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| <b>Attention</b>  | : | Prospective Bidders  |
| <b>From</b>       | : | Supply Chain Management  |
| <b>Date</b>       | : | 29 January 2024  |
| <b>Bid Number</b> | : | RFP2023/23/NYDA  |
| <b>Bid Title</b>  | : | APPOINTMENT OF A PANEL OF SIX (6) SERVICE PROVIDER FOR THE PROVISION OF INTEGRATED MARKETING AND COMMUNICATION 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 18<sup>th</sup> of JANUARY 2024 AT 11H00**

|     |                 |   |  |
|-----|-----------------|---|--|
| 1.1 | <b>Question</b> | : | Is 9.9 on the Special Conditions applicable to this tender?  |
|     | <b>Answer</b>   | : | No, 9.9. as indicated on the special conditions on the bid document is not applicable to this bid                            |
| 1.2 | <b>Question</b> | : | How will the employment of the Panel rotation be implemented?  |
|     | <b>Answer</b>   | : | The rotation of the panel will follow the normal Request For Quotation (RFQ) process of Price and specific goals assessment. |
| 1.3 | <b>Question</b> | : | The tender is requesting for submission of both the company background and Company profile, is that not the same?            |
|     | <b>Answer</b>   | : | No, company profile is requested for information purposes only and it is not part of the evaluation criteria.                |
| 1.4 | <b>Question</b> | : | Will the appointment of Panel be linked to HQ/Province or Branches?  |
|     | <b>Answer</b>   | : | No.  |
| 1.5 | <b>Question</b> | : | Is the tender targeting only the 18-35 year olds?  |
|     | <b>Answer</b>   | : | The tender is open to everyone to bid,   |
| 1.6 | <b>Question</b> | : | Is the tender going to be evaluated on Price?  |
|     | <b>Answer</b>   | : | No, the tender will be not evaluated on price  |

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| 1.7  | <b>Question</b> | : Will appointment to the panel of service providers be reserved to company that provide all the required services                               |
|      | <b>Answer</b>   | : Yes,   |
| 1.8  | <b>Question</b> | : Will the presentation be made available to all briefing session attendee?  |
|      | <b>Answer</b>   | : Yes, please refer to annexure A.   |
| 1.9  | <b>Question</b> | : Is it a requirement for the Key Personnel certificate be certified?  |
|      | <b>Answer</b>   | : No.  |
| 1.10 | <b>Question</b> | : Does the Portfolio of evidence have to be printed?   |
|      | <b>Answer</b>   | : Yes, the portfolio of evidence have to be printed when submitting a hard copy of the bid but scanned when submitting on a USB.                 |
| 1.11 | <b>Question</b> | : How frequent will the organization request submission of the reports?  |
|      | <b>Answer</b>   | : The submission of reports will be requested at the end of each projects.   |
| 1.12 | <b>Question</b> | : How should we respond to the provision of information on the past experience i.e. case study or in bullet format.                              |
|      | <b>Answer</b>   | : Appointment letters/service level agreement /certificate that assignment was successfully completed /signed IMC reference letters              |
| 1.13 | <b>Question</b> | : Can the service provider submit a bid even though they did not attend the briefing session?  |
|      | <b>Answer</b>   | : No, Service providers cannot bid if they did not attend the briefing session.  |
| 1.14 | <b>Question</b> | : Kindly share the briefing session attendance and the written response to all clarifications for both tenders                                   |
|      | <b>Answer</b>   | : The briefing session attendance register is designated for NYDA internal use only and NYDA does not share this information with third parties. |

## 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.**

|            |              |            |
|------------|--------------|------------|
| <b>2.1</b> | Presentation | Annexure A |
|------------|--------------|------------|

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