social media activity is planned, measured and reported as part of an integrated communications approach, with clear evidence of strategy, execution, performance and learning.

C1.1.5.12 Media Handling and Project Management Fee Caps

- a) When placing/purchasing advertising space on behalf or for the CTICC, and percentage-based media handling fee may be added by the supplier, to cover the labour involved in planning, targeting, optimizing, and executing the campaign.
- b) From time to time, it might be expected from the bidder to purchase goods and services and an Ad Hoc basis, from a third-party supplier not formally appointed by the CTICC. In these instances, a project management fee may be charged by the bidder to facilitate the purchase of such goods. The project management fee will be calculated as 10% of the total value of goods or services procured by the CTICC from the third party.

C1.1.5.13 Integrated Annual Report

An Integrated Annual Report (IAR) must be developed annually to communicate the CTICC's value creation for the year under review. The report must reflect the organisation's performance and demonstrate how the CTICC creates, preserves and strengthens value for its stakeholders over the short, medium and long term.

The report must present the CTICC's financial, operational, social, environmental, governance, stakeholder and economic impact performance in an integrated, accessible and user-friendly manner.

The estimated project duration for the development, design and finalisation of the Integrated Annual

Report is approximately four months, subject to the agreed project plan, availability of source information, internal review processes and approval timelines.

The appointed service provider will be required to support the writing, editing, design, layout and production of the IAR in line with integrated reporting principles and applicable governance and sustainability reporting expectations.

C1.1.5.13.1 *The scope of work includes, but is not limited to, the following:*

- a) Develop a project plan and production schedule for the IAR, including key milestones, content submission dates, review periods, approval timelines and final delivery dates.
- b) Review the previous CTICC Integrated Annual Reports and agree the proposed structure, content flow, design direction and production approach for the current reporting year.
- c) Develop the IAR as a coherent, user-friendly and professionally presented report that communicates CTICC's purpose, mandate, business model, performance, governance, risks, opportunities, stakeholder outcomes and value creation for the year under review.
- d) Structure the report in line with recognised integrated reporting principles, including value creation over the short, medium and long term, stakeholder responsiveness, material matters, governance, performance, outlook and the relationship between financial and non-financial information.
- e) Ensure that the report is informed by relevant governance and reporting guidance, including integrated reporting principles, King IV/V (whichever is relevant) governance principles where applicable, sustainability and ESG reporting considerations, and the CTICC's governance and reporting requirements.
- f) Gather, review, structure and edit content received from the CTICC and relevant internal and external contributors, ensuring that the information is clear, consistent, accurate and suitable for a wide stakeholder audience.
- g) Present CTICC's value creation across relevant stakeholder groups, including shareholders, clients, event organisers, exhibitors, delegates, employees, suppliers, communities, industry partners, government stakeholders and the broader Cape Town and Western Cape economy.
- h) Reflect CTICC's alignment to the United Nations Global Compact and report progress against the UNGC Ten Principles, covering human rights, labour, environment and anti-corruption, where relevant to the CTICC's operations and reporting period.
- i) Reflect CTICC's sustainability journey, including environmental, social and governance performance, responsible business practices, Net Zero alignment and relevant sustainability commitments, initiatives and progress.
- j) Incorporate information from the separately commissioned economic impact report and present macro-economic impact, financial information and statistics in a clear, positive and accessible manner.
- k) Translate complex data and technical information into clear narrative, infographics, tables, graphs and visual summaries.
- l) Provide writing, copy-editing, proofreading, layout, design, infographic development, image selection, version control and final artwork services.
- m) Ensure that the tone of the report is professional, positive, balanced, logical, easy to read and aligned to CTICC's brand voice.
- n) Ensure that the final report is visually aligned to the CTICC brand and suitable for both print and digital use.
- o) Provide print-ready artwork, digital PDF and any additional formats required for website upload, stakeholder distribution or presentation purposes.
- p) Manage amendments through agreed review rounds and ensure final corrections are implemented before sign-off.

C1.1.5.13.2 *Reference Material*

- a) Bidders may review the CTICC's previous Integrated Annual Reports available on the CTICC website as a reference. Should a hard copy be required for reference purposes, this can be arranged for collection from the CTICC by prior request.

- b) The previous reports should be used to understand the CTICC's reporting style, structure and historical context. However, the appointed service provider will still be expected to recommend improvements where appropriate and align the current report to the agreed reporting requirements for the year under review.
- c) The CTICC's 2024/2025 Integrated annual report can be found at:
https://www.cticc.co.za/wp-content/uploads/2026/03/CTICC_IAR_full-web_.pdf

C1.1.5.14 Publication of Adverts for the CTICC Supply Chain Management - Tenders

- a) The CTICC requires the agency to publish notices in both written/paper and digital media.
- b) The agency must be able to source placement in both local and international media.
- c) For legislative advertising, such as the publication of Tender/Bid Invitations, the following will apply:
 - (i) The CTICC will provide the appointed bidder with tender notices in Microsoft Word format.
 - (ii) The bidder will be required to format the advert in line with the CTICC's branding/corporate identity and a preferred size of 13cm x 4 columns to be placed in the newspapers chosen by the CTICC.
 - (iii) The following are examples of sizes that SCM/tender notices have been advertised in the past:
 - (1) 16cm x 4 columns
 - (2) 15cm x 3 columns
 - (3) 14cm x 4 columns
 - (4) 13cm x 3 columns
 - (5) 14cm x 3 columns
- d) The CTICC will provide the advert to the agency 2 days prior to the date on which the advert is to be published (e.g. for an advert to be placed on 17 March 2023, the advert will be sent to the agency on 15 March 2023). The necessary proof and quote of the advert must be sent to the CTICC on the same day that the request for the advert is made.
- e) The bidder must provide the CTICC with proof of the advert having been placed in the respective newspapers (e.g. tear sheets).
- f) The bidder must, as a minimum, be able to place adverts/notices in the Cape Times and Die Burger on any day of the week.
- g) A full list of all newspaper publications which the bidder has at their disposal must be provided.
- h) Upon receipt of the advert to be placed, the bidder must provide the CTICC with a sample of the advert (i.e. how it will appear in the newspapers) for the CTICC's review and final approval prior to it being placed.
- i) Adverts may only be placed on final written approval by the CTICC.

C1.1.6 **Governance and Quality Control**

- a) The CTICC Marketing and Communications Department will provide strategic direction and oversight throughout the contract period.
- b) The agency will be expected to:
 - (i) Work collaboratively with CTICC stakeholders
 - (ii) Adhere to CTICC brand guidelines and approval processes
 - (iii) Deliver work within agreed timelines
 - (iv) Provide professional service and quality assurance across all outputs
- c) CTICC will retain final approval on all creative work, publications, and advertising placements prior to release.

C1.1.7 **Service Expectations**

The successful bidder will be required to demonstrate:

- a) Responsiveness and professional project management
- b) Strategic understanding of the CTICC brand and business environment
- c) Ability to deliver integrated creative solutions across platforms
- d) Transparent administration of paid advertising support

C1.1.8 Implementation Timetable

The contract will be for a period of 35 months and will commence from the date of award. However, the implementation of year 2 and 3 of the contract remains at the sole discretion of the CTICC, and will be based, amongst other things, on an annual assessment of the contractor's overall performance of the quality of the services rendered.

C1.1.9 Information to be provided by the Tenderer

The following information and supporting documentation must be provided by bidders:

- a) Completed Tender Form (including Pricing Schedule)
- b) Completed Contactable References Sheets
- c) CVs of key staff members allocated to this contract
- d) Proof of Company Address
- e) Tax clearance certificate
- f) A Valid B-BBEE Certificate
- g) Certified copies of directors' ID's
- h) Company & Directors municipal bill or lease agreements
- i) Proof of Company's Warehouse/Workshop within 100 km from the CTICC.

C1.1.10 Submission Guide

When submitting your tender, please structure your offer and supporting documents, using the numbering scheme and order depicted in the table below:

#	Description
1.	Fully completed and signed tender document
2.	SCM Compliance Information
2.1.	Tax Clearance Certificate
2.2.	Proof of Company Address
2.3.	B-BBEE Certificate/Affidavit
2.4.	A copy of all Principals' ID's
2.5.	A copy of all Principals Municipal Account Statements/ Lease Agreements / Affidavits
2.6.	Audited Financial Statements of the past 3 years (<i>If applicable</i>)
3.	Minimum Requirements
3.1	Supporting documentation for Part A
A1	Provide one designed mailer and one paragraph explaining what the mailer was used for.
A2	Provide one paragraph explaining the rationale of the campaign.
A3	Provide one paragraph explaining the rationale of the campaign.
A4	Provide an example of a logo developed, to showcase the thought process rationale behind the development
A5	Provide an example of a manual showcasing information communicated in a user-friendly manner. Provide an example of a designed manual.
A6	Provide 3 images of any items where branding has been applied creatively.
A7	Provide 3 images that showcase: a) 1 low-end gift, b) 1 middle-range gift and c) 1 high-end gift. As well as a paragraph on how the brand was applied.

#	Description
A8	Show 2 printed collateral items this could include, but not be limited to: business cards, flyers, manuals, annual reports etc. to establish printing capabilities. Actual samples of the printed items to be provided.
3.2	Supporting documentation for Part B
B1	A hard copy of the IAR
3.3	Supporting documentation for Part E
E1	Provide a brief written confirmation outlining the agency's ability to liaise with media owners/platforms.
E2	Provide a written confirmation that the agency can administer third-party media payments on behalf of CTICC if appointed.
E3	Provide a brief confirmation of how paid social spend will be managed and controlled.
E4	Provide a short description or statement confirming that spend reporting and reconciliation will be provided.
3.4	Supporting documentation for Part F
F1	Provide a short description or statement confirming that the agency has the capacity to process and submit information to various newspaper agencies and what the general time frame would be to execute such a request.
4.	Functionality
4.1	CTICC's Contactable reference sheets (Completed, scored and signed by the reference)
4.2	CVs of all Key staff listed
5.	USB with relevant supporting documentation
5.1	Supporting documentation for Part C
C1	1 example of a press release (and where it has been published).
C2	1 example of an advertorial (and where it has been published).
C3	1 written recommendation from a client advising the capability of the agency to do this.
C4	1 example of a static social media (Meta or LinkedIn) post 1 Reel or TikTok video created which stimulates brand engagement.
5.2	Supporting documentation for Part D
D1	3 images of event photography.
D2	1 external building image.
D3	1 internal building image.
D4	3 Images showcasing food.
D5	1 Example of a 30 second video.
6.	Any additional information/proposals/ supporting documentation

Performance Evaluation Checklist

This document is included purely for reference purposes.

Issued: «Date»

SCM database No: «SuppNo»

SUPPLY CHAIN MANAGEMENT

VENDOR PERFORMANCE - COMPLETION FORM

To be completed in respect of all procurement transactions in excess of R 30,000.00 and submitted to the Supply Chain Management Unit by the applicable Department responsible on completion of the contract or every quarter for term contracts.

Please note that this document is compulsory and must be signed off by the requesting user department to ensure that goods and services meet the company's expectations in respect of Quality/Quantity/Delivery/etc. In the event that the supplier is rated lower than 18 points out of a possible of 25 (72%), they must be consulted and when agreed on the final rating, sign this document as proof of consultation.

This information is intended to assist with the CTICC's "Supplier Performance Management System" and future good relations between the departments and the suppliers of goods or services. Corrective measures must be indicated for any negative reporting in this document as well as the actions agreed upon to avoid any similar future recurrence.

I, in my capacity as
NAME + SURNAME

and on behalf of «SuppName» and
NAME OF FIRM / SUPPLIER

I, «Official», on behalf of the Cape Town International Convention Centre hereby agree to the content of this document.

Performance of Service / Product under consideration: Tender / Quotation No: «TenderID»

Description: «TenderA»«TenderB»«TenderC»

Department: «Metro» / «Service» / «Department»

Perceptions of service quality: See reverse for rating criteria.

CATEGORY:		Rating:
1.	Project management and control	
2.	Communications	
3.	Flexibility	
4.	Capability	
5.	Delivery	
If the total rating point is less than 18, corrective measures must be taken.		

Ind.	Evaluation Matrix
1	01-05 = NOT RECOMMENDED
2	06-10 = POOR
3	11-15 = AVERAGE
4	16-20 = SATISFACTORY
5	21-25 = EXCELLENT

Corrective measures agreed upon? (If any)

.....
.....

.....
NAME + SURNAME
FOR AND ON BEHALF OF SUPPLIER:

.....
SIGNATURE

.....
DATE

.....
NAME + SURNAME
FOR AND ON BEHALF OF CTICC:

.....
SIGNATURE

.....
DATE

SUPPLIER PERFORMANCE ASSESSMENT

Performance area	Ranking				
Project management and control	➤ Non-existent or inadequate project management ➤ No evidence of formal controls in place	➤ Project manager identified. ➤ Simple project plan in place, no evidence of update/use ➤ Reliance on individuals rather than process ➤ Haphazard controls	➤ Project manager and team identified. ➤ Project plan in place but limited evidence of update/use ➤ Project team managed through meetings – no use of tools ➤ Inconsistent change control	➤ Project manager has formal ownership of project and team ➤ Single point of accountability for decisions ➤ Formal project management processes followed. ➤ Rigorous change control	➤ Full and accountable project management process ➤ Detailed and controlled processes ➤ Full visibility of progress, issues and changes
Score	1	2	3	4	5
Communication	➤ Difficult to contact or obtain a response. ➤ Evidence of poor internal communications ➤ Response regularly inadequate	➤ Regular communications but often incomplete ➤ Response to queries inconsistent ➤ Reactive	➤ Fairly rapid response to queries ➤ Generally complete responses, but clarification often required	➤ Effective communications and relationships ➤ Generally proactive and complete responses ➤ Little clarification required	➤ Excellent, open relationship ➤ Complete response to queries ➤ Pro-active and anticipates issues
Score	1	2	3	4	5
Flexibility	➤ Inflexible and reliant on contract	➤ Some willingness to be flexible, but only short-term	➤ Willing to be flexible around project demands over medium term	➤ High degree of flexibility around project and contract matters	➤ Completely open and flexible – joint partnering arrangement focused on project
Score	1	2	3	4	5
Capability	➤ Inadequate capability ➤ Consistently missing critical deadlines or milestones ➤ Multiple design or production errors	➤ Poor capability ➤ Some missing of critical deadlines or milestones ➤ Design or production errors not satisfactory	➤ Satisfactory capability ➤ Almost no missing of critical milestones or deadlines ➤ Design or production errors not critical	➤ Good capability ➤ No missing of critical milestones or deadlines ➤ Virtually no design or production errors	➤ Excellent capability ➤ No missing of any project milestones or deadlines ➤ No design or production errors
Score	1	2	3	4	5
Delivery	➤ Frequently capacity constrained resulting in significant schedule problems. ➤ Expediting regularly required	➤ Some capacity constraints with some impact on schedule ➤ Some expediting required	➤ Generally unconstrained and able to meet schedule. ➤ Limited expediting required	➤ Regular deliveries on schedule ➤ Limited capacity to reschedule to meet project changes. ➤ Little or no expediting required	➤ Established track record of deliveries. ➤ Capacity to reschedule to meet project changes. ➤ No expediting required
Score	1	2	3	4	5

NB: Where the specific category does not apply to the relevant evaluation or supplier, a rating of four (4) must be applied.