

TENDER CLARIFICATIONS (QUESTIONS AND ANSWERS)

GTAC 024-2023-24: PROVISION OF COMMUNICATION, MARKETING SOCIAL MEDIA AND KNOWLEDGE MANAGEMENT SERVICES TO THE GOVERNMENT TECHNICAL ADVISORY CENTRE

This document sets out bid Clarifications as provided for in the bid document.

CLARIFICATIONS

The questions received have been consolidated and answered as per the table below:

<p>Query 1:</p> <p>I would like to inquire about the Briefing session that is happening on the 19th. Would you kindly share the link or full details of the meeting.</p> <p>Response:</p> <p>Kindly note that no briefing session would be held for this bid however any tender clarifications may be forwarded to psp@gtac.gov.za The closing date for tender clarifications is on the 19th of January 2024 at 16:00.</p>
<p>Query 2:</p> <p>May we kindly request for the above-mentioned bid tender document.</p> <p>Response:</p> <p>Kindly note that bid documents are available on the following websites under advertised tenders:</p> <ul style="list-style-type: none"> - E-tender portal. - GTAC website.
<p>Query 3:</p> <p>Do we submit the financial part of the proposal separately from the technical proposal? There is the SBD 6 form and also the Annexure D - SBD 3.3 form. At the same time are we required to submit a complete budget?</p> <p>Response:</p> <ul style="list-style-type: none"> - Yes, financial proposal (Annexure D-SBD 3.3) must be separated from the technical proposal two envelope system (1 envelope for technical bid document and 1 envelope for financial proposal). - SBD 6.1 document will be part of the technical proposal. Annexure D-SBD 3.3 is the template to be used as the financial proposal to be submitted in separate envelope. - NB: Annexure C: Pricing Proposal Guide, is only there to help your costing process for the bid. - Bidder to take note of the revised Annexure D- SBD3.3. which now caters for possible 3rd party costs and Annexure C stating that its only a guide for more information.
<p>Query 4:</p> <p>It says I should submit 4 copies of the Bid document. Please explain that. Does that mean I have to do 3 more copies of the bid document I have filled and signed or is there a specific document I should do 4 copies of.</p> <p>Response:</p> <p>Yes, bidder is required to submit 4 copies of original bid document.</p>

Query 5:

1. Annexure D SBD 3.3 form (Pricing Proposal): Kindly confirm if the SBD 3.3 form should only include hourly rates and number of days for professional resources only or must we also include 3rd party costs such as printing of booklets, webinar platform subscription fees etc. when submitting our pricing proposal; and
2. The Evaluation Criteria for Resources (pages 12 to 15 of the ToR): Kindly confirm if the weighting points awarded for each resource will be based on relevant years of experience + proof of qualification or just on relevant years of experience only.

Response:

1. Please make provision for 3rd party costs where necessary on Annexure D – SBD 3.3 form only. Annexure C is there to help your costing process for the bid. SBD 3.3 has been revised to cater for it.
2. Evaluation Criteria points awarded for experience and relevant project completed, refer to each criterion for detail.

Bidders must also refer to 4.2 under main tasks under layout and design, the 2nd paragraph refers to the additional skills required which refers 3rd party in the Terms of Reference (ToR).

NB** bidders to note revised Annexure D (SBD 3.3) and Annexure C (pricing guide)

NOTE TO BIDDERS: EXTENSION OF BID CLOSING- DATE

The bid closing date is hereby extended to 09 February 2024 at 11:00am.

Proposals must be submitted in the GTAC tender box situated at:

Ground floor reception area of the
 National Treasury Building
 240 Madiba Street
 Pretoria.

NB: Bids must NOT be submitted at the Tender Information Centre (TIC).