



BID PUBLICATION

RFP 0289/2010: REQUEST TO PUBLISH AN OPEN TENDER AND TO APPOINT A WELL EXPERIENCED SERVICE PROVIDER TO MANAGE THE TEleshop AND SUPPLY BRANDED CORPORATE GIFTS.

Publishing Date	2011-04-01
Closing date & Time:	2011-05-03 @ 11H00
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Document Fee:	R50.00

1.0 SCOPE:

1. Telkom wish to invite potential Bidder/s to bid to appoint a well experienced service provider to manage the in-house Teleshop and supply branded corporate gifts

2.0 CRITICAL CRITERIA

Proposers should have a minimum of three (03) years past experience in managing a corporate promotional shop or business.

Provide the following as documentary proof –

- Company structure
- Services rendered by the company
- (List and give a short description of all services)
- Supply recent client list for the past 24 months. Specify the following regarding all **the clients on the list** where a corporate or business service has been rendered:
 - Date on which the contract was awarded
 - Duration of the contract



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- Contact name(s) with contact details (telephone number and e-mail address) for each contract
 - The proposer should be able to visit Telkom offices in Pretoria at short notice in an emergency. This means the proposer is required to commit being on site within 24 hours in emergency situations.
 - **Provide examples** of what is proposed from existing shops/projects you are currently involved with.

The following should be included:

- Electronic catalogue/Paper catalogues
- Ordering process
- Proposer's financial statements for financial year 2009/2010
- Marketing material – examples of adverts/posters done
- Examples of special promotions done

Supply three (3) samples of the applicable items for evaluation along with the proposal response. Refer to Appendix A for detail. The quality of the items must be appropriate to the image that a Corporate Company wishes to be associated with. The proposer is to also supply a Catalogue of other items they propose to offer along with the prices as per the price categories indicated in Appendix A.

BEE

- Proposers must have a minimum of 51 % or more Effective Black Shareholding and or Equity ownership

The following documentary proof is required to substantiate compliance to the critical criteria:

- Company registration documents i.e. Cipro documents
- Share certificates
- Copy of shareholders agreement and other legally certified documents
- ID Documents
- A list of Beneficiaries in cases where Trusts are involved

Note: The proposer **must** complete the BEE Questionnaire in the RFP document and provide all the documents as stated above.



2. BIDDER'S CONFERENCE:

Date: 12 April 2011 (Wednesday)
Venue: Telkom SA Limited
152 Proes Street
Telkom Tower North building
First (1st) Floor, Strelitzia Conference Room
Pretoria
Time: 09:00am till 11:00am

3. The tender document can be obtained from Telkom's Tender Office at the following address:

Attention: Marietjie Mattheus
Tel: (012) 311 3009
or
Benji Ramatlakana
(012) 311 3364
Telkom Towers
South
Lower Ground Floor
179oes Street
Pretoria
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