



BID DESCRIPTION: APPOINTMENT OF A PANEL OF GRAPHIC DESIGN AGENCIES FOR THE DESIGN OF PUBLICATIONS, BROCHURES, AS WELL AS MARKETING AND BRANDING MATERIALS PLUS SOCIAL MEDIA AND DIGITAL CONTENT ON AN “AS AND WHEN” REQUIRED BASIS, FOR A PERIOD OF FIVE YEARS

BID NO.: IRBA/05/2024/RFT

CLOSING DATE: 07 FEBRUARY 2025 AT 12H00 (South African Time)

RE: RESPONSE TO ENQUIRIES RECEIVED IN RESPECT OF THE BID

1. In line with paragraph 2.3 of the bid document, the IRBA has consolidated the questions emanating from the enquiries, as well as its response.
2. Bidders are reminded that the bid document must be hand-delivered and placed in the tender box on the Ground Floor of Building 2, Greenstone Hill Office Park, Emerald Boulevard, Modderfontein, 1609, by no later than **12h00 (South African time) on 07 February 2025.**

RESPONSE TO QUESTIONS RECEIVED POST ADVERTISEMENT OF THE BID

Question 1: *Please advise on BEE Scoring*

Answer 1: *Please refer to page 12 of the RFT - Proposals that are compliant with the first and second evaluation phases will be evaluated further in terms of 80/20 preference point systems as follows.*

80 points for Price: The score (80points) is awarded based on the price of the tender. The tender with the lowest price gets the highest score and other tenders gets a proportionate score depending on the prices of competing tenders).

20 points for Specific Goals: The points will be awarded based on the achievement of specific goals by the bidder. 20 points are allocated as follows:

- 10 points for an Enterprise with ownership of 51% or more by person/s who are black*
- 5 Points for an Enterprise with ownership of 51% or more by person/s who are women*
- 3 Points for an Enterprise with ownership of 51% or more by person/s who are youth*
- 2 Points for an Enterprise with ownership of 51% or more by person/s with disability.*

In order to claim points Bidders must submit supporting documentation as specified on page 12 of the RFT. While failure to submit the supporting proof documents will not disqualify the bidder, it will result in the allocation of zero points for the respective specific goal.

Question 2: *Does the production and execution services refer to printing services under the Service Category 3 (Graphic Design Works for Marketing, Branding and Other Corporate Material) on the pricing schedule (page 36 of the RFT)*

Answer 2: *No, the RFT does not include printing. Printing services do not form part of the scope of work for this RFT.*

Question 3: *1) Will the company be disqualified if it's been operating for less than 5 years?*

2) Also can a bidder include Freelancers or contractors as part of their team proposed for this RFT or is the bidder supposed to have full time employees only as part of the proposed team?

Answer 3: *Yes, the company will be disqualified. For a bidder to obtain a minimum qualifying score relating to the "Company Overview" evaluation, bidders are required to submit a Company profile demonstrating five years, from the closing date of this RFT, operating as a graphic design agency. It should be noted that a minimum qualifying score per criteria must be met, as set out in the evaluation criteria. Failure to achieve any of the minimum scores for each element will result in a disqualification for further consideration, even if the overall minimum total score has been achieved.*

Freelancers- While the IRBA prefers full time employees, bidders may also propose a team of freelancers, provided they can demonstrate the required experience and qualifications in each service category and the freelancers must be committed to project for five years and must be a consistent part of the team. In addition, the bidder should ensure that they manage the project team for the duration of the contract to ensure continuity of work. Any change of team must be made with the approval of IRBA.

Question 4: *Is this tender opened to agencies across South Africa or is specifically for Gauteng agencies?*

Answer 4: *Locality was not a requirement for this tender; therefore, bidders can be based anywhere in South Africa. However, they must factor travel costs into the hourly rates if they need to travel to the IRBA offices during the contract period*

Question 5: *Are service providers required to be registered for VAT? Will that affect point scoring?*

Answer 5: *If a bidder is not required by tax law to be registered for VAT, this has no effect. Bidders (whether foreign or local) must be registered on the Central Supplier Database (CSD) of the National Treasury and be tax compliant at the time of contract award. Bidders are also advised to read the National Treasury Instruction NO. 4A of 2016/2017 for the CSD requirements and the National Treasury Instruction NO.09 of 2017/2018 for the issue of tax compliance*

Question 6: *Could we kindly request past project reports to use as references for similar projects?*

Answer 6: *IRBA publications are available on www.irba.co.za. Content creation can be found on IRBA social media or on www.irbalearning.co.za*

Question 7: *Can companies headquartered outside of Africa participate in the RFT?*

Answer 7: *Yes, companies headquartered outside Africa can participate. However, they must fulfil both the administrative and functional requirements of this RFT. Foreign companies are also required complete the Questionnaire located on the SBD 1 form and comply with the requirements thereof.*

Question 8: *Does the company profile have to be printed and included in the Hard copy version of the submission since we'll have the soft copy on the USB as well?*

Answer 8: *Yes, The IRBA requires one original hard copy and one soft copy (USB) of the complete bid documentation inclusive of Annexures and supporting documents, which can be submitted in one envelope. Only the Pricing Schedule (Annexure B: Financial Proposal) and the SBD 3.3 form can be submitted in a separate sealed envelope. The soft copy (USB) must also include the Pricing Schedule and SBD 3.3 form.*

Question 8: *How much is IRBA willing to pay per hour per design?*

Answer 8: *This is a competitive bidding process, the IRBA allow this process to determine the best prices, taking into account market price. Our process is transparent and competitive, meaning that potential providers must submit their own bids based on the requirements of the RFT.*

Question 9: *If one of the companies in a Joint Venture (JV) has less than 5 years experience in the industry, will the JV not be able to bid for this tender ?*

Answer 9: *This should not be the case as long as one of the partners in the JV fulfils the minimum requirements of 5 years of experience. The bidder will thus qualify for the minimum number of points for this criteria in functionality.*

Question 9: *In terms of a Joint Venture (JV), does the JV need to have a consolidated BBEE or will a JV agreement suffice?*

Answer 9: *If the JV is an Incorporated JV (company), they will be required to submit a B-BBEE certificate for the company. The requirement for this tender is that individual entities should submit the mandatory documents respectively, but the JV itself should typically submit a consolidated B-BBEE certificate demonstrating the combined BEE status of the entire partnership; this is especially crucial if the JV is not a formally incorporated entity.
The bidder is required to submit a signed JV agreement. .*

Question 10: *Please confirm that submission of original hard copy and soft copy can be submitted in one envelope, inclusive of Annexure A, Annexure B and all supporting mandatory documents?*

Answer 10: *The IRBA requires two copies, one original hard copy and one soft copy (USB) of the complete bid documentation inclusive of Annexures and supporting documents, which can be submitted in one envelope. Only the Pricing Schedule (Annexure B: Financial Proposal) and the SBD 3.3 form can be*

submitted in a separate sealed envelope. The soft copy (USB) must also include the Pricing Schedule and SBD 3.3. form.

Question 11: a) You have mentioned rotating assignment of work to the approved service providers. Is there someone internally that will be managing the look & feel and some imagery across all items / medium that IRBA needs.
b) What are your preferred / wanted payment terms? Do you work on a deposit, milestone, completion basis? Or 30 / 60 days.
c) How do you wish to manage the projects moving forward. With the feedback loops you have mentioned (committees etc) I assume the scope will often go beyond the initial quote. How have you historically managed this? From the scope side, budget side, timeline deliverable side.

Answer 11: a) Yes, the IRBA does have a team consisting of three personnel and work will be allocated amongst the team. before any commencement of work IRBA team will meet with the allocated team from the agencies to discuss the requirements. The art/creative director should be responsible for interpreting the corporate ID framework and proposing concept designs.
b) IRBA pays 30 days from invoicing date and after completion of the project. IRBA does not have a deposit payment procedure. However, depending on the nature of the project, we may do milestones. This applies in particular to projects with a longer duration, such as annual reports.
c) No, the scope will not go beyond the initial quote however, depending on the project, some work will go to different committees and in this case, there may be some rounds of corrections. This is factored into the quotation process.

Question 12: How many companies will be appointed in the panel?

Answer 12: The intention is to appoint up to 12 service providers into the panel of graphic design agencies.

Question 13: *Is there a document structure that needs to be used for the portfolio submission in terms of the Functionality Criteria 4.2.5. of the RFT*

Answer 13: *There is no template or specific structure for the portfolio of evidence. If bidders bid for all three categories, they must submit samples for all three categories which fully comply with the requirements of the Functionality Criteria 4.2.5 of the RFT. The samples (whether submitted in soft copy or hardcopy) must be decipherable and appropriate quality so that the evaluation committee is able to assess the quality of the work and check for errors. Submission of snapshots or jpegs or screengrabs of your work will not be accepted.*

Question 14: *The TOR clearly states that we should not change the pricing schedule. Are we allowed to submit itemised quote for each item without changing the price schedule you have provided us with?*

Answer 14: *As long as there are no changes to the format of the Pricing Schedule and the totals are clearly assessable, you can include as much detail as you wish in a separate supporting document to the Pricing Schedule.*

Question 15: *Can evidence be press-able links on the PDF. submitted in the USB.*

Answer 15: *Bidders are required to include PDF or other file format documents of all evidence on the USB. Press-able links can pose access problems, whereby the links don't work or cannot be accessed or would have expired thus impacting the evaluation process.*

Question 16: *One of the requirements, under resource allocation is a creative/ art director, x2 designers and account manager. What if one of the partners is a creative director with experience as both art direction and graphic design, can we allocate one extra designer or a freelancer?*

Answer 16: *The bidder must propose four team members, how you allocate the team members responsibilities is up to you.*

Question 17: *The estimated hours for monthly graphic services is 125, although not binding, are you able to give a more realistic projection based on your past interaction with agencies to address the issue of freelancers when bringing them on board?*

Answer 17: *Yes, it is a realistic estimate of the workload based on the current work. Additional work may be required, and the workload may increase. However, for evaluation purposes, we ask that the bidder use the 125 hours as a guideline only*