



South African Reserve Bank

**Financial Services Department - Procurement Section**

**370 Church Street**

**Pretoria**

**Tender**

**Tender No. BM /05-2012**

**June 2012**

**Project name: Corporate DVD on functions of the South African Reserve Bank**

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South African Reserve Bank

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## **Invitation to Tenderers**



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**Invitation: Request for proposals for the production of a corporate DVD on functions of the South African Reserve Bank Ref: BM/05-2012**

The South African Reserve Bank (the Bank) wishes to contract a service provider to produce a DVD of the Bank. The DVD must cover the operations of the Bank's Head Office, its branches, the SA Mint Company and the SA Banknote Company. The latter two are subsidiaries of the Bank. For full general specifications, see Section 3 of this document. A compulsory briefing and/or information session will be held in the Bank on **Tuesday, 26 June 2012**.

Kindly notify this office of your attendance at least three days prior to the compulsory briefing/information session date by furnishing the names of people who will be attending, their identity and vehicle registration numbers for the attention of Noluthando Deyi at e-mail address [Noluthando.Deyi@resbank.co.za](mailto:Noluthando.Deyi@resbank.co.za). Kindly note that for logistical requirements, no more than two representatives may attend.

Short-listed service providers will be subjected to a personnel security vetting process in accordance with the Bank's Security Vetting Policy and/or enabling legislation.

Tenders/proposals will be received until **10:00** on **10 July 2012**. Your original tender and copies clearly marked "**original**" and three (3) copies marked "**copy**" (four in total) must be submitted in sealed envelopes and placed in the Bank's tender box situated at ground floor, 370 Stanza Bopape Street (formerly Church Street), Pretoria for attention Ms Noluthando Deyi. Tender documentation must reflect the necessary heading, tender reference number and closing dates.

Should courier services companies be utilised for delivery of the documents, please give specific instructions for the documents to be deposited in the tender box and not

through the Bank internal mailing system. Tenders not deposited in the tender box will not be accepted. No late submissions will be accepted.

Enquiries: Ms Noluthando Deyi Tel: (012) 313 4665 or e-mail  
Noluthando.Deyi@resbank.co.za.



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## **Section 1**

### **Conditions of tender**



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## Conditions of tender

### 1.1 Introduction

- 1.1.1 The Bank will select a service provider among those which have responded based on set criteria as specified in this tender.
- 1.1.2 Note that (i) the costs incurred or losses suffered by the tenderer in preparing and submitting the proposal, and of negotiating the contract, including a visit to the Bank, are not reimbursable as a direct cost of the assignment; and (ii) the Bank is not bound to accept any of the proposals submitted.
- 1.1.3 The Bank's policy requires that tenderers provide professional, objective, and impartial advice and at all times hold the Bank's interests paramount, without any consideration for future work.
- 1.1.4 It is the Bank's policy to require that tenderers observe the highest standard of ethics during the execution of such tender. The Bank will reject a tender for award if it determines that the service provider recommended for the award has engaged in corrupt or fraudulent activities in competing for the tender in question.

### 1.2 Clarification and amendment of the tender documents

- 1.2.1 Tenderers may request a clarification of any information in the tender before the submission date. Any request for clarification must be sent in writing (by e-mail) to the following person at least 48 hours before the closing date: Noluthando.Deyi@Resbank.co.za or fax number (012) 313-4665
- 1.2.2 At any time before the submission of tender, the Bank may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the tender. Any amendment shall be issued in writing through addenda.

1.2.3 Addenda shall be sent by e-mail to all invited tenderers and will be binding on them. The Bank may at its discretion extend the deadline for the submission of tenders.

### 1.3 **Preparation of tender**

1.3.1 Tenderers are requested to submit the tender written in English.

1.3.2 In preparing the tender, tenderers are expected to examine the documents constituting this tender in detail. Material deficiencies in providing the information requested may result in rejection of a tender.

### 1.4 **Submission of tender**

1.4.1 Tenderers are warned that if the conditions set out hereafter are not closely adhered to, it may result, at the sole discretion of the Bank, in the tender not being accepted for consideration.

1.4.2 The original tender shall contain no interlineations or overwriting, except as necessary to correct errors made by the service provider itself. Any such corrections must be initialled by the persons or person who sign(s) the proposals.

1.4.3 Each tenderer is required to return the complete set of tender documents, which was obtained from the Bank, with all the required information supplied and complete in all respects. NB: where requested to provide specific information, please provide same and refrain from referring to some attachment unless you have been specifically requested to do so. Failure to adhere to this will negatively affect your scoring.

1.4.4 Tenderers are instructed to strictly adhere to the numbering used in the tender document to facilitate ease of evaluation.

1.4.5 Tenderers are to note that it remains the responsibility of the tenderers to ensure the timeous delivery of the tender.



## 1.5 **Completion of tender**

1.5.1 Tender documents are drawn up so that essential information has to be furnished.

## 1.6 **Signing of tender**

1.6.1 The person duly authorised thereto shall sign the tender.

## 1.7 **Procurement process**

1.7.1 The Evaluation Committee of the Bank (the Evaluation Committee) evaluates the tender on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria. Each responsive proposal will be given a score.

1.7.2 A tender shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum score pre-determined by the Evaluation Committee.

## 1.8 **Tender evaluation criteria**

1.8.1 Tenders will be evaluated based on, *inter alia*, the following criteria:

1.8.1.1 Overall response, i.e. completeness, understanding of and responsiveness to the Bank's requirement

1.8.1.2 Company experience (reflected in the company profile and describing types of DVDs or work of a similar nature that have been produced by the company);

1.8.1.3 Capacity to deliver;

1.8.1.4 Pricing;

1.8.1.5 BBBEE rating certificate;

## 1.10 **Negotiations**

1.10.1 The aim of negotiation is to reach agreement on all points. Negotiations will include a discussion of the tender. The Bank and the firm appointed will then work out final Terms of Reference indicating activities, staff, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services". Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Bank to ensure satisfactory implementation of the programme.

## 1.11 **Awarding of contract**

1.11.1 The contract will be awarded following negotiations. After negotiations are completed, the Bank will promptly notify other tenderers on the shortlist that they were unsuccessful.

## 1.12 **Confidentiality**

1.12.1 Information relating to the evaluation of tenders and recommendations concerning awards shall not be disclosed to the service providers who submitted the proposals or to other persons not officially concerned with the process, until the successful service providers have been notified.



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## **Section 2**

### **Notes to tenderers**



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## Notes to Tenderers

### 2.1 Price to include

2.1.1 The total price shall be deemed to include any and all things and matters necessary for the complete and satisfactory execution and completion of the project to be conducted whether or not specifically referred to in the document.

2.1.2 Where necessary, tenderers should provide a break down of costs.

### 2.2 Increase and decrease of costs

2.2.1 The quotation price shall be all inclusive on a fixed price basis and no alteration shall be made to the total price.

### 2.3 Quality assurance

2.3.1 The Bank's Project Manager will agree with the service provider on set standards of quality acceptance.

### 2.4 Copyright

2.4.1 The copyright of the DVD must remain with the Bank.

### 2.5 General

2.5.1 The appointed service provider will be required to supply all materials necessary to carry out the work.

2.5.2 Only proposals of those who attended the compulsory briefing session will be accepted.

## 2.6 **Tender**

2.6.1 The tender is required to comprise the following:

- 2.6.1.1 Company profile (which must address, inter alia, when the company was founded, its core business, management and/shareholders of the company; company experience relating to the production of DVDs or work of a similar nature and describing types of DVDs or work of a similar nature that have been produced by the company );
- 2.6.1.2 A DVD of a similar nature that runs for approximately ten (10) minutes;
- 2.6.1.3 Pricing;
- 2.6.1.4 A valid BBBEE rating certificate;
- 2.6.1.5 Tax clearance certificate.



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### **Section 3**

## **Scope of Work/Specification/Terms of Reference**

- 3.1 In plain English, the DVD must strive to bring central banking closer to ordinary South Africans. The core functions of the Bank to be explained in layman's terms include:
  - 3.1.1 Inflation and inflation targeting
  - 3.1.3 Formulating and implementing monetary policy
  - 3.1.4 Financial stability (including bank supervision)
  - 3.1.5 Oversight of the payment system
  - 3.1.6 Production and distribution of money
- 3.2 The duration of the DVD must be for approximately ten (10) minutes.



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## **Annexure A**

### **Company Profile**