

Tender Cover Letter

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| Tender Open for Response: | 29 May 2018 16H00 |
| Tender Closing Date | Electronic tender responses due before 1200pm 05 June 2018 |
| RFx No: | RFP-2018 |
| DESCRIPTION: | Request for Proposal for the service provider for BCX Signage's rebranding at various locations in South Africa |
| CONTACT DETAILS: | <p>Only Tender specific or content related queries should be directed to the Discussions tab on e-sourcing. Please use email as your last resort</p> <p>Primary Contact: Mpho Mbengwa (012) 3110610 (Office) MbengwM@Telkom.co.za</p> |
| Vendor registration | <p>Vendors are urged to register on the Ariba platform to be able to access full tender documentations</p> <ul style="list-style-type: none"> • The vendor registration period is strictly open from 29/05/2018 to 31/05/2018 • No late registrations will be entertained • After the vendor has registered, the vendor ought to inform the Gyro Procurement team via email mbengwm@telkom.co.za and quote the RFP name to be added into the bidders list. • Only upon registration will the vendor have access to all tender documentation |

| MILESTONES | PLANNED DATE |
|--|---|
| Questions should only be submitted until 3(five)* business days before the Tender Closing Date | From: 29 May 2018 To: 03 June 2018 |
| Site Visits if required. | N/A |
| Presentations if required. | N/A |
| E-Auction Training | N/A |
| E-Auction | N/A |
| Notification to successful Respondents | 16 June 2018 |

All dates subject to change

IMPORTANT INSTRUCTIONS REGARDING THE TENDER DOCUMENTS

Each Respondent must fully acquaint itself with all the conditions relating to the tender. If the Respondent has any doubt as to the meaning or interpretation of any of the Tender Documents, or any information in them, it should:

- ✓ Seek clarification from the Tender Coordinator; and
- ✓ Make its own enquiries and include a statement of the interpretation upon which the Respondent relies, and on which the Respondent's proposal(s) has been prepared.

Whilst Telkom will endeavour to ensure that any written information it provides to the Respondents in respect of the tender documentation is accurate, it gives no representation or warranty (express or implied) to the Respondents of accuracy, reliability, sufficiency or otherwise in relation to any information or data provided, whether contained in the Tender Documents or otherwise.

Pricing should be quoted in South African Rands (ZAR) unless requested otherwise on "Respondent Template".

Pricing must be firm and fixed for 90 days.

The prices quoted by the Respondent and negotiated by Telkom will form the contract prices and no changes or increases will be allowed by Telkom for incorrect information supplied by the Respondent.

If a Master Services Agreement ("MSA") is included in Telkom's tender instructions, Respondent must respond to the requirements contained in the prescribed format.

Respondent's response to the MSA should be completed and form part of the Respondent's response to the tender. In completing the review of the MSA, Respondent should carry out the following:

- ✓ Where Respondent complies with the requirement without qualification, it should leave the requirement un-amended; and
- ✓ Where the Respondent does not comply with the requirement, it should make any deletions or insertions to the original wording using the Microsoft Word track changes function. In addition, after completing its proposed changes, Respondent should provide a concise explanation of the changes in a comment next to the relevant requirement.

Respondent must provide clear, concise and reasonable response. Respondent should not postpone responses. "Respondent would be happy to discuss this later" is an example of a postponed response. If Respondent reserves its position on any requirements, then Telkom will treat the response as non-compliant.

Should the Respondent wish to also submit alternative proposals, the Respondent may do so stating clearly the points of departure from the Invitation to Tender and/or the Tender Documents, the reasons therefore, and the advantages to Telkom if such alternative is accepted. However, Telkom shall be under no obligation, to consider such a non-conforming Tender and Respondents must provide a conforming Tender in any event.

Extensions of Tender Closing Date:

Telkom may in its sole and absolute discretion by written notice to all Respondents, extend the Tender Closing Date and/or Time.

Please note that no application for an extension too close to the Tender Closing Date and/or Time will be considered (within the last two (2) business days before Closing Date and/or Time).

If any Respondent applies for, and is granted an extension of time to submit or lodge its tender, the extension so granted shall apply to all Respondents who will be advised of the extended closing date for receipt of tenders, whether their tenders have or have not been lodged. If you have already lodged your final response, and the extension is granted after your submission, your response will be marked "not final". You must resubmit your final response again, and no later than the extended Tender Closing Date and/or Time.

PURPOSE OF THIS REQUEST

BCX launched as a brand in 2017 – we were unable at the time to rebrand all our regional office to BCX, and held the program over for this fiscal. After this, BCX also merged many of the subsidiaries under BCX into BCX – meaning that we now need to rebrand the old subsidiary premises to BCX.

We require the service of a signage supplier to manage this entire process for us nationally per the list of sites identified. The supplier will need apply and/ or install new BCX branded signage. This does not just apply to external signage affixed to office parks, and the outside of buildings, but also to any signage in reception areas of buildings. We also require in certain instances branded parking spaces for our customers, in the instances where we are situated in an office park and share a building with other tenants.

All old branding carrying other logos other than BCX must be removed even if it is a permanent fixture -we will rather arrange for repaint as opposed to investing in unnecessary expenditure on signage.

The appointed supplier must also manage and work within the parameters governed by office park lessors to ensure that follow their branding principals

The appointed supplier must ensure that the work is completed to standard within 6 weeks of being appointed.

A timeline must be supplied to outline the project from start to finish.

Proof of all completed work must be supplied.

The functionality criteria will be evaluated based on the following:

| Criteria | Weights |
|---|---------|
| <ul style="list-style-type: none"> Submissions should make clear the relevant skills, experience and capacity of the participant: <p>The experience of the company or sub-contractor or owner or project lead in undertaking similar work or projects (list at least 4 projects), e.g. the nature of work undertaken, nature of involvement in such projects, value of the project.</p> | 10 |
| <ul style="list-style-type: none"> Submissions should clearly indicate their capacity to meet our requirements: <p>This will include but not limited to:</p> <ul style="list-style-type: none"> Resources and personnel to be dedicated to these projects Showcase of previous work of a similar type and (or) magnitude done Bidder should have a national footprint Bidder should have their own or access to a manufacturing facility | 10 |

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| <ul style="list-style-type: none"> The bidder is specifically requested to present a timing plan with costs. With key deliverables as per following: <ul style="list-style-type: none"> Mock up in situ of elements that needs to be rebranded as per audit scope. Ensure proper application as per our corporate identity guide Breakdown of material specs (size and type of material) | 10 |
| <ul style="list-style-type: none"> Bidder should be B-BBEE compliant | |

Bidders are required to score a minimum of 70% points on functionality to qualify to be Evaluated in the next level (BBBEE and price). Bidders who do not score the minimum of 70% points on functionality will be disqualified and not be evaluated on price and BBBEE.

Our Evaluation will be as follows:

| EVALUATION CRITERIA | Weight % |
|---|-------------|
| Functional proposal Qualification threshold: 70% | 40% |
| B-BBEE | 10% |
| Pricing | 30% |
| TOTAL | 100% |