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## BID PUBLICATION

RFP 0314/2011: TO OBTAIN THE SERVICES OF AN EXPERIENCED INCENTIVE SERVICE PROVIDER.

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Closing date & Time:	2011.04.11 @ 11H00
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Document Fee:	R50.00

### **1.0 SCOPE:**

Telkom wish to invite potential Bidder/s to bid for delivering the services of an experienced incentives service provider.

### **2.0 CRITICAL CRITERIA**

The following critical criteria will apply for evaluation of the RFP. Non-compliance to these criteria or no supporting documentation supplied, i.e. Shareholders certificate, with the RFP response for any of the criteria will invalidate a bid.

#### **2.1 BLACK ECONOMIC EMPOWERMENT**

**2.1.1** The Bidder must have Effective black Ownership of twenty five point one percent (25.1%) or more. The Bidder must provide all applicable documentation to substantiate or proof compliance to critical criteria.

**2.1.2** The Bidder/Company must submit a signed statement from your Auditors that your effective Black shareholding is (whatever)...% AND



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such effective Black shareholding should have been in place or valid for not less than six months at the time of responding to this Bid.

## 2.2 SPECIFICATION

### 2.2.1 Experience and information required

#### 2.2.1.1. Experience

The Proposer must have executed three incentive programmes since 2008. Please supply supporting documentation to prove this for each of these incentive programmes.

#### 2.2.1.2. Reference

The Proposer must list a minimum of three Customers references including the Customers contact person at Senior Management Level. These references must each be for the service/programme executed for 80 to 100 people. Please complete the table below:

Company Name	Contact Person Name	Designation	Contact Detail
1)			
2)			
3)			
4)			

#### 2.2.1.3. Ground Agents

The Proposer must provide, on the Proposer's Company letterheads, proof of their relationship with the International Ground Agents that will be used. In this document the International Ground Agents must display commitment to support the Proposer's offering fully and to resolve any issues that may occur.

#### 2.2.1.4. Budget

The Proposer must indicate Compliance to stay within the allocated budget including the budget parameters as listed below.

- the budget must include all fees i.e. management fee, commission, VAT, etc. and the quotation should be in SA rand.



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- the quote must be actual costs 13 months from the commencement of the programme.
  - the project budget is R32 000 per person.
  - the communication campaign can be excluded but not exceed R200 000 for the duration of the project.

**BIDDER'S CONFERENCE:**

**Date:** 06 April 2011 (Wednesday)

**Venue:** Telkom SA Limited  
152 Proes Street  
Telkom Tower North building  
First (1<sup>st</sup>) Floor, Strelitzia Conference Room  
Pretoria

**Time:** 09:00am till 11:00am

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

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