



sports, arts & culture
Department:
Sports, Arts and Culture
REPUBLIC OF SOUTH AFRICA

Inspiring A Nation Of Winners

TERMS OF REFERENCE

**REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF COMPANIES TO
PROVIDE THE VARIOUS SERVICES TO THE DEPARTMENT OF SPORT ARTS
AND CULTURE FOR A PERIOD OF THREE MONTHS**

CLOSING DATE AND TIME OF BID:

9TH APRIL 2020; 11:00 AM.

scmccovid19dsac@gmail.com

BID VALIDITY PERIOD: 90 DAYS

1. INTRODUCTION

1. The Department seeks to appoint various service providers for the following services to the Department for a period of Two (2) months.
 - SERVICE PROVIDER 1: LIVE STREAM SERVICE PROVIDER
 - SERVICE PROVIDER 2: LOGISTICS AND EVENT MANAGEMENT SERVICE PROVIDER
 - SERVICE PROVIDER 3: TV PRODUCTION MANAGEMENT SERVICE PROVIDER
 - SERVICE PROVIDER 4: THEME SONG SOURCING OF ARTISTS, WRITING AND RECORDING SERVICE PROVIDER
 - SERVICE PROVIDER 5: CORPORATE TV COMMERCIAL OF SPORT, ARTS AND CULTURE
 - SERVICE PROVIDER 6: PHYSICAL ACTIVE HOME VIDEO WORKOUTS
 - SERVICE PROVIDER 7: EVENT BRANDING AND APPAREL COLLATERAL
 - SERVICE PROVIDER 8: HOSTING AN ONLINE FASHION SHOW
 - SERVICE PROVIDER 9: HOSTING AN ONLINE CULINARY SHOW
 - SERVICE PROVIDER 10: STORY-TELLING SERIES THROUGH ANIMATION
 - SERVICE PROVIDER 11: VIRTUAL MUSEUMS PRODUCTION

2. BACKGROUND AND PURPOSE

On Monday 23 March 2020, President Ramaphosa pronounced the directive of adhering to a 21 days national lock down with effect from midnight of Thursday 26 March. Key in the President's pronouncements was the continuation of reminders which need to be communicated to South African citizens in order for there to be a change of behaviour and an appreciation of following the hygiene steps outlined to mitigate the spread of the virus. To support the declaration by President Cyril Ramaphosa regarding the COVID-19 virus, and the declaration of the 21 days lockdown by the President, on 15 March 2020 Minister of the department of Sport, Arts and Culture Mr. Nathi Mthethwa announced intervention measures which the department will be rolling out in order for the SAC sector gain employment opportunities and or financial relief so as to reduce the financial impact felt as a result of COVID19 lockdown impact.

South Africa is dealing with a national emergency. All efforts of the government/ private sector as well as civil society have come together to fight the health disaster that threatens to ensue with the rapid spread of COVID-19 across the 9 provinces. Furthermore, the resultant projected economic losses are an additional threat for our country's already struggling economy.

4. SCOPE AND TASK DIRECTIVE

The Department requires the services of a duly experienced and knowledgeable service provider (s) who will be expected to supply any of the following services:

BACKGROUND TO SPEC FOR SERVICE PROVIDER 1, 2 AND 3 NEEDS

Sport, Arts and Culture needs to create and own a live stream platform which be used in two ways:

- Promote the events of SAC
- Be offered to independent artists to host their events
- Archive the events live streamed for access to the public
- Drive revenue stream opportunities for produced content so that artists can resell their performances post the events
- Driving the growth of one central platform for growing audience over time for all events versus hosting different events on different live stream platforms
- Hosting departmental events of our programmes online
- Offering to artists to host their independent events
- Creating employment opportunities for practitioners
- Curating content for commercial platforms as digital albums post the events, again, generating income for artists

3 service providers will be needed to ensure delivery of this platform:

1. A network service provider to provide live stream platform, manage the platform during live events plus 4IR products for selling material viewed during the shows
2. An event manager service provider to procure/engage the artists needed for hosting the events
3. A TV production team to record, edit and load the material recorded and share it seamlessly with live stream platform producers

SERVICE PROVIDER 1: LIVE STREAM SERVICE PROVIDER

A network service provider appointed must provide the following:

Live stream platform

- A web-based TV portal platform for showcasing current and past events of DSAC
- A live stream platform which will become the go to link to drive regular audiences to the same "live venue" for all DSAC events
- A management of the loading of the live events before and after they happen
- A management of the transmission of the live event ensuring the public has seamless reach and access to the platform

Website Development and Management

- To develop a web-based TV portal platform where live stream content will be housed and maintained
- To ensure the up keeping of content and advertising up-coming events on the website to the public
- To drive awareness of the platform's content even when there are no live events scheduled
- To ensure alignment between TV production and event management team regarding the sharing of footage needing to be live streamed.

Revenue Streams Generation Platforms

- A network deal where data bundles promotion is offered to the public so that they access the content cheaper during the timer that events are hosted
- Platform for packaging digital albums of live streamed events
- Ensuring provision of agnostic platforms (platforms which are not restricting access based on which network you are in) re. selling of artists' content via digital platforms
- Selling of digital albums of live performances allowing artists to make money for every download or live streaming of their content post the event
- Promotion of content live streamed after the event so as to increase interest in the buying of digital albums produced after the event
- Drive commercialisation opportunities of getting more brands on board as sponsors thus enticing more audiences to visit the platform.

CRITERIA FOR ADJUDICATION AND SELECTION TOWARDS THIS SERVICE

Knowledge, experience and track record and proof of successful delivery of services applying for. (20)

Previous example showcasing competency of delivery of service in the past (20)

In house infrastructure of delivery of service (20)

Network owned platform for distribution and selling of content creation (20)

Turn-around efficiency and resources for delivery of services via social distance and COVID19 hygiene requirements (20)

SERVICE PROVIDER 2: LOGISTICS AND EVENT MANAGEMENT SERVICE PROVIDER

Green Room & Stage Technical Rider:

- To identify and secure Green Room for hosting the live stream event
- To equip green room with the sound and visual technical rider and stage requirements for live performances (DJ set or singer's requirements)
- To provide audio set up requirements for hosting MC in the green room
- To provide audio and visual requirements for conducting live interviews through video/skype/insta (or preferable mode) interviews in the green room
- To provide the operational system for ensuring that social media content as event happens is streamed live to the green walls of the venue

Booking Management of Artists and Catering

- To directly liaise with and source and book artists to be featured for that event
- To engage with the artists/practitioners who want to live stream an event and arrange the event on DSAC's behalf engaging with Live stream service provider as well as the TV production crew
- To provide MC and up to 10 people catering requirements when needed

CRITERIA FOR ADJUDICATION AND SELECTION TOWARDS THIS SERVICE

Knowledge, experience and track record and proof of successful delivery of services applying for. (25)

Previous example showcasing competency of delivery of green room services in the past (25)

Artist Management and booking experience (25)

Turn-around efficiency and resources for delivery of services via social distance and COVID19 hygiene requirements (25)

SERVICE PROVIDER 3: TV PRODUCTION MANAGEMENT SERVICE PROVIDER

Recording of Live Events:

- To provide camera crew for recording live performances in the green room
- To provide post production services of editing the content live streamed final cut of digital album
- To ensure alignment between live stream service provider and camera crew providing footage of content during live stream

Post Production of Digital Albums

To edit live stream material and produce digital album post event

To supply material to live stream web-based portal

To supply material to network service provider for digital albums to be sold

CRITERIA FOR ADJUDICATION AND SELECTION TOWARDS THIS SERVICE

Knowledge, experience and track record and proof of developing TV productions (20)

Previous example showcasing competency of delivery of running TV production service in the past (20)

In house infrastructure of camera and post-production facilities in delivery of service (20)

Previous experience in curation and packaging of digital content material to network platforms (20)

Turn-around efficiency and resources for delivery of services via social distance and COVID19 hygiene requirements (20)

BACKGROUND TO SPEC FOR SERVICE PROVIDER 4 & 5 NEEDS

Sport, Arts and Culture needs to create a country a theme song and corporate video to promote and entrench the values of social cohesion and nation building during these for trying times.

The service provider needs will encompass:

- Developing a SA theme timeless classic to be used in the corporate TV commercial of the department
- Developing a corporate TV commercial promoting the values of the country

SERVICE PROVIDER 4: THEME SONG SOURCING OF ARTISTS, WRITING AND RECORDING SERVICE PROVIDER

A service provider appointed must provide the following:

Song Writing of Theme Song

- Herein referring to the writing of a theme song which meets the brief to be supplied of the specific issues which the song must address i.e. Promoting patriotism, nation building and social cohesion during these challenging times through unifying messaging of visuals and song
- Herein referring to the song bringing forth the key messages of how to stop COVID 19 as a South African community
- Song will be provided for in two streams - one song is generic and excludes the COVID19 issues and the other one does.

Song Recording

- Herein referring to the sourcing and involvement of diverse artists from different genres of music artistry in the country
- Herein referring to involvement of artists from different genres in all 9 provinces to be part of the song recording
- Herein referring to coordinating the streaming and curation of audio clips of recordings from different artists
- Herein referring to packaging all submissions to final song

Sourcing of artists and athletes:

- To supply a list of proposed artists and athletes to be sourced and booked for recording the song
- To ensure that there is a national footprint of use of artists (at least 20) and athletes (at least 20) used for participation in the song
- To ensure provision of costs for the involvement of artists and athletes in the song
- To ensure payment of the artists and athletes for the song produced
- To ensure payment for the songwriting and recording of the song

CRITERIA FOR ADJUDICATION AND SELECTION TOWARDS THIS SERVICE

Knowledge, experience and track record and proof of song writing and recording(25)

Previous example showcasing competency of delivery of service in the past (25)

In house infrastructure of recording artists via social distance means during delivery of service (25)

Turn-around efficiency and resources via social distance and COVID19 hygiene requirements for booking and management of delivery of services (25)

SERVICE PROVIDER 5: CORPORATE TV COMMERCIAL PRODUCTION SERVICE PROVIDER

TV Script

- To refine script proposed by DSAC for producing
- To supply final list along with production rider timelines and procurement details

Footage Sourcing

- To sourcing existing footage required for use in post production
- To ensure approval of use of footage by authors and owners of footage

Recording of Video and Audio

- To record artists when were they were singing the song in their individual respective spaces
- To include the recording of video footage needed in line with script needs
- To include the audio recording of needed V/O or

PostProduction

To source the song produced from the song-writing team

To lay song to material for final production of TV commercial

To produce TVC in 3 distinct durations to allow for social media distribution.

To produce final TVC for distribution

CRITERIA FOR ADJUDICATION AND SELECTION TOWARDS THIS SERVICE

Knowledge, experience and track record and proof of developing TV commercials (20)

Previous example showcasing competency of delivery of TV commercials in the past (25)

In house infrastructure of camera and post-production facilities in delivery of service (25)

Turn-around efficiency and resources for delivery of services via social distance and COVID19 hygiene requirements (25)

BACKGROUND TO SPEC FOR SERVICE PROVIDER 6 & 7 NEEDS

Sport, Arts and Culture needs to provide for supplying and production of products using the following digital platforms:

which be used in two ways:

- Story telling using Animation
- E-books, Audio-book Podcasts, Video Podcasts
- Virtual Museums, Fashion Shows and Exhibitions Showcasing

3 service providers will be needed to ensure these deliveries:

1. Service provider for promoting government mandate through

SERVICE PROVIDER 6: PHYSICAL ACTIVE HOME VIDEO WORKOUTS

To develop a proposal for de eloping an App which features the following:

- 9 fitness instructors (5 women and 4 men) producing home video workouts
- These 9 fitness instructors must have a national footprint from 9 provinces
- To supply profile of fitness instructors (fitness training experience and or qualifications)
- Each fitness instructor to produce a 20 minute video work-out
- A total of 13 videos must be produced by each instructor
- Producing a 5 minute video mock-up to show capability of such an activation
- Each instructor will be expected to feature at least 2 people (family members) at least 3 of these daily video work-outs
- Fitness instructors to promote the App to audiences as part of growing awareness of the platform.
- In total 117 video workouts will be produced with each instructor producing 13.

CRITERIA FOR ADJUDICATION AND SELECTION TOWARDS THIS SERVICE

Knowledge, experience and track record and proof of running a social media platform promoting physical active participation and healthy living lifestyle (20)

Previous example showcasing competency of requested delivery of physical active promotion service in the past (20)

In house infrastructure of delivery of services of App and Video recording services (20)

Previous experience and or expertise of fitness instructors proposed and their involvement in the community (20)

Established platforms for co-promotion of App with department to SA audiences (10)

Turn-around efficiency and resources for delivery of services via social distance and COVID19 hygiene requirements (10)

SERVICE PROVIDER 7: HOSTING AN ONLINE FASHION SHOW

Online Fashion Show

- To produce a 3 - part series for running an African/Afrocentric fashion design show event involving:
 - Behind the scenes of preparing material for the fashion show
 - Showcasing the fashion show event online
 - Driving South Africans to a platform for ordering material (subject to COVID lock-down lifting)
 - Providing support to promote audience reach for awareness of the online video work-outs to be posted on live stream platforms of the department

CRITERIA FOR ADJUDICATION AND SELECTION TOWARDS THIS SERVICE

Knowledge, experience and track record and proof of being a fashion designer/fashion content creator expert(20)

Previous example showcasing competency of delivery of fashion designer content in the past (20)

In house infrastructure of provision of fashion design content creation of service (20)

5 minute video sample recording showcasing competency in delivery of a fashion show (20)

Turn-around efficiency and resources for delivery of services via social distance and COVID19 hygiene requirements (20)

SERVICE PROVIDER 8: HOSTING AN ONLINE CULINARY SHOW**Online Culinary Cooking Show**

- To produce a 5 - part online TV series for running a cooking show event involving:
- Cooking of South African dishes
- Highlighting the importance of hygiene and cooking during corona period
- Highlighting the importance of eating healthy - more so during COVID19 period
- Providing support to promote audience reach for awareness of the online video work-outs to be posted on live stream platforms of the department

CRITERIA FOR ADJUDICATION AND SELECTION TOWARDS THIS SERVICE

Knowledge, experience and track record and proof of being a culinary chef/expert(20)

Previous example showcasing competency of delivery of culinary services in the past (20)

In house infrastructure of provision of culinary delivery of service (20)

5 minute video sample recording showcasing competency in delivery of a culinary show (20)

Turn-around efficiency and resources for delivery of services via social distance and COVID19 hygiene requirements (20)

SERVICE PROVIDER 9: STORY-TELLING SERIES THROUGH ANIMATION**Story Telling Through Animation**

- Develop 13 part animation series proposal where through audio and video podcasts story telling edutainment to the ECD age groups can be encouraged as follows:
 1. Reading Culture
 2. Physical Activity promotion
 3. Societal Values
 4. Protection of COVID19
- Final products to be produced will be both an audio ebook plus a video podcast promoting the 13 part story line

CRITERIA FOR ADJUDICATION AND SELECTION TOWARDS THIS SERVICE

Knowledge, experience and track record and proof of successful delivery of animation services applying for. (20)

Previous example by supplying video sample showcasing competency of delivery of service in the past (20)

In house infrastructure of delivery of service (20)

5 minute video sample recording showcasing competency in delivery of a story telling animation show for children (20)

Turn-around efficiency and resources for delivery of services via social distance and COVID19 hygiene requirements (20)

SERVICE PROVIDER 10: VIRTUAL MUSEUMS PRODUCTION**Virtual Museums**

To revert with as proposal for developing 1 virtual museum of Luthuli Museum.

- Service providers must be skilled in AR and VR expertise who will work with Video production teams to capture content and curate it into real time viewing
- This virtual museum will be hosted via live stream TV channel

CRITERIA FOR ADJUDICATION AND SELECTION TOWARDS THIS SERVICE

Knowledge, experience and track record and proof of successful delivery of VR/AR services applying for. (20)

Previous example by supplying video sample showcasing competency of delivery of service in the past (20)

In house infrastructure of delivery of service (20)

5 minute video sample recording showcasing competency in delivery of a VR of any venue (20)

Turn-around efficiency and resources for delivery of services via social distance and COVID19 hygiene requirements (20)

SERVICE PROVIDER 11: BRANDING AND APPAREL PRODUCTION**Event Branding (designs to be supplied by department):**

Media Banners - to supply to the following spec: x 10

- Size 3m (w) x 2,25m (h) -
- Printed as dye sublimation
- Material used - polyTwill canvas with velcro finishing (not glue please).
- Portable carry bags for each x 10

Pull Up Banner - to supply to the following spec:

- 1,2m (w) by 2m (h) - executive or classical mechanisms
- Portable carry bag for the banners x 20
- Pull up banner Quantity x 20

Branded Apparel (designs to be supplied by department):

40 Tshirts - 160gm printed on material of bird's eye honey comb

60 White Vests - 160gm printed on material of bird's eye honey comb

60 Green vests - 160gm printed on material of bird's eye honey comb

40 White branded Golf shirts 165gm on sports lycra material

50 Bandana - size 550 (w) by 550 (w) - material must be PolyTwill mesh

50 Green Arm band with phone pocket 20 cm (h) 9 cm (diameter) - dye sublimation printing

All printed using dye sublimation

Packaging Branding & Apparel Collateral for Shipment

To package for shipment - branding and apparel for the 9 fitness instructors employed in all 9 provinces to do the video work-outs.

To pack or shipment to be 10 boxes - each containing the following

- 1 Media Banner
- 2 Pull Up Banners
- 5 Bandanas
- 5 Green Arm Bands
- 6 Green Vests
- 6 White Vests
- 4 Golf Shirts
- 4 Tshirts

(Shipment will be done by the department)

CRITERIA FOR ADJUDICATION AND SELECTION TOWARDS THIS SERVICE

In house infrastructure of delivery of service (25)

Turn-around efficiency and resources for delivery of services (25)

Supply of sample material of requested apparel showcasing competency of delivery of service in the past (25)

Knowledge, experience and track record of successful delivery of services applying for (25)

5. LEGISLATIVE AND REGULATORY FRAMEWORK

- 5.1 This bid and all contracts emanating from this bid will be subject to the General Conditions of Contract issued in 2010 in accordance with of the Treasury Regulations 16A, published in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract of 2010. Where, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract takes precedence.

6. EVALUATION STAGES

- 6.1 The bid evaluation process consists of several stages that are applicable as defined in the table below:

Stage	Description	Applicable for this bid
Stage 1	Initial screening process to check compliance with bid requirements.	Yes
Stage 2	Functionality requirement evaluation.	Yes
Stage 3	Price and BBBEE evaluation.	Yes

6.1.1 Stage 1:

Verification of service provider (s) compliance with bid requirements and initial screening process.

6.1.2 Stage 2:

The Technical proposal will be evaluated out of 100 points with a threshold of 70 points. Bidders that score less than 70 points will be disqualified. Bidders must score a minimum of 70 or more points to qualify for further evaluation on price and preference points.

6.1.3 Stage 3:

Once included in the database, the 80/20 principle in terms of the Preferential Procurement Framework Act (PPPFA) will be applied.

Where BBBEE points are claimed, a certified copy of BBBEE certificate must be attached. Only SANAS accredited certificates will be taken into consideration or sworn affidavits (EME or QSE) must be valid at the time of the closing of the tender.

7. BID REQUIREMENTS

The following is required of bidders and should be submitted to the department as part of the bid submission:

- 7.1 Company profile.
- 7.2 All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report to the tender document (5 days before the closing date).
- 7.3 The tax status on CSD must be compliant, as Department is unable to award a contract to a company whose tax affairs are not in order as determined by SARS. Bidders whose tax matters have expired or compliance status is invalid will be disqualified. Note that it is no longer a requirement for bidders to submit hard copies of tax clearance certificates as compliance to tax matters can be assessed and verified on the CSD report.
- 7.4 Original and valid and / or certified copy of B-BBEE status level certificate bearing SANAS logo or registered auditor. Failure to submit a valid B-BBEE certificate will result in zero preference points being awarded for B-BBEE. B-BBEE certificates or sworn affidavits must be valid at the time of the closing of the tender.
- 7.5 Original Company Resolution or Letter of authority or Letter of appointment authorizing the signatory of the Entity to sign the contract with the Department.
- 7.6 Valid contact details including e-mail address.
- 7.7 Certified ID copies of all Directors.
- 7.8 At least three reference letters must be provided, as well as an indication of experience with similar projects.
- 7.9 Bidders are requested to provide one original and 5 copies of all documents.
- 7.10 Companies, who registered for VAT, should include VAT on their costing.
- 7.11 Any other details that may be relevant in respect of the tender evaluation criteria described below:
- 7.12 All bidders are required to submit details of Shareholder status as follows:
- Shareholder certificates with the names of Directors and percentage of ownership.
 - Identity Documents of all Shareholders.

8. EVALUATION CRITERIA

- 8.1 All bids received will first be evaluated for functionality. Bidders who meet a minimum functionality score of 70 points out of 100 points, may be added on the panel of service providers for a period of 36 months.
- 8.2 The evaluation will be in accordance with the prescripts of the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000) as amended.

8.3 With regards to functionality the following criteria will be applicable and the maximum weight of each criterion is indicated.

8.4 For purposes of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria mentioned below.

9. CONFIDENTIALITY

9.1 No information or documentation may be used for any other purpose other than providing for a tender proposal to the Department, and no copies of any document may be made, except with prior written approval from the Department.

10. INTELLECTUAL PROPERTY AND OWNERSHIP

10.1 Ownership and copyright of all documentation developed during the period of the contract will be vested in the Department.

10.2 All intellectual property rights relating to any work produced by the service provider in relation to the performance of this contract shall belong to the Department and may not be used for any other purpose by the service provider. The service provider shall give the Department all assistance in protecting such intellectual property rights. All material, in paper, electronic or any recorded format produced by the service provider in the performance of this contract shall remain the property of the Department and must be handed over to the Department on termination of the contract.

10.3 All service providers undertake not to infringe the intellectual property of third parties. Should any action or claim be instituted against the Department emanating from an infringement of intellectual property or an alleged infringement of intellectual property, the service providers hereby indemnify the Department against such claims or actions as well as all costs (including legal costs on an attorney and client scale).

11. CONTRACTUAL ARRANGEMENT

11.1 The service provider is required to enter into a Service Level Agreement (SLA) with the Department to perform all functions as set out in the project Specification or Terms of Reference and National Treasury General Conditions of Contract of 2010.

12. FINANCIAL IMPLICATIONS

12.1 All bidders must provide a cost breakdown that should be part of their proposals as per Paragraph 4.14 of the Task Directive above.

12.2 No service will be provided to the Department before an official order has been issued to the supplier or service provider.

12.3 The service provider should be aware that Department only pays after the services have been rendered.

12.4 Payments will be done within 30 days of receipt of an invoice with all required supporting documents as per the Service Level Agreement.

12.5 Payments will be made by the Department after the service provider has submitted an invoice supported by all requisite documents.

13. CLIENT BASE

13.1 The Department reserves the right to contact references during the evaluation and adjudication process to obtain information.

14. COMMUNICATION

14.1 The Department may communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period.

15. PRESENTATION

15.1 The Department may request presentations and or interviews from short-listed bidders as part of the bid process.

16. SUPPLIER DUE DILIGENCE

16.1 The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. Bidders must note that, the Department will conduct verification on the information submitted and any misrepresentation will result in an automatic disqualification.

17. CONFLICT OF INTEREST

17.1 The bidder or bidders group must submit a document (you may include it in your covering letter), stating whether any of its employees have any interest in the Department or whether any of Department's personnel have any interest in the bidders or affiliated business.

18. PACKAGING OF BID

18.1 **Bidders to arrange the Standard Bidding Documents (SBDs) in their submissions in a numerically and orderly. Bidders are required to complete the following SBDs 1, 3.1, 4, 6.1, 7.2, 8, 9. The forms can be downloaded from the National Treasury's website.**

19. SUBMISSION OF BIDS DOCUMENTS

19.1 Bidders are advised to ensure that their bids are submitted on time.

20. Bidders should email their proposals documents at scmcovid19dsac@gmail.com by 11H00

21. PRICE OR FEES NEGOTIATION

21.1 The Department may negotiate the price or fees with the preferred bidder/s during a competitive bidding process.

22. LATE BIDS

22.1 Bids are received at the email indicated above. Bids received after the closing date and time will not be accepted. Bids documents should be submitted before 11:00 on the closing date.

23. BID AND TECHNICAL ENQUIRIES / CLARIFICATION OF TENDER DOCUMENTS

23.1 The Department will respond in email to any request for clarification of the proposals. All enquiries related to the technical content of the Terms of Reference as well as the bid enquires may be directed in writing to the officials listed below:

CONTACT PERSON TECHNICAL: MS NNANIKI MALESA :
0713509125 scmcovid19dsac@gmail.com

CONTACT PERSON SCM COMPLIANCE: MR. ITUMELENG TLHASEDI
EMAIL: scmcovid19dsac@gmail.com
Tel: 0825669537