

Attention	:	Prospective Bidders
From	:	Supply Chain Management
Date	:	29 January 2024
Bid Number	:	RFP2023/22/NYDA
Bid Title	:	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF BRANDING MATERIALS FOR A PERIOD OF THREE (3) YEARS

YOU ARE HEREBY ADVISED OF THE ADMINISTRATIVE REGULATIONS AND PROCEDURES

- o Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms if it is between parties in a horizontal relationship and if it involves collusive Bidding (or Bid rigging). Collusive Bidding is a per se prohibition meaning that it cannot be justified under any grounds. It undermines the fair determination of a supplier, corruptly eliminating free and open competition. Therefore, it is not allowed.

1. QUESTIONS AND ANSWERS DURING/AFTER THE COMPULSORY BRIEFING SESSION HELD ON THE 18th of JANUARY 2024 AT 13H00

1.1	Question	:	What are the quantities of the branded materials that will be required?
	Answer	:	The number of branded materials is not relevant at this stage. The panel will be appointed through a request for quotation process, in which quantities and branded materials will be specified for bidders to submit their pricing and specific goals.
1.2	Question	:	How should the catalogue be presented/packaged?
	Answer	:	The company profile containing product catalogue with pictures and client portfolio
1.3	Question	:	How will the employment of the Panel rotation be implemented?
	Answer	:	The rotation of the panel will follow the normal Request For Quotation (RFQ) process of Price and specific goals assessment
1.4	Question	:	Are the local content requirements not needed on this tender
	Answer	:	Yes.
1.5	Question	:	How should the delivery of memory stick be done, same envelope as the tender or separate envelope
	Answer	:	One original hardcopy version must be the original submission, clearly marked "Original" and a softcopy/electronic version in PDF-Format digital copied versions (memory stick) of the original submitted in the same envelope as the bid document to avoid (loss or damage).
1.6	Question	:	Is the tender targeting only the 18-35 year olds?

	Answer	The tender is open to everyone to bid.
1.7	Question	: Is the tender going to be evaluated on Price?
	Answer	: No.
1.8	Question	: Can the service provider submit a bid even though they did not attend the briefing session?
	Answer	: No, attendance of the briefing session is compulsory.
1.9	Question	: I have a query about the National treasury's supplier database (CSD) registration. Upon attempting to register on the link provided in your tender documents, I only see "The service is not available. Please try again later." on the web page. Please see the attached screenshot. Can you please assist me with this, or is this not an issue?
	Answer	: No. Only National Treasury can assist with the technical issues.
1.10	Question	: Can we fill the tender document electronically?
	Answer	: Yes. However, tenders should only be submitted on original tender documentation which is issued by the NYDA.
1.11	Question	: Can we submit previous copies of purchase orders as opposed to letters from our clients?
	Answer	: Yes , in evaluation criterion that requires bidders experience in the delivery and provision of marketing and branded materials and; No , in the evaluation criterion that requires bidder's signed testimonial letters from current or previous clients in the provision of Marketing and Branded Items.
1.12	Question	: On the submission do we submit a Hard copy original marked "Original" and a Hard copy marked "Copy" or we submit the original and the copy digitally?
	Answer	The returnable part of the tender offer communicated on paper should be submitted as an original hard copy and a soft-copy/electronic version in PDF-format on a Flash Drive.
1.13	Question	: On the catalogue to be submitted by us as service providers is it compulsory to submit hard copy catalogue or can we refer you to our website as we have quite a number of items there which cannot fit into a catalogue given the amount of time required to put together this tender.
	Answer	: No, you are required to submit an original hard copy and a soft-copied or electronically copied version in PDF format on a flash drive.
1.13	Question	: Kindly provide specific guidance for submission of Joint Venture bids in relation to the following returnable, <ul style="list-style-type: none"> • Central Supplier Database (CSD) Report • BBBEE Certificate • Company Profile • List of Successfully Completed Projects
	Answer	: Joint Ventures / Consortia are eligible to submit tenders provided that: <ul style="list-style-type: none"> • Where bids are consortia / Joint ventures / S-contractors are involved, each party must submit a separate TCS certificate / Pin / CSD number; • A Joint Venture Agreement is signed by the JV Partners and attached to this tender document;

		<ul style="list-style-type: none"> Each party to submit a separate company profile containing product catalogue with pictures and client portfolio. <p>Tenders who do not meet the requirements above will be immediately disqualified from the tendering process.</p> <p>A Joint Venture / Consortium must also submit a Joint Venture BBBEE Verification Certificate.</p>
1.14	Question	: What are the quantities of branded material required?
	Answer	: The number of branded materials is not relevant at this stage. The panel will be appointed through a request for quotation process, in which quantities and branded materials will be specified for bidders to submit their pricing and specific goals.
1.15	Question	: I would like to enquire regarding the standard bidding documents. Only the SBD 4 is attached on the document, which other is required if any.
	Answer	: You are required to fully complete the tender document issued by NYDA and submit the returnable documents as per the evaluation criteria.
1.16	Question	: Kindly share the briefing session attendance and the written response to all clarifications for both tenders
	Answer	: The briefing session attendance register is designated for NYDA internal use only and NYDA does not share this information with third parties.
1.17	Question	: I would like to request specifications on the description and quantity of products required on the tender to supply branding materials.
	Answer	: Quantities are not applicable at this stage. Kindly refer to page 10 & 11 of the bid document.

2. ANNEXURES

NB. Please note that the Presentation is a summary of the Bid document, the bidder is therefore encouraged to rely more on the Bid document, in order to have a comprehensive understanding of the tender.

2.1	Presentation	Annexure A
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