



Telkom Tenders

RFP 00011/2014 FOR THE APPOINTMENT OF CREATIVE AGENCY AND COMMUNICATION PARTNER

Publish Date : 14 March 2014
 Closing Date : 08 April 2014
 Time : 11h00
 Contact Person : Ratile Motlhoioa
 Telephone : 012 311 3525
 E-mail : MotlhoRG@telkom.co.za
 Document Cost : R50
 Method of Payment : **Cash Only** for purchase at the Tender office. In the event of payment at a TDS (Telkom Direct Shop) the original proof of payment to be submitted on collection.

Description:

REQUEST FOR THE APPOINTMENT OF CREATIVE AGENCY AND COMMUNICATION PARTNER

1. Pre-Qualification Criteria (Phase 1)

PRE-QUALIFICATION CRITERIA	NAME OF THE DOCUMENT TO BE SUBMITTED	NON-SUBMISSION SHALL RESULT IN DISQUALIFICATION
As at the closing date of this RFP, the Respondent must have a valid SARS Tax certificate. A valid SARS certificate must be attached to the tender response.	VALID ORIGINAL SARS TAX CERTIFICATE <i>(photocopies/certified copies of the Tax Clearance Certificate are NOT acceptable)</i>	YES – Please submit a valid original certificate.
A Respondent's head office (i.e. main place of business) must be located within a radius of 100 kilometres from Telkom's Head Office (152 Johannes Ramokhoase Street, Pretoria).	VALID THIRD PARTY DOCUMENT INDICATING THE PHYSICAL ADDRESS E.G. UTILITY BILL	YES – Please submit an original signed document or a certified copy
The bidder must have no current contracts with the following service providers; Vodacom, MTN, Neotel and Cell C that may result into a conflict of interest.	VALID WRITTEN CONFIRMATION SIGNED BY AUTHORITY FOR SIGNATURE	YES – Please submit an original signed letter confirming no conflict
• The bidder must have the capability to operationally support a business with media spend of R25 million per month	LIST THE CLIENTS, WITH BILLINGS OF MORE THAN R300M, SERVICED BY THE AGENCY; EITHER CURRENTLY OR IN THE PAST 24 MONTHS	YES – Please submit an original signed letter where billings are listed.



Telkom Tenders

PRE-QUALIFICATION CRITERIA	NAME OF THE DOCUMENT TO BE SUBMITTED	NON-SUBMISSION SHALL RESULT IN DISQUALIFICATION
<ul style="list-style-type: none"> The bidder must accept Telkom's "TELKOM LEGAL TERMS AND CONDITIONS (AGREEMENT) FOR THE SUPPLY OF THROUGH THE LINE ADVERTISING SERVICES". 	ACCEPTANCE OF TELKOM'S STANDARD AGREEMENT FOR CREATIVE AGENCIES	YES – Please submit an original signed letter confirming the Acceptance.
OTHER DOCUMENTATION REQUIRED		
<p>Important: Respondents must read and complete these documents in spaces allocated in the templates. Respondents must ensure that all these documents are signed off by a duly authorized person (same person that signs on behalf of the company throughout the document). These documents must be witnessed accordingly and a copy of the resolution of the board of directors, members or partners (whichever may be applicable) must be attached.</p> <p>Failure to submit an original signed document and all documents as requested in the templates will result in disqualification from the tender process</p>		
OTHER DOCUMENTATION REQUIRED This RFP and all the required documents listed herein must be submitted timeously and must be properly completed and duly executed by the duly authorised signatory of a Respondent.	PRO FORM AUTHORITY FOR SIGNATORY	YES – Please submit an original signed document.
	DECLARATION BY RESPONDENT <i>(Respondent agrees to and unconditionally accepts tender conditions)</i>	YES – Please submit an original signed document.
	DECLARATION OF INTEREST	YES – Please submit an original signed document.
	TELKOM'S SUPPLIER'S CODE OF CONDUCT	YES – Please submit an original signed document.
	TAXATION QUESTIONNAIRE AND DECLARATION	YES – Please submit an original signed document.
	PREVENTION OF FRAUD & CORRUPTION QUESTIONNAIRE	YES – Please submit an original signed document.
	DUE DILIGENCE QUESTIONNAIRE	YES – Please submit an original signed document.



Telkom Tenders

2. Bid Document Collection

The bid document can be collected from the Telkom SA SOC Limited Tender Office at the following address:

**Telkom Tender Office (below the overhead bridge)
Lower ground floor of Telkom Tower South,
179 Johannes Ramokhoase Street (formally known as Proes Street),
PRETORIA CBD**

Contact Person: **Benji Ramatlakana**
Contact details: **(012) 311 3364**

3. Bidder's conference

Date: 20 March 2014

Venue: Telkom Towers North, 152 Johannes Ramokhoase street

Time: **12H30 -14H30**

Please note: Bidders are requested to arrive 30 minutes prior to the scheduled time to be signed in.