

RFP - 00054-2014 TO PROVIDE MEDIA PRINT MANAGEMENT SERVICES

Publish Date : 2014-08-29
 Closing Date : 2014-09-18
 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:

The Supply of Media Print Management Services.

1. PRE QUALIFICATION PROCESS AND CRITERIA – PHASE 1

Without limiting the generality of Telkom’s other requirements for this RFP, a Respondent must submit the documents listed in Table 1 below. Documents must be completed and signed by the duly authorised representative of the prospective Respondent in accordance with the Pro Forma Authority Form for Signatory. The Respondent’s tender will be disqualified for non-submission of any of the documents

Table 1

PRE-QUALIFICATION CRITERIA	NAME OF THE DOCUMENT TO BE SUBMITTED	RESPONSE REQUIRED FROM RESPONDENT
As at the closing date of this RFP, the Respondent must have an original valid SARS Tax Clearance Certificate. An original valid SARS Tax Clearance Certificate must be attached to the tender response.	ORIGINAL VALID SARS TAX CLEARANCE CERTIFICATE <i>(photocopies/certified copies of the Tax Clearance Certificate are NOT acceptable)</i>	Respondent must submit a valid original Tax Clearance Certificate or furnish proof of application for a valid Tax Clearance Certificate. Note that photocopies/certified copies of the Tax Clearance Certificate are NOT acceptable. In the event that an original valid Tax Clearance Certificate is not supplied within 30 (thirty) days of the Closing Date of the Tender, the Respondent will be eliminated. Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process

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Table 1 (continue)

PRE-QUALIFICATION CRITERIA	NAME OF THE DOCUMENT TO BE SUBMITTED	RESPONSE REQUIRED FROM RESPONDENT
<p>As at the closing date of this RFP, the Respondent must confirm compliance to the Technical Criteria Requirements and provide supporting documents if prescribed in this section</p>	<p>1. Capability for turn-key solution for production & logistics that includes warehousing and distribution, collaboration with creative agencies for workable solutions</p> <p>2. Information systems to:</p> <ul style="list-style-type: none"> • Manage demand • Manage and access a wide range of 3rd party suppliers • Manage and optimize logistics • Drive costs down • Generate reports 	<p>The Respondent must confirm compliance to the Technical Critical Requirements and provide supporting documents if prescribed in this section. Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process.</p>
<p>A Respondent's head office (i.e. main place of business) must be located within a radius of 100 kilometres from Telkom's Marketing Office (92 Oak Avenue, Highveld Park, Centurion)</p>	<p>Valid third party document indicating the physical address e.g. utility bill</p>	<p>YES – Please submit an original signed document or a certified copy</p>
<p>The following required documentation to be properly completed, signed and submitted by a Respondent.</p>	<p>PRO FORMA AUTHORITY FOR SIGNATORY</p>	<p>Respondents must read and complete this document in spaces allocated in the template. Respondents must ensure that this document is signed off by a duly authorized person (same person that signs on behalf of the company throughout the document). This document 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 template will result in disqualification from the tender process.</p>

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	<p>DECLARATION BY RESPONDENT <i>(Respondent agrees to and unconditionally accepts tender conditions)</i></p>	<p>Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process</p>
	<p>TELKOM TERMS AND CONDITIONS FOR SERVICES AND ANNEXURE FOR SERVICES</p>	<p>Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process.</p>
	<p>DECLARATION OF INTEREST</p>	<p>Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form).</p>
	<p>SUPPLIER'S CODE OF CONDUCT</p>	<p>Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process</p>

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	<p>TAXATION QUESTIONNAIRE AND DECLARATION</p>	<p>Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process</p>
	<p>PREVENTION OF FRAUD & CORRUPTION QUESTIONNAIRE</p>	<p>Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). The document must be witnessed. Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process.</p>
<p>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.</p>		<p>Respondent to submit all original and/or certified signed documentation as indicated in this RFP. Failure to submit the original signed document will result in disqualification from the tender process</p>

2. Bid Document Collection

The bid document can be collected from the Telkom SA SOC Ltd 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**