



Province of the
EASTERN CAPE
COMMUNITY SAFETY

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ADDENDUM TO THE ORIGINALLY APPROVED TERMS OF REFERENCE

SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL OVER A PERIOD OF THREE (3) YEARS: SCMU15-23/24-001

This communication serves to rectify or give more clarity on the issues raised during the compulsory briefing session held on 06/07/2023 at 10h00 at the second-floor boardroom of the Department of Community Safety in Bhisho. Hereunder please find resolutions taken in order to clarify ambiguities or uncertainties. Changes made included the following issues, namely;

1. Invitation to tender

The department has revised the specification by requiring interested bidders to meet the following minimum requirements:

- Must have been involved in the supply and delivery of goods (branded/ non-branded) specifically to the Public Sector for a minimum of 3 years and must provide as proof, a minimum of three (3) reference letters from satisfied previous clients that have been serviced in the past five years
- Each bidder must have supplied and delivered goods to the minimum value of cumulative R50 000.00 as proof of financial strength.
- Bidders must supply quotes for all promotional items listed in the pricing schedule to ease the evaluation of received bids (**new condition**).

2. Minimum requirements of the bid (ref. page 9-10)

The requirements have been revised to read as follows:

The bidder must provide the following as evidence, failure to do so will result in disqualification:

- Must provide reference letters from recently satisfied previous clients that have been serviced in the last five years. The reference letter must be on the relevant client's letterhead with fixed/ mobile contact numbers, indicative of delivery period(s) and must have been signed preferably by the SCM Manager/ Manager-Contract/ Chief Financial Officer/ Head of Department/ Municipal Managers. The reference letter must be accompanied by the official purchase order from the relevant government institution.

Letters of contract awards/ appointment letters/ letters of acceptance will not be accepted.

- Each bidder must have supplied and delivered goods to the **minimum value of cumulative R50 000.00** as proof of financial strength.
- Bidders must supply quotes for all promotional items listed in the pricing schedule to ease the evaluation of received bids.
- Must provide proof of existing functional business unit (Head office/ branch) within the Eastern Cape Province (municipal account must not be older than three months prior the closing date of the bid) or valid lease agreement with proof of three rental payments made in the past three months prior the closing date of the bid. Residential letters from the Traditional Authorities/Municipal Councilors will also be accepted for suppliers residing in rural areas (suppliers are cautioned to avoid substituting lease rentals and accompanying payments by pretending to be residing in rural areas as that will later be verified with relevant authorities).

The department shall conduct in loco inspection to the premises of the recommended bidder.

3. Functionality (ref. page 11-12)

Criterion no. 1 (Bidders Experience)

- Bidders must provide reference letters from recently satisfied previous clients that have been serviced in the last five years. The reference letter must be on the relevant client's letterhead with fixed/ mobile contact numbers, indicative of delivery period(s) and must have been signed preferably by the SCM Manager/ Manager-Contract/ Chief Financial Officer/ Head of Department/ Municipal Managers. The reference letter must be accompanied by the official purchase order from the relevant government institution.

Letters of contract awards/ appointment letters/ letters of acceptance will not be accepted.

Criterion no. 2 (Financial Strength)

- Each bidder must have supplied and delivered goods to the **minimum value of cumulative R50 000.00** as proof of financial strength.

The evaluation criteria will appear as follows:

CRITERIA	REQUIRED EVIDENCE	ALLOCATED POINTS	MINIMUM ACCEPTED POINTS	MAXIMUM POINTS
<p>1. Bidder's experience</p> <ul style="list-style-type: none"> Must provide reference letters from recently satisfied previous clients that have been serviced in the last five years. The reference letter must be on the relevant client's letterhead with fixed/ mobile contact numbers, indicative of delivery period(s) and must have been signed preferably by the SCM Manager/ Manager-Contract/ Chief Financial Officer/ Head of Department/ Municipal Managers. The reference letter must be accompanied by the official purchase order from the relevant government institution. Letters of contract awards/ appointment letters/ letters of acceptance will not be accepted. 	<p>Provided at least four (4) reference letters under the client's letter head with contactable numbers (i.e. 4 and more)</p>	<p>20</p>	<p>10</p>	<p>20</p>
	<p>Provided three (3) reference letters under the client's letter head with contactable numbers</p>	<p>10</p>		
	<p>Less than three (3) reference letters or no contact details</p>	<p>0</p>		
<p>2. Financial Strength</p> <p>The bidder must have supplied and delivered promotional items to the minimum value of cumulative R50, 000 or more. Reference letter/s in a client's letterhead must be attached as a proof, indicating the value promotional items supplied.</p>	<p>Provided letters with project valued more R50 000.00 =20 points at least four (4) reference letters under the client's letter head with contactable numbers (i.e. 4 and more)</p>	<p>20</p>	<p>10</p>	<p>20</p>
	<p>Provided letters with project valued up to R50 000.00 =10 points</p>	<p>10</p>		

CRITERIA	REQUIRED EVIDENCE	ALLOCATED POINTS	MINIMUM ACCEPTED POINTS	MAXIMUM POINTS
	at least three (3) reference letters under the client's letter head with contactable numbers (i.e. 3 and more)			
	Provided letters with project less than R50 000.00=0 points Less than three (3) reference letters or no contact details	0		
3. Locality Must provide proof of existing functional business unit (Head office/ branch) within the Eastern Cape Province (municipal account must not be older than three months prior the closing date of the bid) or valid lease agreement with proof of three rental payments made in the past three months prior the closing date of the bid. Residential letters from the Traditional Authorities/Municipal Councilors will also be accepted for suppliers residing in rural areas (suppliers are cautioned to avoid substituting lease rentals and accompanying payments by pretending to be residing in rural areas as that will later be verified with relevant authorities).	Proof of existing functional business unit in the Eastern Cape province	10	10	10
	No proof of existing functional office in either Eastern Cape province /lease agreement not provided with the proof of rental payment made three (3) months prior the bid closing date.	0		
TOTAL			30	50

NB: A bidder must achieve at least 30 out of 50 points allocated for quality/ functionality (i.e. 60% out of 100%) in order for the bid to be eligible for further consideration. It must be mentioned that bidders will be expected to obtain the minimum points accepted on each criterion to qualify for the next stage of evaluation.

4. Pricing schedule (ref. page 21)

Full specification/description of item number 7 and 64 labelled as Multi-Pocket Jacket (5/6pockets) and photo frames has now been provided.

Attached please find a template for reference letters which you must forward to your referees/clients for completion, marked as **Annexure "A"**.

The closing date of the bid has been extended from 21 July 2023 to 28 July 2023 at 11h00.

Approved/Not Approved



Mr V.W. Mapolisa
Head of Department
Department of Community Safety
Date: _____

ADDENDUM