

RFQ : 30/04/2017 Administration & Marketing

ASSAf requires to appoint a service provider for a period of 36 months to provide digital science communication services and online coverage in support of improved science visibility.

All technical queries may be directed to Dr Leti Kleyn at leti@assaf.org.za

All queries relating to the bid documentation may be directed to scm@assaf.org.za

Deadline for submissions: **21 May 2018**

SUPPORTING DOCUMENTATION

- B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE.
- Proof of CSD registration.
- In case of a non-Vat Vendor please indicate so.

SCOPE OF WORK AND DELIVERABLES

- Journalistic coverage of events such as the Lindau Nobel Laureate Meetings to assist with creating local and international visibility.
- Creating of videos of and for events hosted by ASSAf.
- Coordinating social media campaigns for a variety of events, publications and science initiatives.
- Presenting training events to teach young scientists a variety of communication skills.
- Profiling of ASSAf Members by means of personal interviews and background research for purposes of print publications, as well as electronic media.
- Play an advisory role and supply assistance with scholarly publishing endeavours and usage of available tools.

EVALUATION CRITERIA FOR BIDS

The evaluation criteria for the assessment of the proposals will be based on functionality.

Bidders that score points which exceed the minimum threshold provided on functionality will further be evaluated on price and on the level in the Broad Based Black Economic

Empowerment (BBBEE) Status Level Certificates provided in terms of the Preferential Procurement Policy Framework, Act 5 of 2000 and Regulations of 2017.

All bidders who score less than 70 out of 100 points for functionality will not be considered for further evaluation. Bidders will be shortlisted and may be invited to do a presentation on their proposals at their own cost.

The Bid is expected not to exceed R500 000.00 and therefore the 80/20 Broad Based Black Economic Empowerment (B-BBEE) Status level contributor shall be applicable.

The following criteria will be used in particular as the criteria for appointment, apart from those laid down in the Preferential Procurement Regulations, 2017, pertaining to the Preferential Procurement Policy Framework Act 5 of 2000:

Rating Scale:

0 = non-compliance	1 = poor	2 = fair	3 = good	4 = very good	5 = excellent
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CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
Reputation of writers	Awards and nominations for published materials	20%
Diversity of skills to be delivered	In relation to scope of the work and deliverables	20%
Client feedback	Feedback from clients (see mandatory requirements)	20%
Examples of work	Three examples of work of excellence	20%
Employee CVs	Levels of experience and diversity of skills (see mandatory requirements)	20%

MANDATORY REQUIREMENTS

In summary, ensure that the following are attached (mandatory requirements):

- The company profile detailing infrastructure, experience, offices and capacity and track record:
- Abridged CVs of team members including proof of valid and certified qualifications and registration documents with the professional body, if applicable.
- Three (3) references past and present clients on similar assignments.
- All Standard Bidding Documents (SBD forms) must be fully completed and signed.

Note: Bidders who fail to comply with the mandatory requirements will be disqualified and not considered for any further evaluation.

Late Bids. Bids received late will not be considered.

ASSAF has the right to withdraw any quotation at any time within the validity of the quotation.