



SOUTH AFRICAN TOURISM

GENERAL TENDER CONDITIONS

AND

TENDER - REQUEST FOR PROPOSALS

Tender no 0053/09

Appointment of Travel Content Service Providers

15 November 2009

TENDER DUE DATE

**27 November 2009
13h00**

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1 INTRODUCTION

South African Tourism is a statutory body whose main object is to promote tourism to and within South Africa, by marketing the country as a tourism destination both internationally and domestically. Although accountable to Parliament, South African Tourism is an independent and impartial organization affiliated to the Government of the Republic of South Africa.

The submission of proposals will be in terms of this document. All information requested, must be supplied and all annexure completed, whether such information or annexure refers to the eventual tender or not. This information will form part of the eventual tender and must thus be completed, as there will not be an opportunity to do so later. Thus it essential that the information supplied is both correct and true.

Potential tenderers with access to the internet must periodically review <http://www2.southafrica.net/satourism/> for updated information or amendments with regard to tenders, prior to due dates.

2 CLOSING DATE

The closing date for the submission of proposals is **13h00 on Friday, 27 November 2009**. All proposals, including 4 copies, should be submitted on or before the time and date, and should be placed in the tender box which is located in the foyer of South African Tourism, Bojanala Building, 90 Protea Road, Chislehurst, Sandton.

3 TENDER DOCUMENTS MARKING

Failure on the part of the tenderer to sign/mark this tender form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the tender.

Tenders must be completed in black ink where mechanical devices, e.g. typewriters or printers, are not used.

Tenderers will check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability will be accepted with regard to claims arising from the fact that pages are missing or duplicated.

Each tender, including **3** copies, must be submitted in separate sealed envelopes with the following markings:

Tender Number	:	0053/09
Description	:	Appointment of Travel Content Service Providers
Closing date	:	13h00 on Friday, 27 November 2009
Name of Company	:	(Tenderer)
Contact Person	:	(Tenderer)

And may be posted to:

Mr Theo Thumbran
Manager: Supply Chain Management
South African Tourism
Private Bag X 10012
Sandton
2146

so as to reach the destination not later than the closing date and time.

OR, may be deposited in the locked tender box in the foyer in the reception area at:

South African Tourism's Head Office : 90 Protea Road, Chislehurst, Sandton, 2196

Unless specifically provided for in the tender document, no tenders transmitted by telegram, telex, facsimile, E-mail or similar apparatus will be considered.

All inquiries may be directed to : Mr Theo Thumbran, Tel: 011 895 3021, Fax: 086 6112 472 or
Email: theo@southafrica.net

The closing date for submission is **13h00 on Friday, 27 November 2009**. No late submissions will be considered.

There will be a VOLUNTARY briefing session for all interested parties on Friday, 20 November 2009 from 13h00 to 15h00 in Johannesburg at the Sandton Convention Centre, Committee room2, level 4, where the scope of services and the tender process will be discussed in detail.

4 SECURITY AND INTEGRITY CLEARANCE

All information documents, records and books provided by South African Tourism to any tenderer, in connection with the invitation to tender or otherwise, are strictly private and confidential. These will not be disclosed by any tenderer to any third party, except with the express consent of South African Tourism, which will be granted in writing prior to such disclosure. South African Tourism, however, reserves the right to disclose any information provided by any tenderer to any of the employees of South African Tourism for successful tenders.

A proposal for award will be rejected if South African Tourism determines that the supplier recommended for award, has engaged in corrupt or fraudulent activities in competing for the contract in question.

South African Tourism may require contractors to permit South African Tourism to inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by South African Tourism.

4.1 FALSE INFORMATION

Should the Tenderer provide and/or provides South African Tourism intentionally or negligently with false and/or misleading information or intentionally or negligently omitted any material fact that may have rendered any statement made by the Tenderer misleading, in connection with this Tender Request for Proposal or supporting information or any subsequent requests for information and/or such misleading and/or false information and/or omission of any material fact induced South African Tourism in awarding the Tender and/or concluding any subsequent agreement shall entitle South African Tourism in its sole discretion forthwith disqualify the Tenderer and/or to immediately terminate any agreements subsequently entered into without prejudice to any of South African Tourism rights it has in terms of such agreement and/or any law.

4.2 VAT, DUTIES OTHER TAXES

Prices must be quoted **inclusive of VAT** and all other relevant taxes and duties (where applicable) should be shown separately.

5 SPECIAL TENDER CONDITIONS

This tender and its acceptance will be subject to the terms and conditions described below.

South African Tourism is/will not be liable for any costs incurred in preparation and delivery of tenders.

All documents, samples and materials submitted as part of a tender become the property of South African Tourism, and yet in any event South African Tourism will not be liable for loss or damage to any documents, samples and materials submitted.

5.1 TENDER SURETY

South African Tourism requires no proposal surety, but tenderers should note the conditions set out below. However South African Tourism reserves the right to review this position at contractual stages.

5.2 DOWNSCALING OF WORK

South African Tourism reserves the right to downscale the required services should the need arise. In such cases, South African Tourism will only downscale such services after every completed contractual period of 12 months. At least 3 months notice of such downscaling will be provided to the successful bidder.

Furthermore, South African Tourism reserves the right to award Parts 1 - 9 separately or together.

5.3 VALIDITY PERIOD

The tender proposal must remain valid until 31 March 2010. All prices indicated in the proposal and other recurrent costs must remain firm for the period of the contract.

5.4 COMPLETENESS OF THE SOLUTION

The tenderer must complete all documents in full and submit these with the proposal. Failure to comply with these requirements may invalidate the tenderer or disqualify the proposal.

Notwithstanding any possible shortcomings and / or inconsistency in the specifications, the tenderer must ensure that the solution offered will form a complete, cost effective and functional proposal to either the whole project or phase/s of the solution.

5.5 CONTRACTUAL IMPLICATIONS

- 5.5.1 Upon submission of the tender response, the Tenderer is unconditionally bound by the terms and conditions of the Request for Proposal and the tender response. In the event of any conflict or confusion arising between the terms and conditions of the RFP and the tender response, the RFP shall prevail.
- 5.5.2 The Tenderer acknowledges that awarding of the Tender is based solely on the information supplied in the tender response, accordingly the relevant Terms and Conditions of the Request for Proposal and the tender response will be incorporated in the subsequent written agreement, unless otherwise provided by South African Tourism.
- 5.5.3 Other than providing rights to South African Tourism, nothing in this Tender Request and tender response should be construed to give rise to South African Tourism having any obligations or liabilities whatsoever, express or implied.
- 5.5.4 The successful Tenderer shall only be entitled to render services and/or provide goods to South African Tourism once a separate written contract has been signed by both the Tenderer and South African Tourism, whereupon the Request for Proposal and tender response will cease to have force and effect.
- 5.5.5 The successful tenderer will assume sole responsibility, regardless of any third party or subcontracting agreements it may enter into.

5.6 CONDITIONS OF PAYMENT

The conditions of payment will be linked to the business process for content writing at South African Tourism (included as part of Annexure A).

No service may be provided by any of the service providers that will be appointed in terms of this tender unless they have received:

- a written instruction (by e-mail) to create certain content over the next 60 days;
- their cost estimate, at the agreed rates in the contract, to create all the required content over the next 60 days (only one cost estimate is required for all the agreed content to be provided over the next 60 days, but all the different content and their respective deadlines should be indicated separately on the one cost estimate);
- a Purchase Order from South African Tourism for the work to be done.

No payment can be made by South African Tourism unless:

- unless an invoice has been received duly signed by a representative in the E-Marketing Business Unit in South African Tourism (in certifying that the content has been provided as specified, at the agreed contractual rates and within the timelines provided);
- proof of the content created has been attached to the invoice

Invoices will become due and payable 30 (thirty) days after receipt thereof.

Notwithstanding any provisions in this document, no payment will become due or payable unless the invoice is accompanied with a statement, reconciling all monies already paid and still outstanding.

All invoices to be issued must be in South African currency.

5.7 QUALITY ASSURANCE

All services rendered by the Tenderer, its personnel, agents or sub-contractors will be subject to on-going evaluation to determine its effectiveness and will be so guaranteed for a period of 36 months by the Tenderer after acceptance by South African Tourism.

5.8 INTELLECTUAL PROPERTY RIGHTS

All intellectual property rights, including, but not limited to, copyright, trade marks, design rights, patent rights and other similar rights in the Request for Proposal and the tender response and in any works or products created as a result of the performance of the Tenderer in relation to this Request for Proposal and tender response, will vest in, and are hereby assigned to South African Tourism, unless specifically agreed otherwise, in the form of individual written Agreements signed by both parties.

5.9 AWARDING OF CONTRACT

Proven relevant experience and success, as well as the ability to deliver services required will be important considerations.

By the submission of tender, each submitter warrants that he/she/it is highly skilled, professional, competent and experienced in the area for which he/she has tendered. Any work performed by a successful tenderer will be evaluated.

The tenderer also warrants that the service provided will be of a superior standard, and is unlikely to cause undue difficulties.

The proposal may be awarded, in part or in full, at the sole discretion of South African Tourism, to one or more concerns on a non-exclusive basis. Proposals that are qualified by a tenderer's own conditions may be rejected as being invalid, and failure of the submitter to renounce such conditions when called upon to do so may invalidate the proposal.

South African Tourism may request clarification or additional information regarding any aspect of the proposal. The tenderer must supply the requested information within 24 hours after the request has been made, otherwise the tenderer may be disqualified. South African Tourism may also request a demonstration, and submitters must comply with such a request within 24 hours.

6 TERMINATION OF CONTRACT

South African Tourism reserves the right to curtail the scope of any tender awarded or to curtail any aspect of any tenderer. In the event of any such cancellation, the tenderer will have no claim against South African Tourism.

South African Tourism also reserves the right to terminate, in South African Tourism's sole discretion and without providing any reason for the termination, the award of any proposal to any party if such party breaches, on 2 or more occasions, any component of the Service Level Agreement to be signed by both the supplier and South African Tourism.

All annexures must be completed in full, using the given numbering format. All attachments or references to attachments must be clearly marked and specific to information required. Compliance or Non-compliance with detailed information must be indicated per paragraph as per numbering format. If there are additional and/or alternative products/services, options must be separately tendered for in the form

of a separate proposal, with a complete schedule describing deviations from specifications and technical brochures must be submitted where applicable.

Own conditions submitted by small, micro enterprises will be considered sympathetically by South African Tourism, however South African Tourism reserves the right to call upon the tenderer to renounce such conditions.

If any of the conditions on this tender form are in conflict with any special conditions, stipulations or provisions incorporated in the tender, such special conditions, stipulations or provisions will apply.

Companies failing to adhere to the above requirements; risk being disqualified from the evaluation process.

6.1 ANNEXURES TO TENDER - REQUEST FOR PROPOSAL

6.2 ANNEXURE A : DETAILED SPECIFICATION OF GOODS & SERVICES

6.3 ANNEXURE B : COMPANY INFORMATION

6.4 ANNEXURE C : DETAILED BREAKDOWN OF TOTAL COST AND STANDARD SERVICES

6.5 ANNEXURE D : ACCEPTANCE OF GENERAL TENDER CONDITIONS OF SOUTH AFRICAN TOURISM

6.6 ANNEXURE E : DECLARATION OF INTEREST FOR TENDERS

6.7 ANNEXURE F : TENDER ENTERPRISE DECLARATION AFFIDAVIT

An affidavit detailing the company structure, classification, sector, assets etc of a firm is required. The affidavit provides vital information required to evaluate a tender e.g. the SMME/ HDI status of a firm may be ascertained from the information provided. It is therefore compulsory that the document be completed and stamped by a Commissioner of Oath.

6.8 ANNEXURE G : TAX CLEARANCE CERTIFICATE

To demonstrate financial standing, attach original valid tax clearance certificate/s, obtainable from the Receiver of Revenue. The ST5.1 form, Application for Tax Clearance Certificate must be submitted to the Receiver of Revenue where the tenderer is registered for income tax purposes. That Receiver of Revenue will furnish the tenderer with a Tax Clearance Certificate - valid for 12 months.

Failure to submit an original valid tax clearance certificate shall invalidate a quotation, tender and/or inclusion in any list or database of prospective suppliers.

6.9 ANNEXURE H : DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

This annexure serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system. The tender of any tenderer may be disregarded if that tenderer, or any of its directors have :

- Abused the institution's supply chain management system
- Committed fraud or any other improper conduct in relation to such system; or
- Failed to perform on any previous contract.
-

6.10 SUPPLIER REGISTRATION, SAT2Q-FRM-22

This is required for completion after the tender has been awarded, so it is not required upon submission of tender. In this regard, kindly (i) provide the names of references that could be contacted by South African Tourism to carry out reference checks, and to substantiate claims contained in their proposal (ii) demonstrate they are applying affirmative action employment practices and procurement programme that promotes empowerment of SMME's and previously disadvantaged groups.

7 PROPOSAL SUBMISSION

All annexures must be completed in full, using the given numbering format. All attachments or references to attachments must be clearly marked and specific to information required. Compliance or Non-compliance with detailed information must be indicated per paragraph as per Numbering Format. If there are additional and/or alternative products/services, options must be separately tendered for in the form of a separate proposal, with a complete schedule describing deviations from specifications and technical brochures must be submitted where applicable.

Own conditions submitted by small, micro enterprises will be considered sympathetically by South African Tourism, however South African Tourism reserves the right to call upon the tenderer to renounce such conditions.

If any of the conditions on this tender form are in conflict with any special conditions, stipulations or provisions incorporated in the tender, such special conditions, stipulations or provisions will apply.

Companies failing to adhere to the above requirements; risk being disqualified from the evaluation process.

7.1.1 ANNEXURES TO TENDER - REQUEST FOR PROPOSAL

7.1.2 ANNEXURE A : DETAILED SPECIFICATION OF GOODS & SERVICES

7.1.3 ANNEXURE B : COMPANY INFORMATION

7.1.4 ANNEXURE C : DETAILED BREAKDOWN OF TOTAL COST AND STANDARD SERVICES

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This annexure serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

The tender of any tenderer may be disregarded if that tenderer, or any of its directors have :

- Abused the institution's supply chain management system
- Committed fraud or any other improper conduct in relation to such system; or
- Failed to perform on any previous contract.

7.1.10 SUPPLIER REGISTRATION, SAT2Q-FRM-22

This is required for completion after tender has been awarded. I.e.not required upon submission of tender.

- Provide the names of references that could be contacted by South African Tourism to carry out reference checks, and to substantiate claims contained in their proposal.
- Demonstrate they are applying affirmative action employment practices and procurement programme that promotes empowerment of SMME's and previously disadvantaged groups.

8 ANNEXURE A : DETAILED SPECIFICATION OF GOODS AND SERVICES

8.1 Background on South African Tourism

South African Tourism Board, hereinafter referred to as South African Tourism, was established in terms of section (2) of the Tourism Act, (Act No. 72 of 1993 as amended), with the aim of stimulating sustainable international and domestic demand for South African tourism experiences as well as to institute measures aimed at the maintenance and enhancement of the standards of facilities and services hired out, or made available to tourists.

8.2 South African Tourism's Business Units and Country offices

South African Tourism executes a broad spectrum of segment-specific marketing activities and support activities through 16 business units, each with its own Business Plan and Budget, reporting to a Business Unit Manager (BUMA). These business units are:

8.2.1 Office of the CEO/COO (headed by both the CEO and COO), consisting of:

- Legal
- Administration
- Internal audit
- Board Secretary

8.2.2 Finance (headed by the Chief Financial Officer), consisting of:

- Finance
- Supply Chain Management
- Payroll
- Financial Compliance & Performance Information including ISO Quality Management

8.2.3 Research (headed by the Chief Research Officer)

8.2.4 Human Resources (headed by the General Manager: Human Resources)

8.2.5 Business Systems (headed by the Manager : Business Systems)

8.2.6 PR & Communication (headed by the Global Manager: Communication), consisting of:

- PR
- Stakeholder Management

8.2.7 E-Marketing (headed by the Global Manager : E-Marketing)

8.2.8 Central Marketing (headed by the Chief Marketing Officer), consisting of:

- Central Marketing
- Global Advertising and Marketing Management
- Global Projects
- Global Trade Relations

8.2.9 Events (headed by Global Manager : Events)

8.2.10 Product (headed by Global Manager : Product)

8.2.11 Business Tourism (headed by Global Manager : Business Tourism)

8.2.12 Americas & UK (headed by the Regional Director: Americas & UK), consisting of:

- country offices in the USA (New York) and UK (London) respectively, managed by Country Managers tactical marketing activities in 2 markets, Canada and Brazil, which is managed from Head Office by its Business Unit Manager (also referred to as a Regional Director)

8.2.13 Europe (headed by the Regional Director: Europe), consisting of:

- 4 country offices in Germany (Frankfurt), Italy (Milan), Netherlands (Amsterdam) and France (Paris) respectively, managed by Country Managers
- no tactical marketing activities
- watch-list marketing activities in 1 market, Belgium, which is managed by the Country Manager for the Netherlands

8.2.14 Asia & Australasia (headed by the Regional Director: Asia & Australasia), consisting of:

- 4 country offices in Japan (Tokyo), India (Mumbai), Australia (Sydney) and China (Beijing) respectively, managed by Country Managers
- watch-list marketing activities in 1 market, New Zealand, which is managed by the Country Manager for Australia

8.2.15 Africa & Domestic Marketing (headed by the Regional Director : Africa & Domestic), consisting of:

- 4 key markets, Nigeria, Kenya, Tanzania and Angola respectively, managed by Trade Relations Managers from Head Office
- all SADC countries, which are managed from Head Office by a Country Manager for SADC
- South African domestic tourism, which is managed by a Country Manager for Domestic based at Head Office
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8.2.16 Tourism Grading Council of South Africa (headed by their Chief Quality Assurance Officer (CQAO) reports to SAT CEO (within SA Tourism accounting system)

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VERY IMPORTANT: At the time of compiling this tender document, South African Tourism was in the process of reviewing its global markets for the next three years effective 1 April 2011 and changes to the above are accordingly possible.

8.3 Scope of services

In order for South African Tourism (SAT) to deliver and maintain quality, user-centric content on its websites, the organisation requires a number of online travel content suppliers who will produce a variety of content (see below) over the next three years.

The business process for content writing will work as follows:

- Following this tender, South African Tourism will appoint a number of content writers to create online content for South African Tourism over the next three years;
- Taking into consideration a number of factors, South African Tourism’s Content Editor compiles a list of articles/content required that should be produced by appointed service providers over the next 60 days; based on this, specific written instructions will be given to appointed service providers during the last week of every month in terms of who should produce what content and by when;
- Appointed service providers can also suggest different content and articles that they think should be produced and which will be of interest to the prospective South Africa visitor; such suggestions should be e-mailed to South African Tourism’s Content Editor during the first five working days only of every month; if approved, specific written instructions will be given to appointed service providers during the last week of every month in terms of who should produce what content and by when;
- South African Tourism is planning to appoint approximately 20 service providers who will provide content over the next three years on a non-exclusive basis effective 1 February 2010;
- While most of the service providers will work purely based on content provided, it is possible that South African Tourism might, in some cases, taking into consideration various aspects, guarantee a minimum number of content to be delivered on a specific topic per month (which will then serve as some type of retainer). It also serves mentioning that the services required from the Editorial Assistant (see par 8.6.2 below) are the only services where prospective service providers should not provide a cost per word (as it will be remunerated on a monthly fixed retainer basis effective 17 May 2010 for a period of three years or shorter, depending on SA Tourism’s decision on whether to make this a permanent SA Tourism function at some point in future; fixed monthly retainers per month should therefore be provided by prospective bidders for this specific function, should they be interested).

It is important for all service providers that will be appointed in terms of this tender to keep their fingers on latest developments (in South Africa and its tourism sector) as well as relevant areas or tourism experiences in South Africa at all times.

Each bidder is allowed to put together a proposal/motivation* choosing one or more relevant focus areas of specialisation with the associated required deliverables from the following lists with full explanation of relevant experience and expertise as it pertains to:-

- (a) The online content environment;
- (b) The travel and tourism environment;
- (c) South Africa and/or South African Tourism; and
- (d) The proposed service to supply and chosen focus areas:

*** Very important: Provide a motivation not exceeding 150 words as to why you are suitable for this area of specialisation as per our requirements (also include examples of documentation that you believe supports your motivation).**

8.3.1	The Target Market:
8.3.1.1	<p>The Traveller Online content writers focus on the international first-time visitor: USA, UK, Australia, India, France, Germany, Netherlands, Italy, Japan and China. SAT also covers Botswana, Kenya, Nigeria, Tanzania, SADC and Domestic (Sho’t Left - emerging, young and upcoming travellers).</p> <p><i>See The Provinces (point 8.4) and The Leisure Themes (point 8.5) below for specific requirements as well as the detailed site navigation (Refer to Annexure B).</i></p>
8.3.1.2	

	<p>The Travel Trade Local & international travel agents and local tourism product & service suppliers</p>
8.3.1.2.1	Requirements:
8.3.1.2.1.1	Producing 2 Product newsletters within deadlines - monthly product newsletter & quarterly review newsletter, the latter needing liaison with multiple country offices and business units in order to compile;
8.3.1.2.1.2	Writing new content for the Trade website according to set monthly requirements;
8.3.1.2.1.3	Maintaining content for the Trade website according to set dates and requirements;
8.3.1.2.1.4	Doing content audits on the Trade content;
8.3.1.2.1.5	Providing feedback, specialist input and reports when required;
8.3.1.2.1.6	Working closely with the Content Editor and the relevant Business Unit Managers, i.e. Product Manager (tourism product & service suppliers) and Channel Manager (travel agents) and the Sub-editors;
8.3.1.2.1.8	Managing the Trade content by using the tools on the CMS, e.g. expiring, archiving, bulk downloads, etc.;
8.3.1.2.1.9	Be available for meetings when required (in person or via technology);
8.3.1.2.1.10	Pitch ideas for articles and other content types monthly, based on agreed number of articles and other content types;
8.3.1.2.1.11	Keep up-to-date with the latest information, news, facts, needs and trends in the travel trade environment in order to keep the content fresh, accurate and relevant through subscriptions, newspapers, magazines, directories, newsletters, news feeds, press releases, networking, attending events, etc;
8.3.1.2.1.12	Alerting the Content Editor of changes that need to be made and making changes briefed in by the relevant managers, Content Editor and Sub-editors when required and doing this timeously;
8.3.1.2.1.13	Optimising content through applying several SEO content requirements and guidelines in such a way that the quality of the content is not compromised, but enhanced and that gives the content high search rankings;
8.3.1.2.1.14	Relating relevant existing images, video and virtual tours to the different content types where required and sourcing these where necessary as per requirements and guidelines provided;
8.3.1.2.1.15	Identifying existing leisure articles to use on the Trade site or link to;
8.3.1.2.1.16	Doing a regular travel trade blog for www.southafrica.net , as per requirements and contribute tweets on Twitter after content has been published on live site;
8.3.1.2.1.17	Converting relevant SAT press releases into online news stories and ensuring the timeous publication of these stories;
8.3.1.2.1.18	Ensuring high quality standards are met and maintained as per editorial guidelines; and
8.3.1.2.1.19	Using ShareSA repository, once up, to source relevant content from and re-working it for use on the Trade site.

8.3.2	Business Tourism
8.3.2.1	Professional Conference Organisers [PCOs], Meeting Planners, Event Organisers, Destination Sourcing Agents [from DMCs - Destination Management Companies], In-house Meeting Planners, In-house Incentive Planners and Incentive Houses
8.3.2.1.1	Requirements:
8.3.2.1.1.1	Producing a Business Tourism newsletter within deadlines as per requirements;
8.3.2.1.1.2	Writing new content for the Business Tourism website according to set monthly requirements;
8.3.2.1.1.3	Maintaining content for the Business Tourism website according to set dates and requirements;
8.3.2.1.1.4	Doing content audits on the Business Tourism content;
8.3.2.1.1.5	Providing feedback, specialist input and reports when required;
8.3.2.1.1.6	Working closely with the Content Editor, Sub-editors and Business Tourism Manager and team;
8.3.2.1.1.8	Managing the Business Tourism content by using the tools on the CMS, e.g. expiring, archiving, bulk downloads etc.;
8.3.2.1.1.9	Attending meetings where required (in person or via technology);
8.3.2.1.1.10	Pitch ideas for articles and other content types based on agreed number of articles and other

8.3.2.1.1.11	content types on a monthly basis; Keep up-to-date with the latest information, news, facts, needs and trends in the global and local business tourism environment, in order to keep the content fresh, accurate and relevant through subscriptions, newspapers, magazines, directories, newsletters, news feeds, press releases, networking, attending events etc.;
8.3.2.1.1.12	Alerting the Content Editor of changes that need to be made and making changes briefed in by the relevant managers, Content Editor and Sub-editors when required and doing this timeously;
8.3.2.1.1.13	Optimising content through applying several SEO content requirements and guidelines in such a way that the quality of the content is not compromised, but enhanced and that gives the content high search rankings;
8.3.2.1.1.14	Relating relevant existing images, video and virtual tours to the different content types where required and sourcing these where necessary as per requirements and guidelines provided;
8.3.2.1.1.15	Identifying existing leisure articles to use on the Business Tourism site or link to Doing a regular business tourism blog for www.southafrica.net , as per requirements and contribute tweets on Twitter after content has been published on live site;
8.3.2.1.1.16	Converting relevant SAT press releases into online news stories and ensuring the timeous publication of these stories;
8.3.2.1.1.17	Ensuring high quality standards are met and maintained as per editorial guidelines Using ShareSA repository, once up, to source relevant content from and re-working it for use on the Business Tourism site.

8.3.3	Media and Stakeholder
8.3.3.1	Requirements:
8.3.3.1.1	Writing new content for the Corporate (Media & Stakeholder) website according to set monthly requirements;
8.3.3.1.2	Maintaining content for the Corporate website according to set dates and requirements;
8.3.3.1.3	Doing content audits on the Corporate content;
8.3.3.1.4	Providing feedback, specialist input and reports when required;
8.3.3.1.5	Working closely with the Content Editor, Sub-editors and PR & Comms Manager and team;
8.3.3.1.6	Managing the Corporate content by using the tools on the CMS, e.g. expiring, archiving, bulk downloads etc;
8.3.3.1.7	Attending meetings where required (in person or via technology);
8.3.3.1.8	Pitch ideas for articles and other content types based on agreed number of articles and other content types on a monthly basis;
8.3.3.1.9	Alerting the Content Editor of changes that need to be made and making changes briefed in by the PR & Comms Manager, Content Editor and Sub-editors when required and doing this timeously;
8.3.3.1.10	Optimising content through applying several SEO content requirements and guidelines in such a way that the quality of the content is not compromised, but enhanced and that gives the content high search rankings;
8.3.3.1.11	Relating relevant existing images, video and virtual tours to the different content types where required and sourcing these where necessary as per requirements and guidelines provided;
8.3.3.1.12	Ensuring high quality standards are met and maintained as per editorial guidelines

8.4	The Provinces (Tenderer needs to be a permanent resident in the preferred province)
8.4.1	Western Cape Province
8.4.2	KwaZulu-Natal Province
8.4.3	Gauteng Province
8.4.4	Mpumalanga Province
8.4.5	Eastern Cape Province
8.4.6	Limpopo Province
8.4.7	North West Province
8.4.8	Northern Cape Province
8.4.9	Free State Province

8.4.10	Provincial writers will be responsible for writing new content and maintaining existing content related to their provinces, as per the navigation listed below and as required:
8.4.10.1	Where to Go/Provinces;
8.4.10.2	Where to Go/Cities;
8.4.10.3	Where to Go/Towns;
8.4.10.4	Where to Go/Attractions/Natural;
8.4.10.5	Where to Go/Attractions/Urban;
8.4.10.6	Where to Go/Attractions/Offbeat;
8.4.10.7	What to Do/Entertainment & Leisure/Shopping;
8.4.10.8	What to Do/Entertainment & Leisure/Nightlife;
8.4.10.9	What to Do/Entertainment & Leisure/Parks & Gardens;
8.4.10.10	What to Do/Entertainment & Leisure/Aquariums & Zoos;
8.4.10.11	What to Do/Training; Plan your Trip/Top 10 Checklists/The Great Outdoors/Natural Attractions;
8.4.10.12	Plan your Trip/Top 10 Checklists/Urban Vibe [except Food & Wine Experiences]

8.5	The Leisure Themes <i>(Focus areas must be provide in full as per the description, not partially and note that actual navigation may change from time to time)</i>
8.5.1	Adventure & Journeys
8.5.1.1	Navigation:
8.5.1.1.2	Where to Go/Journeys [except Wine Routes];
8.5.1.1.3	What to Do/Adventure;
8.5.1.1.4	Plan your Trip/Top 10 Checklists/The Great Outdoors/Adventures;
8.5.1.1.5	Plan your Trip/Top 10 Checklists/Trips & Getaways/Road Trips;
8.5.1.1.6	Plan your Trip/Top 10 Checklists/Trips & Getaways/Getaways;
8.5.2	Wildlife & Responsible Tourism
8.5.2.1	Navigation:
8.5.2.1.1	Best of South Africa/Responsible Tourism;
8.5.2.1.2	Where to Go/Attractions/Wildlife;
8.5.2.1.3	Plan your Trip/Top 10 Checklists/The Great Outdoors/Wildlife Wonders;
8.5.2.1.4	What to Do/Entertainment & Leisure/Events/Fauna & Flora;
8.5.2.1.5	About South Africa/People/Our Heroes/Humanity
8.5.3	People, Culture & Heritage, History
8.5.3.1	Navigation:
8.5.3.1.1	Where to Go/Attractions/Cultural;
8.5.3.1.2	Where to Go/Attractions/Historic;
8.5.3.1.3	What to Do/Culture & Heritage [except for Artistic Expressions];
8.5.3.1.4	Plan your Trip/Top 10 Checklists/Culture & Heritage;
8.5.3.1.5	What to Do/Entertainment & Leisure/Events/Culture & Heritage;
8.5.3.1.6	About South Africa/People [except Our Heroes & Sport];
8.5.3.1.7	About South Africa/History;
8.5.3.1.8	About South Africa/People/Our Heroes/Politics
	We are planning a Historic Timeline tool, which requires that the current content to be looked at, content gaps filled in, and which will need to be maintained, once it's up.
8.5.4	Sport & 2010
8.5.4.1	Navigation:

8.5.4.1.1	Best of South Africa/2010 FIFA World Cup;
8.5.4.1.2	What to Do/Sport;
8.5.4.1.3	Plan your Trip/Top 10 Checklists/The Great Outdoors/Sporting Activities;
8.5.4.1.4	What to Do/Entertainment & Leisure/Events/Sport;
8.5.4.1.5	About South Africa/People/Sport;
8.5.4.1.6	About South Africa/People/Our Heroes/Sport
8.5.5	Trip Planning, Travel Tips & Accommodation
8.5.5.1	Navigation:
8.5.5.1.1	Plan your Trip/Getting here;
8.5.5.1.2	Plan your Trip/Getting around;
8.5.5.1.3	Plan your Trip/Travel Tips (incl. Functional and Special Requirements e.g. Disability);
8.5.5.1.4	Plan your Trip/Accommodation;
8.5.5.1.5	Plan your Trip/Top 10 Checklists/Trips & Getaways/Places to Stay;
8.5.5.1.6	What to Do/Entertainment & Leisure/Events/Gay & Lesbian;
8.5.5.1.7	Plan your Trip/Itineraries
	Also includes all content related to the Trip Planner from a Trip Planner selection point of view.
8.5.6	Arts & entertainment
8.5.6.1	Navigation:
8.5.6.1.1	Where to Go/Attractions/Art and Craft
8.5.6.1.2	What to Do/Culture & Heritage/Artistic Expressions
8.5.6.1.3	What to Do/Entertainment & Leisure/Museums & Galleries
8.5.6.1.4	What to Do/Entertainment & Leisure/Theme Parks
8.5.6.1.5	Plan your Trip/Top 10 Checklists/Fun & Relaxation [except Health & Wellness]
8.5.6.1.6	Plan your Trip/Top 10 Checklists/Trips & Getaways/Events
8.5.6.1.7	What to Do/Entertainment & Leisure/Events/Arts & Entertainment [except Food & Wine events]
8.5.6.1.8	What to Do/Entertainment & Leisure/Events/Fairs & Festivals [except Food & Wine events]
8.5.6.1.9	What to Do/Entertainment & Leisure/Events/Expos & Exhibitions [except Food & Wine events]
8.5.6.1.10	About South Africa/People/Our Heroes/The Arts
8.5.7	3.7. Food & Wine
8.5.7.1	Navigation:
8.5.7.1.1	What to Do/Food & Wine
8.5.7.1.2	Where to Go/Journeys/Wine Routes
8.5.7.1.3	Plan your Trip/Top 10 Checklists/Urban Vibe/Food & Wine Experiences
8.5.7.1.4	Especially for You/Recipes
8.5.7.1.5	About South Africa/People/Our Heroes/Culinary
8.5.8	Health & Wellness
8.5.8.1	Navigation:
8.5.8.1.1	What to Do/Entertainment & Leisure/Spas
8.5.8.1.2	What to Do/Health & Wellness
8.5.8.1.3	Plan your Trip/Top 10 Checklists/Fun & Relaxation/Health & Wellness
8.5.9	South Africa, Awards & Accolades
8.5.9.1	Navigation:
8.5.9.1.1	Best of South Africa/Awards & Accolades

8.5.9.1.2	About South Africa/The Destination
8.5.9.1.3	About South Africa/People/Our Heroes/Science

8.6	Other Services
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8.6.1	Sub-editor
8.6.1.1	Requirements:
8.6.1.1.1	Sub-editing of all editorial content submitted for SAT's websites [except videos & virtual tours];
8.6.1.1.2	Assessing content submitted by writers and ShareSA contributors against set quality standards;
8.6.1.1.3	Assessing content submitted by writers and ShareSA contributors against editorial policies and guidelines;
8.6.1.1.4	Working closely with Content Editor in order to stay up-to-date with SAT's editorial requirements;
8.6.1.1.5	Checking content submissions against the brief and target market;
8.6.1.1.6	Liaising with writers re. changes that need to be made, re-writes, filling content gaps, etc.;
8.6.1.1.7	Liaising with Content Editor re. any foreseeable or experienced problems, e.g. deadlines at risk of not being met, poor performance, plagiarism, writers needing technical support, technical problems, etc.;
8.6.1.1.8	Liaising with Content Editor re. suggestions for improvements on processes, writers training, etc.;
8.6.1.1.9	Following required editorial processes and procedures;
8.6.1.1.10	Fact-checking content and travel information supplied;
8.6.1.1.11	Sub-editing in terms of quality, relevancy and accuracy of writing style, angle and information provided, grammar, spelling, impact, SEO;
8.6.1.1.12	Ensuring writers haven't plagiarized content from the web and alerting the Content Editor when this has been done;
8.6.1.1.13	Ensuring writers have correctly optimized copy in line with SAT's editorial SEO policy or guidelines ;
8.6.1.1.14	Categorization of all content as per requirements [except images, video & virtual tours];
8.6.1.1.15	Approvals of related external links according to guidelines;
8.6.1.1.16	Providing CMS assistance to writers where content requirements are concerned;
8.6.1.1.17	Assisting writers with optimizing copy according to SEO editorial guidelines;
8.6.1.1.18	Doing final approvals of maintenance content if all requirements are met;
8.6.1.1.19	Doing first level of approvals of new content if all requirements are met;
8.6.1.1.20	Providing feedback on writers' performance and required reports;
8.6.1.1.21	Ensuring sub-editing is done within reasonable, agreed timelines;
8.6.1.1.22	Attending meetings and workshops and providing input and assistance, as required
8.6.1.1.23	
8.6.2.2.24	Further requirements
8.6.2.2.24.1	Technical
8.6.2.2.24.1.1	Ability to work successfully on a Content Management System: CCS or other [Proven experience];
8.6.2.2.24.1.2	Familiarity with online environment [Proven qualifications; Proven experience];
8.6.2.2.24.1.3	Reliable, personal online connection [Details of service to be provided];
8.6.2.2.24.1.4	Being available online during working hours and on cellphone and responding timeously to communication [Provide email address and cellphone number]; Relevant training and/or experience in sub-editing [Proven qualifications; Proven experience];
8.6.2.2.24.1.5	Ability to follow processes, procedures & policies [Proven details of this - reference to be provided];
8.6.2.2.24.1.6	Training and/or mentoring of other writers or training credentials [Proven details e.g. training material written, training programmes involved in, incl. details of involvement, writers names mentored incl. their ctc details; writing/editor of blog/column/newsletter for writers];
8.6.2.2.24.1.7	

8.6.2.2.24.1.8	Participation in online editing, language and/or writing forums [Proven participation submitted e.g. screenshot & proof of identity];
8.6.2.2.24.1.9	Quality of sub-editing [letters and/or mails from editors re. good quality of sub-editing, especially from ‘technical’ language use, changes suggested point of view];
8.6.2.2.24.1.10	Ability to work within Microsoft Xcel [Proof of Xcel & Proof of training/experience on it]; Being able to give writers professional and technical advice and editors professional and technical feedback on issues experienced;
8.6.2.2.24.1.11	Ability to keep records and clear details of technical issues experienced, ability to communicate writers’ strengths and weaknesses from a professional, technical, objective & constructive point of view;
8.6.2.2.24.1.12	Excellent use of language, style and tone in own writing or best example of how a writer’s language, style and tone was fixed [Example of writing or Before and after sub-editing proof];
8.6.2.2.24.1.13	Attention to detail [Proof];
8.6.2.2.24.1.14	SEO optimisation of writing through keyword usage, meta descriptions, etc. [Proof]
8.6.2.2.24.1.15	Personal
8.6.2.2.24.1.16	
8.6.2.2.24.2	Ability to work with writers and editors (communicating changes to work with diplomacy even amidst frustration); good relationship with editors worked for in sub-editing capacity [Letters/mails from writers and editors re. good advice given, good quality of work, etc.];
8.6.2.2.24.2.1	Work independently and with others [Proven success in both scenarios]; Good people skills; easy to work with; [Personality references and/or contact details - from editors worked for as sub-editor];
8.6.2.2.24.2.2	Constructive, not destructive advice given [Proof of communication]; Ability to work under pressure [Reference]
8.6.2.2.24.2.3	Expertise
8.6.2.2.24.3	Qualifications or experience in sub-editing [Verified Qualifications and/or at least 3 years experience in sub-editing]; Awards/accolades in sub-editing/language field [Proof];
8.6.2.2.24.3.1	Research of excellent standard [Proven track record; best example of factual inaccuracies spotted (incl. how), checked and corrected];
8.6.2.2.24.3.2	Spotting of plagiarism [best example of plagiarism spotted (incl. how), checked and corrected];
8.6.2.2.24.3.3	Original writing of excellent quality [Examples of own online writing]
8.6.2.2.24.3.4	Work
8.6.2.2.24.3.5	Work freelance [Proof]; Retainers and other current commitments incl. full-time or half-day work details
8.6.2.2.24.4	[Declaration/submission of details - time, terms & amounts]; Can deliver work within short deadlines when required [Proof of biggest job over the shortest time successfully delivered on]
8.6.2.2.24.4.1	
8.6.2.2.24.4.2	Travel & Tourism
8.6.2.2.24.4.3	Broad understanding of travel & tourism [Proven track record in Travel & Tourism]; Subscriptions and/or membership of travel & tourism bodies and/or participant in online travel & tourism forums [Proof]
8.6.2.2.24.5	South Africa and/or South African Tourism
8.6.2.2.24.5.1	Good recent track record with South African Tourism understanding the brand and marketing [Proven good track record within last 2 years; online highest marks]; Knowledge of South Africa [Submission of proof];
8.6.2.2.24.6	Extensive domestic travel [Proof]
8.6.2.2.24.6.1	
8.6.2.2.24.6.2	

8.6.2.2.24.6.3	
8.6.2	Editorial assistant
8.6.2.1	Requirements:
8.6.2.1.1	Testing of live content against requirements;
8.6.2.1.2	Working on the CMS and using its tools to complete assigned tasks;
8.6.2.1.3	Being a back-up for the webmasters (from a content point of view) and the content custodians when required;
8.6.2.1.4	Collating monthly reports from Content Custodians and other Suppliers, checking against work done, and reporting back to Content Editor;
8.6.2.1.5	Alerting Content Editor re. any foreseeable, developing or experienced problems, e.g. deadlines at risk of not being met, technical problems, writer difficulties, Finance issues, etc.;
8.6.2.1.6	Organising meetings, workshops, event attendance, training etc.;
8.6.2.1.7	Liaising with content providers;
8.6.2.1.8	Writing, sourcing and fixing content where required;
8.6.2.1.9	Assisting with the collating of content assets;
8.6.2.1.10	Dealing with queries;
8.6.2.1.11	Keeping separate files of story pitches and ideas, content errors and complaints, SAT
8.6.2.1.12	Travel; Writing School prospects, supplier contracts, supplier financial documentation and potential suppliers details;
8.6.2.1.13	Keeping content custodians' contact details up-to-date;
8.6.2.1.14	Maintaining online folders on the share drive for easy access to the latest essential editorial documents e.g. policies, strategy, style guide, training docs etc.;
8.6.2.1.15	Assistance in briefing content where necessary;
8.6.2.1.16	Administration of quotations, invoices, statements and contracts incl. renewals;
8.6.2.1.17	Assisting the Content Editor with any required tasks
8.6.2.2	Further requirements
8.6.2.2.1	Technical
8.6.2.2.1.1	Ability to work successfully on a Content Management System: CCS or other [Proven experience];
8.6.2.2.1.2	Familiarity with online environment [Proven qualifications; Proven experience];
8.6.2.2.1.3	Reliable, personal online connection [Details of service to be provided];
8.6.2.2.1.4	Being available online during working hours and on cellphone and responding timeously to communication [Provide email address and cellphone number];
8.6.2.2.1.5	Ability to work within Microsoft Xcel [Proof of Xcel & Proof of training/experience on it];
8.6.2.2.1.6	Ability to follow-up until the required result is achieved (follow-through) [Details incl. examples of proven experience; Reference];
8.6.2.2.1.7	Task management; not letting anything fall through the cracks [Details of how the person manages tasks, which software is used & how; Reference];
8.6.2.2.1.8	Taking on of responsibility; not having to be reminded of tasks [Reference];
8.6.2.2.1.9	Working within deadlines [Examples of achieving their goals and deadlines - how did they do it?; What was their biggest deadline achievement?; Reference];
8.6.2.2.1.10	Attention to detail [Proof];
8.6.2.2.1.11	Original writing of excellent quality [Examples of own online writing];
8.6.2.2.1.12	Ability to work within processes, procedures & policies [Reference];
8.6.2.2.1.13	SEO optimisation of writing through keyword usage, meta descriptions, etc. [Proof]
8.6.2.2.1.10	Personal
8.6.2.2.1.11	Ability to work with sub-editors, writers and editors [Letters of reference of employers worked for a minimum of 1 year];
8.6.2.2.1.12	Work independently and with others [Proven success in both scenarios];
8.6.2.2.2	Good people skills; easy to work with; [Personality references - from editors; optionally from writers/sub-editors];
8.6.2.2.2.1	Can say no [in a diplomatic way; Reference];
8.6.2.2.2.2	Ability to work under pressure [Reference];
8.6.2.2.2.2	Ability to work with constant interruptions, sudden priorities etc. [Reference];

8.6.2.2.2.3	Enthusiastic, positive person [Reference]; Solutions-driven, can-do person [Reference]
8.6.2.2.2.4	Expertise
8.6.2.2.2.5	
8.6.2.2.2.6	Journalism Qualifications [Verified Qualifications; other writing qualifications or relevant experience if don't have journalism];
8.6.2.2.2.7	Accolades to you as an editorial assistant from the editor worked for [Reference];
8.6.2.2.2.8	Research of excellent standard [Proven track record; best example; Letter of Reference; no factual inaccuracies; no plagiarism];
8.6.2.2.3	Original writing of excellent quality [Examples of online writing];
8.6.2.2.3.1	Previous work as an editorial assistant [Proven details]; Excellent administration skills [Relevant qualifications/experience proof]
8.6.2.2.3.2	
8.6.2.2.3.3	Commitment
8.6.2.2.3.4	Work freelance/Unemployed (but with at least 3 years work experience) [Proof;
8.6.2.2.3.5	Proven experience];
8.6.2.2.3.6	Retainers and other current commitments incl. full-time or half-day work details [Declaration/submission of details - time, terms & amounts];
8.6.2.2.4	Can deliver work within short deadlines when required [Proof of biggest job over the shortest time successfully delivered on];
8.6.2.2.4.1	Can work closely with content editor, on-site at SAT HQ [Proof of residence in Greater Johannesburg]
8.6.2.2.4.2	
8.6.2.2.4.3	Travel & Tourism
8.6.2.2.4.4	Proven track record in Travel & Tourism [Proof]; Own travels [Proof]
8.6.2.2.4.5	
	South Africa and/or South African Tourism
8.6.2.2.5	Good recent track record with South African Tourism understanding the brand and marketing [Proven good track record within last 2 years; online highest marks];
8.6.2.2.5.1	Knowledge of South Africa [Submission of proof]
8.6.2.2.5.2	
8.6.2.2.6	
8.6.2.2.6.1	
8.6.2.2.6.2	

8.6.3	Image, Video & Virtual Tour sub-editor
8.6.3.1	Requirements :
8.6.3.1.1	Categorisation of images, videos and virtual tours on the CMS and ShareSA repository (from other parties), according to set guidelines (review & change existing where necessary and add to new content);
8.6.3.1.2	Final approval on CMS and ShareSA of images, videos & virtual tours according to set guidelines and quality criteria;
8.6.3.1.3	Making changes or liaising with providers to make necessary changes to ShareSA images, videos and virtual tours;
8.6.3.1.4	Ensure scripting and any information supplied through the images, videos and virtual tours is relevant, up-to-date and accurate and meet quality criteria;
8.6.3.1.5	Uploading of images, videos & virtual tours onto the CMS and publishing to live sites;
8.6.3.1.6	Source relevant, free images, videos & virtual tours where possible;
8.6.3.1.7	Advise the Content Editor on images that need to be bought, source and organise on request;
8.6.3.1.8	
8.6.3.1.9	Deal with image request and usage queries as per guidelines; Ensuring all images have the proper copyright permissions and that these are uploaded

8.6.3.1.10	onto the CMS before publication;
8.6.3.1.11	Maintenance of image, videos & virtual tours;
8.6.3.1.12	Filling content gaps;
8.6.3.1.13	Finding images for content where none display on live or correcting the problem on CMS;
8.6.3.1.14	Fixing pixelated images and images that are in the wrong format or have been cropped incorrectly;
8.6.3.1.15	Doing video, image & virtual tour audits;
8.6.3.1.16	Providing feedback and input on images, videos & virtual tours and attending relevant meetings (in person or via technology);
8.6.3.1.17	Briefing and liaising with suppliers on new images, videos and virtual tours, including requesting changes;
8.6.3.1.18	Work within an online image, video and virtual tour budget;
8.6.3.1.19	Shooting videos and images on request according to guidelines;
8.6.3.1.20	Image Asset Consolidation - getting all SAT's copyrighted images, video & virtual tours from various sources as per requirements onto ShareSA content repository;
8.6.3.1.21	Putting together a document detailing all the online image, video and virtual tour requirements
8.6.3.2	Further requirements
8.6.3.2.1	Technical
8.6.3.2.1.1	Ability to work successfully on a Content Management System: CCS or other [Proven experience];
8.6.3.2.1.2	Familiarity with online environment [Proven qualifications; Proven experience];
8.6.3.2.1.3	Reliable, personal online connection [Details of service to be provided];
8.6.3.2.1.4	Being available online during working hours and on cellphone and responding timeously to communication [Provide email address and cellphone number];
8.6.3.2.1.5	Ability to work within Microsoft Xcel [Proof of Xcel & Proof of training/experience on it];
8.6.3.2.1.6	Being able to brief in images, videos & virtual tours [Examples of briefs to these service providers];
8.6.3.2.1.7	Ability to source images and video footage [Suggestions on where free images and videos will be sourced and who we can approach for image, video & virtual tour partnerships];
8.6.3.2.1.8	Understanding of copyright law, where it pertains to images, video & virtual tours [Proof];
8.6.3.2.1.9	Being able to edit & cut video and edit images [Software used; Qualifications and/or proof of experience];
8.6.3.2.1.10	Working within image, video & virtual tour budgets [Budget experience];
8.6.3.2.1.11	Quality Control of images, videos & virtual tours [Supply quality checklist with 5 most important items on it];
8.6.3.2.1.12	Ability to categorize and audit image, video & virtual tours [Experience];
8.6.3.2.1.13	Ability and willingness to do administration [Experience];
8.6.3.2.1.14	Ability to produce images, videos & virtual tours [Experience; Qualifications];
8.6.3.2.1.15	SEO optimisation of images through alt tags, etc. [Proof]
8.6.3.2.2	Personal
8.6.3.2.2.1	Ability to work with photographers, sub-editors and editors [Letters of reference of employers worked for a minimum of 1 year];
8.6.3.2.2.2	Work independently and with others [Proven success in both scenarios];
8.6.3.2.2.3	Good people skills; easy to work with; [Personality references - from editors];
8.6.3.2.2.4	Ability to work under pressure [Reference];
8.6.3.2.2.5	Negotiation skills [Qualification/Experience Proof]
8.6.3.2.3	Expertise
8.6.3.2.3.1	Network of photographers, image libraries/stock companies, syndication agencies, newspapers, and within video production [Declaration of extent of network and major contacts/companies/organisations];
8.6.3.2.3.2	Membership of relevant organizations within focus area [Proof of membership];
8.6.3.2.3.3	Qualifications within focus area [Verified Qualifications];
8.6.3.2.3.4	Experience in focus area [At least 3 years in focus area];
8.6.3.2.3.5	Awards/accolades within focus area [Proof];
8.6.3.2.3.6	Research of excellent standard [Proven track record; best example; Letter of Reference; no factual inaccuracies; no plagiarism];
8.6.3.2.3.7	Online [Subscription proof with dates - not after the tender ad & longer-standing the

8.6.3.2.3.5	better];
8.6.3.2.3.6	Original writing of excellent quality and/or scriptwriting editing [Examples of own scriptwriting and own edits of scriptwriting];
8.6.3.2.3.7	Selection and editing of appropriate graphic material [Proof of brief/requirements against selection and then editing - example]
8.6.3.2.3.8	Work Work freelance [Latest tax submission/where we can see that they are not permanently employed];
8.6.3.2.4	Retainers and other current commitments incl. full-time or half-day work details [Declaration/submission of details - time, terms & amounts];
8.6.3.2.4.1	Can deliver work within short deadlines when required [Proof of biggest job over the shortest time successfully delivered on]
8.6.3.2.4.2	Travel & Tourism
8.6.3.2.4.3	Proven track record in Travel & Tourism [Proof]
8.6.3.2.5	South Africa and/or South African Tourism
8.6.3.2.5.1	Good recent track record with South African Tourism understanding the brand and marketing [Proven good track record within last 2 years; online highest marks];
8.6.3.2.6	Knowledge of South Africa [Submission of proof]
8.6.3.2.6.1	
8.6.3.2.6.2	

8.6.4	SEO content specialist
8.6.4.1	Requirements :
8.6.4.1.1	Researching, identification and provision of SEO keywords timeously based on specific article topics for all new content that needs to be written (appropriate keywords to be determined by research on specific keyword usage, popularity and competitiveness according to SAT SEO guidelines);
8.6.4.1.2	Doing SEO audits on the CMS and providing reports and suggestions;
8.6.4.1.3	Making necessary SEO content changes;
8.6.4.1.4	SEO content maintenance;
8.6.4.1.5	Checking results of and constantly improving on keyword optimisation on search engines and providing feedback reports;
8.6.4.1.6	Checking SEO optimisation by writers and providing feedback, incl. suggestions for improvement, training requirements, etc.; Staying on top of global SEO requirements, changes, trends and advising on these on a regular basis;
8.6.4.1.7	Familiarity with the specific SEO requirements for content, based on understanding of the ways in which the major search engines analyse content for ranking purposes; and staying up to date with the content analysis changes that the search engines implement;
8.6.4.1.8	Advising on and providing required documentation on SEO content strategy in line with the above, including: keyword density; keyword placement and keyword emphasis;
8.6.4.1.9	Training of sub-editors and content writers in all relevant aspects of SEO content provision, including ongoing advice and assistance
8.6.4.2	Further requirements
8.6.4.2.1	Technical

8.6.4.2.1.1	Ability to work successfully on a Content Management System: CCS or other [Proven experience];
8.6.4.2.1.2	Familiarity with various online search engines, how the searches work and how they rank content [Proven qualifications; Proven experience];
8.6.4.2.1.3	Reliable, personal online connection [Details of service to be provided];
8.6.4.2.1.4	Being available online during working hours and on cellphone and responding timeously to communication [Provide email address and cellphone number]; Ability to work within Microsoft Xcel [Proof of Xcel & Proof of training/experience on it]; Researching keywords on usage, popularity and competitiveness [Proven qualifications, experience - at least 3 years - and positive results - Before & After scenarios];
8.6.4.2.1.5	Ability to do SEO audits and providing reports & suggestions [Proven experience]; SEO optimisation of writing through keyword usage, meta descriptions, etc. [Proof]
8.6.4.2.1.6	
8.6.4.2.1.7	Personal
8.6.4.2.2	Writers: Ability to work with sub-editors and editors (accept changes to work) Others: Freelance work employers [Letters of reference of employers worked for for minimum of 1 year];
8.6.4.2.2.1	
8.6.4.2.2.2	Work independently and with others [Proven success in both scenarios]; Good people skills; easy to work with; [Personality references - from sub-editors and editors];
8.6.4.2.2.3	Ability to work under pressure [Reference]
8.6.4.2.2.4	Expertise
8.6.4.2.2.5	Network within focus area [Declaration of extent of network and major contacts/companies/organisations within focus area];
8.6.4.2.3	Membership of relevant organizations within focus area [Proof of membership]; Qualifications within focus area [Verified Qualifications];
8.6.4.2.3.1	Experience in focus area [At least 3 years in focus area]; Awards/accolades within focus area [Proof];
8.6.4.2.3.1	Research of excellent standard [Proven track record; best example; Letter of Reference; no factual inaccuracies; no plagiarism];
8.6.4.2.3.1	Subscriptions to magazines, newspapers, newsfeeds within focus area [Subscription proof with dates - not after the tender ad & longer-standing the better];
8.6.4.2.3.1	Excellent quality of own SEO optimized writing [Examples of own writing highlighting the keywords used]
8.6.4.2.3.1	Work
8.6.4.2.3.1	Work freelance [Proof]; Retainers and other current commitments incl. full-time or half-day work details [Declaration/submission of details - time, terms & amounts];
8.6.4.2.4	Can deliver work within short deadlines when required [Proof of biggest job over the shortest time successfully delivered on]
8.6.4.2.4.1	
8.6.4.2.4.2	Travel & Tourism
8.6.4.2.4.3	Proven track record in Travel & Tourism [Proof]
8.6.4.2.5	South Africa and/or South African Tourism
8.6.4.2.5.1	Good recent track record with South African Tourism understanding the brand and marketing [Proven good track record within last 2 years; online highest marks]; Knowledge of South Africa [Submission of proof]
8.6.4.2.6	
8.6.4.2.6.1	
8.6.4.2.6.2	

8.6.6	Book reviewer (Number required : 1)
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8.6.6.1	Requirements :
8.6.6.1.1	Doing book reviews on the following types of books: Travel Guides, Maps & Atlases; Coffee Table; Culture; Attractions; Food; History; Fiction; Directories; Magazines; Literature according to set requirements

8.6.7	Copy writer (Number Required 1)
8.6.7.1	Requirements :
8.6.7.1.1	Structuring and provision of online copy for online marketing campaigns as required - this could include mailers, banners, campaign site copy, landing page copy, functional copy, newsletters;
8.6.7.1.2	Sub-editing online marketing campaign copy as above and providing feedback to the online marketing specialist;
8.6.7.1.3	Providing conceptual input for online marketing campaigns from a copy point of view;
8.6.7.1.4	Avoidance and clean-up of SPAM as per the latest guidelines

8.7	Requirements for Online Content Writers (Number required : Aprox 20-30)
8.7.	Pitch ideas for articles and other content types for each chosen focus area based on agreed number of articles and other content types on a monthly basis;
8.7.2	Write and submit the agreed articles and content types and all relevant and required CMS fields for each chosen focus area on a monthly basis;
8.7.3	Keep up-to-date with the latest information, news, facts and trends in the chosen focus areas, in order to keep the content fresh, accurate and relevant through subscriptions, magazines, newspapers, news feeds, directories, press releases, networking, attending events, etc.;
8.7.4	Looking after the content in the chosen focus areas (see navigation listed for the focus areas), i.e. keep the content up-to-date with latest changes, alerting the content editor of changes that need to be made when required and making those changes timeously, doing the maintenance according to set CMS update dates and making changes briefed in by the Content Editor;
8.7.5	Providing specialist input to the Content Editor when required including doing content audits and feedback reports in chosen focus areas;
8.7.6	Writing content for the following content types: articles (including planning information, Did You Knows etc.); Top 10 checklists; Events [What to Do/Entertainment & Leisure/Events]; Glossary; News [Best of South Africa/Latest News];
8.7.7	Optimising content through applying several SEO content requirements and guidelines in such a way that the quality of the content is not compromised, but enhanced and that gives the content high search rankings;
8.7.8	Relating relevant existing images, video and virtual tours to the different content types where required and sourcing these where necessary as per requirements and guidelines provided;
8.7.9	Doing a regular blog for www.southafrica.net on focus areas, as per requirements and contribute tweets on Twitter after content has been published on live site;
8.7.10	Ensuring all the South African words used in focus area content appear in the glossary and adding words to the glossary when needed before sending articles and other content types for sub-editing;
8.7.11	Making changes as requested by the sub-editors and Content Editor;
8.7.12	Ensuring all facts are correct;
8.7.13	Using various CMS tools e.g. Bulk Download, Search, Browse etc. to manage focus area content;
8.7.14	Converting relevant SAT press releases into online news stories and ensuring the timeous publication of these stories;
8.7.15	Using ShareSA repository, once up, to source relevant content from and re-working it for use on the Leisure site;
8.7.16	Liaising with Content Editor re. any foreseeable or experienced problems, e.g. deadlines at risk of not being met, technical problems, etc.

	Condense and restructure content from the old to the new format
8.8	Further requirements for ALL Tenderers
	In additions to the stipulations in the bid document and the requirements set out above, for specific services, all Tenderers need to:
8.8.1	Work on the Content Management System, currently the Cambrient Content Suite, and adhere to the Terms and Conditions of Usage e.g. not giving access to a third party to upload content;
8.8.2	Adhere to the latest Content Strategy and Content Style Guide;
8.8.3	Fulfill set quality criteria;
8.8.4	Follow all required processes, procedures and policies as communicated from time to time;
8.8.5	Be available through online communication and mobile and communicate timeously;
8.8.6	Work closely with and take direction from the Content Editor;
8.8.7	Deliver changes as per requirements;
8.8.8	Meet set monthly deliverables as well as agreed deadlines;
8.8.9	Successfully complete the full SAT Content Training School;
8.8.10	Keep all communication regarding SAT work for at least 5 years;
8.8.11	Attend meetings (in person or via technology) and provide input as required;
8.8.12	Conduct himself/herself and communicate in a professional, courteous manner as a contracted SAT representative;
8.8.13	Assist with the ongoing training and mentoring of one appointed HDI SAT Travel Writing
8.8.14	School student on the focus areas provided to SAT;
8.8.15	Provide required training, such as module and presentation (in person or via technology) to the SAT Travel Writing School on focus areas;
8.8.16	Not knowingly or unknowingly infringe on anyone's copyright;
	Keep a detailed record of all work done against the set monthly deliverables in Excel sheets and submit on a monthly basis and on request;
8.8.17	Keep up-to-date with all content requirements including changes and requests as sent through by the Content Editor or appointed representative, such as sub-editors and editorial assistants;
8.8.18	Liaising with content editor re. any foreseeable or experienced problems, e.g. deadlines at risk of not being met, poor performance, plagiarism, CMS problems, etc;
	Liaising with content editor re. suggestions for improvements on processes, writers training, etc.;
8.8.19	Keeping all personal details up-to-date on the CMS
8.9	Further requirements for Content writers, copywriters and book reviewers
8.9.1	Technical
8.9.1.1	Ability to work successfully on a Content Management System: CCS or other [Proven experience];
8.9.1.2	Familiarity with online environment [Proven qualifications; Proven experience];
8.9.1.3	Reliable, personal online connection [Details of service to be provided];
8.9.1.4	Being available online during working hours and on cellphone and responding timeously to communication [Provide email address and cellphone number];
	Relevant training and/or experience in content writing (or in copywriting for the copywriter)
8.9.1.5	[Proven qualifications; Proven experience];
	For BT, Travel Trade, Corporate Writers & Copywriter: Information Architecture [Info
8.9.1.6	Architecture created];
	Ability to follow processes, procedures & policies [Proven details of this - reference to be
8.9.1.7	provided];
	Writing a blog already [Proven details & see type of content];
8.9.1.8	On Twitter [Proven details & see type of tweets, topics];
8.9.1.9	Training and/or mentoring of other writers or training credentials [Proven details e.g.
8.9.1.10	training material written, training programmes involved in, incl. details of involvement, writers names mentored incl. their ctc details; writing/editor of blog/column/newsletter for writers];
	Ability to work within Microsoft Xcel [Proof of Xcel & Proof of training/experience on it];
8.9.1.11	Ability to sub-edit own work [Proof of own original piece of writing first draft & final draft that shows this];

8.9.1.12	Copywriters: Experience writing mailers, newsletters, banners, RAF, functional website copy, conceptualization [Examples of this in travel & tourism];
8.9.1.13	SEO optimisation of writing through keyword usage, meta descriptions, etc. [Proof]
8.9.1.14	Personal
8.9.2	Writers: Ability to work with sub-editors and editors (accept changes to work) Others: Freelance work employers [Letters of reference of employers worked for a minimum of 1 year];
8.9.2.1	Work independently and with others [Proven success in both scenarios; don't want time-wasters];
8.9.2.2	Good people skills; easy to work with; [Personality references - from sub-editors and editors];
8.9.2.3	Ability to work under pressure [Reference]
8.9.2.4	Expertise
8.9.2.3	Network within focus area [Declaration of extent of network and major contacts / companies / organisations within focus area];
8.9.3	Membership of relevant organizations within focus area [Proof of membership]; Qualifications within focus area [Verified Qualifications];
8.9.3.1	Experience in focus area [At least 3 years in focus area]; Awards/accolades in content writing (content writers) or in copywriting (copywriters) [Proof];
8.9.3.2	Research of excellent standard [Proven track record; best example; Letter of Reference; no factual inaccuracies; no plagiarism];
8.9.3.3	Subscriptions to magazines, newspapers, newsfeeds within focus area [Subscription proof with dates - not after the tender ad & longer-standing the better];
8.9.3.4	Original online writing of excellent quality [Examples of online writing]
8.9.3.5	
8.9.3.6	
8.9.3.7	Commitment
8.9.3.8	Work freelance [Proof]; Retainers and other current commitments incl. full-time or half-day work details
8.9.4	[Declaration/submission of details - time, terms & amounts]; Can deliver work within short deadlines when required [Proof of biggest job over the shortest time successfully delivered on]
8.9.4.1	
8.9.4.2	Travel & Tourism & The User
8.9.4.3	Proven track record in Travel & Tourism [Proof]; List of countries travelled to [Proof]; Writing for the user; user-centric content; Understanding the user [Details of a user you wrote content for & example of the work]
8.9.5	
8.9.5.1	South Africa and/or South African Tourism
8.9.5.2	
8.9.5.3	Good recent track record with South African Tourism understanding the brand and marketing [Proven good track record within last 2 years; online highest marks]; Knowledge of South Africa [Submission of proof];
8.9.6	Extensive travel within South Africa [Submission of proof]
8.9.6.1	
8.9.6.2	
8.9.6.3	

8.10	All respondents must submit the following
8.10.1	1-page CV;
8.10.2	Examples of work (1 page each that proves experience and expertise in each chosen focus area as well as requirements)
8.10.3	A motivation not exceeding 150 words as to why you are suitable for each chosen focus area

8.10.4	of specialisation as per our requirements (also include examples of documentation that you believe supports your motivation).2 Assignments (1) Write a 50-word travel tip dealing with safety, without mentioning that it's like other countries in the world for www.southafrica.net ; (2) Use attached informational article on Addo Elephant National
8.10.5	Park and make it engaging & inspirational for www.southafrica.net within a maximum
8.10.6	length of 300 words
8.10.7	Contact details incl. cellphone number & mobile number & physical address
8.10.8	Certified copy of ID document
8.10.9	General requirements as per the RFP document
	Answering 5 interview questions for sub-editors & editorial assistants
	Reference letters and other proof as per relevant requirements

8.5.11 Period of appointment

The appointment of the successful bidders will be subject to the signing of a Service Level Agreement with South African Tourism for a period of three years, effective 1 February 2010 (except for the Editorial Assistant that might be shorter).

8 THE PREFERRED SUPPLIER WILL BE SELECTED BASED UPON

TENDER NO.	0053/09
DESCRIPTION	Appointment of Travel Content Service Providers
TENDER DUE DATE	27 November 2009, 13H00

CALCULATION : FUNCTIONALITY

70%	Percentage points allocated for FUNCTIONALITY
24%	Lowest Acceptable % for functionality (calculated : 40% of the total Functionality percentage) Tenderers with less than this % will be eliminated
CALCULATION : FUNCTIONALITY	
Deliverables / Performance Indicators	Value allocated
Online Speciality	15%
Travel & Tourism Speciality	10%
South Africa/SAT Speciality	5%
Understanding Target Market	15%
Personality & people skills	5%
Fulfil technical requirements	15%
Availability & deadlines	15%
Focus Area Expertise (assess each proposed area; this assessment on areas qualify for, will be specified)	20%
	100
	tw - total weight

Evaluation Matrix determining value of weights based on :

- 1=poor
- 2=acceptable
- 3=good
- 4=very good
- 5=excellent (maximum value per deliverable / performance indicator is 5)

CALCULATION : PRICE (price to include VAT)

South African Tourism's Cost Estimate R

30%	Percentage points allocated for PRICE
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CALCULATION : HDI GOALS

90/10 - Cost Estimate > R500 001 POINT SYSTEM

Points will be allocated as follows :

		90/10 Highest Possible score
A	Equity / Ownership	6
B	Total number of Africans, Coloured and Indians working for the company as a percentage of total employees	4
C	Bonus points if no points scored in "A" Future HDI Status	3

SHORT LISTING :

The final evaluation will look at the short-listed companies in more detail and may call for additional information and presentations.

9 ANNEXURE B : COMPANY INFORMATION

Capacity and particulars of the authority under which this tender is signed :

In respect of Tender no.	
Name of Tender	
Company Name (Tenderer)	
Postal Address	
Physical Address	
Telephone number	
Facsimile number	
Details of duly authorised person to sign tender :	
Name	
Position held in company	
Contact Numbers	
Indicate if the above company is the primary contractor or joint venture/alliance partner.	
Turnover in the last three financial years.	
Percentage growth in the last three years.	

10 ANNEXURE C : DETAILED BREAKDOWN OF TOTAL COST AND STANDARD SERVICES

Tenderers must ensure that costs are broken down to meet the conditions set out in this document. If uncertain, as much detail as possible should be provided.

- List any third party's involvement in your solution and include costs thereof. Provide a summary of all costs. The tender prices should be quoted in South African currency unless the tender is done in a country outside South Africa, in which case the currency quoted should be either USD, Euro, Pound Sterling or Australian Dollar; firm tender prices and delivery periods are preferred.
- Refer to Validity Period with regard to costs, point 5.3.

Provide a summary of all costs.

11 TIMEFRAMES

Stipulated time frames for delivery and / or execution

12 ANNEXURE D : ACCEPTANCE OF GENERAL TENDER CONDITIONS OF SOUTH AFRICAN TOURISM

I/We hereby tender to supply all or any of the services described in the Tender Request for Proposal, in accordance with the specifications stipulated therein (and which will be taken as part of, and incorporated into, this tender submission) at the prices and on the terms regarding time for delivery and/or execution inserted therein, to South African Tourism on the terms of the General Tender Conditions of South African Tourism

I/WE AGREE THAT -

- 12.3.1 the offer herein will remain binding upon me/us and open for acceptance by South African Tourism during the Validity Period indicated and calculated from the closing time of the tender.
- 12.3.2 if I/we withdraw my/our tender within the period for which I/we have agreed that the tender will remain open for acceptance, or fail to fulfill the contract when called upon to do so, South African Tourism may, without prejudice to its other rights, agree to the withdrawal of my/our tender or cancel the contract that may have been entered into between me/us and South African Tourism and I/we will then pay to South African Tourism any additional expense incurred by South African Tourism having either to accept any less favorable tender or, if fresh tenders have to be invited, the additional expenditure incurred by the invitation of fresh tenders and by the subsequent acceptance of any less favourable tender; South African Tourism will also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other tender or contract or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other tender or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the Province may sustain by reason of my/our default;
- 12.3.3 if my/our tender is accepted the acceptance may be communicated to me/us by letter or order by ordinary post or registered post and that SA Post Office Ltd will be regarded as my/our agent; and delivery of such acceptance to SA Post Office Ltd will be treated as delivery to me/us;
- 12.3.4 the law of the Republic of South Africa will govern the contract created by the acceptance of my/our tender and that I/we choose domicilium citandi et executandi in the Republic at (full address of this place)

I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our tender; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the tender documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

I/We hereby accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfillment of this contract.

I/We agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.

I/We agree that background screening can be done to all directors of our legal entity that submits this bid

I/We declare that I/we have participation /no participation in the submission of any other offer for the supplies/services described in the attached documents. If in the affirmative, state name(s) of tender(s) involved:

Duly signed by authorised person on this ___ day of ___ 2009 as unconditional acceptance of the terms and conditions of this Tender.

Name : _____ Signature : ____

In capacity as _____ .

These conditions form part of the tender and failure to comply therewith may invalidate a tender.

13 ANNEXURE E : DECLARATION OF INTEREST FOR TENDERS

This declaration must accompany tender documents submitted.

Any legal person, including persons employed by the South African Tourism or persons who act on behalf of South African Tourism or persons having a kinship with persons employed by South African Tourism including a blood relationship may make an offer or offers in terms of this tender invitation. In view of possible allegations of favouritism, should the resulting tender, or part thereof, be awarded to persons employed by South African Tourism, or to persons who act on behalf of South African Tourism, or to persons connected with or related to them, it is required that the tenderer or his/her authorized representative will declare his/her position vis-à-vis the evaluating authority and/or take an oath declaring his/her interest, where

The tenderer is employed by South African Tourism or acts on behalf of South African Tourism; and/or the legal person on who's behalf the tender document is signed, has a relationship with persons/a person who are/is involved with the evaluation of the tender(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation of the tender.

In order to give effect to the above, complete the following and submit with the tender.

Are you or any person connected with the tenderer, act on behalf of, or employed by South African Tourism ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, state particulars :		
Do you, or any person connected with the tenderer, have any relationship (family, friend, other) with a person employed in the department concerned or with South African Tourism, and who may be involved with the evaluation or adjudication of this tender?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, state particulars :		
Are you or any person connected with the tenderer, aware of any relationship (family, friend, other) between the tenderer and any person employed by South African Tourism, who may be involved with the evaluation or adjudication of this tender?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, state particulars :		

Duly signed by authorised person on this ___ day of ___ 2009 as Declaration of

Interest for the tendering of TENDER REQUIREMENT, TENDER NUMBER.

Signature : _____

Print Name :

In capacity as : POSITION IN COMPANY .

For and on behalf of COMPANY NAME (TENDERER)

Commissioner of Oath :

14 ANNEXURE F : TENDER ENTERPRISE DECLARATION AFFIDAVIT

Tender Number		
Tender Description		
a	Name of Firm	
b	Postal Address	
c	Physical Address	
d	Contact Person	
e	Telephone Number	
f	Facsimile Number	
g	Email Address	
h	Company/Enterprise Income Tax Number	(Insert personal income tax number if a sole trader business, and personal income tax numbers if a partnership)
i	VAT Registration Number	
1	COMPANY CLASSIFICATION	
	<input type="checkbox"/> Contractor who generates more than 75% of turnover as a prime contractor	
	<input type="checkbox"/> Contractor who generates less than 75% of turnover as a prime contractor	
	<input type="checkbox"/> Labour only sub-contractor	
	<input type="checkbox"/> Manufacturer	
	<input type="checkbox"/> Supplier	
	<input type="checkbox"/> Professional service provider	
	<input type="checkbox"/> Other - Specify	
2	Total number of years the firm has been in business	
3	Total number of employees :	
	Full Time	
	Part Time	
4	Street Address of all Facilities used by Firm (eg. Warehousing, storage space, offices etc.)	

5	Do you Share Facilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, which facilities		
	With who do you share facilities (Name of Firm / Individual)		

6	Is the firm registered or does it have a business license					
	<input type="checkbox"/> Registered		Number :			
	<input type="checkbox"/> Business License		Number :			
7	Detail all trade associations in which you have membership					
8	Did the firm exist under another name		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, What was the firm's previous name						
Who were the owners / partners / directors						
9	List the current partners, proprietors and shareholders by name, ID number, Citizenship, PDI Status, and Ownership, as relevant					
	Shareholder Name	ID Number	Citizenship	PDI Status	Date of Ownership	Percentage Voting
Note. Identify should owners themselves be a company or partnership Should space be insufficient, please attach annexures						
10	Equity Ownership : Percentage of total shares owned by each of the following groups					
	Group	Percentage	Group	Percentage	Group	Percentage
a)	African		African Female		African Disabled	
b)	Coloured		Coloured Female		Coloured Disabled	
c)	Indian		Indian Female		Indian Disabled	
d)	White		White Female		White Disabled	
11	If the percentage in point 10 a) - c) above is less than 25%, attach HDI plans for the next 6 months, if any.					
12	Percentage of total number of employees working for the company					
	Group	Percentage	Group	Percentage	Group	Percentage

a)	African		African Female		African Disabled	
b)	Coloured		Coloured Female		Coloured Disabled	
c)	Indian		Indian Female		Indian Disabled	
d)	White		White Female		White Disabled	
13	Complete the following information for each Partner, Proprietor, Shareholder, Director, and Officer of the Firm (viz. chairperson, company secretary, director, etc.)					
	Title	Name	Race	Gender (M/F)	Disable (Yes/No)	Percentage of time devoted
14	Identify any owner or management officer who has an ownership interest in another firm					
	Name	Name & address of other firm	Title in other firm	Percentage Owner	Type of other business	
15	Identify any owner or management officer who is an employee of, or has duties in another business enterprise					
	Name	Duties as Employee in Other Firm	Name and address of other firm		Type of other business	
16	List the major items of equipment, plant and vehicles owned by the firm					
	Item Description					Quantity

17	What is the enterprises annual turnover (excl VAT) during the lesser period for which the business has been operating, or for the previous three financial years			
	Rand amount :	R		
	Or Previous three financial years	Year	Year	Year
		R	R	R
18	Management Structure (Percentage of management on executive level in each of the following groups)			
	Group	Percentage		
	African			
	Coloured			
	Indian			
	White			
19	List the four largest contracts / assignments completed by your firm in the last three years			
	Work Performed	For whom	Contact Person & Telephone numbers	Contract Fee Amount
The undersigned is duly authorised on behalf of the firm and affirms that the information furnished is true and correct				
Signature :				
Duly authorised to sign on behalf of				
Address				
Telephone Number				
Date				
Commissioner of Oath Signature				
Date				
Commissioner of Oath Stamp				

15 ANNEXURE G : TAX CLEARANCE CERTIFICATE

16 ANNEXURE H : DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

This declaration must be included in the proposal document submitted by Tenderers.

This annexure serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

The tender of any tenderer may be disregarded if that tenderer, or any of its directors have:

- Abused the institution’s supply chain management system
- Committed fraud or any other improper conduct in relation to such system; or
- Failed to perform on any previous contract.

In order to give effect to the above, complete the following and submit with the tender.

Is the Tenderer or any of its directors listed on the National Treasury’s database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partens</i> rule was applied)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, furnish particulars :		
Is the tenderer or any of its directors listed on the Register for Tender defaulters in terms of section 29 of the Prevention and combating of Corrupt Activities Act (No12 of 2004)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, furnish particulars :		
Was the tenderer or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, furnish particulars :		
Was any contract between the tenderer and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, furnish particulars :		

I, the undersigned, (NAME IN FULL) _____, certify that the information furnished on this Declaration is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration, made on behalf of the tendering company, prove to be false.

Duly signed by authorised person on this ___ day of ___ 2009 as Declaration of Bidder’s Past Supply Chain Management Practices for the tendering of TENDER REQUIREMENT _____, TENDER NUMBER _____.

Signature: _____
 Print Name: _____
 In capacity as: POSITION IN COMPANY _____
 For and on behalf of COMPANY NAME (TENDERER) _____

Commissioner of Oath:

2 Assignments for all Tenderers:

Assignment 1:

Write a 50-word travel tip dealing with safety, without mentioning that it's like other countries in the world for www.southafrica.net

Assignment 2:

Use the article below and make it engaging and inspirational for www.southafrica.net . You can edit as you wish, including adding to it, but keep to maximum of 300 words. Optimise for SEO keywords: Addo Elephant National Park (primary) and South Africa's Addo (secondary).

[For Navigation: Where to Go/Attractions/Wildlife/National Parks]

Addo Elephant National Park

Just 75 years after its proclamation to protect the 11 elephants that remained in the area, the **Addo Elephant National Park** is now a world-famous mega park. Elephant numbers have swelled to over 450, one of the densest elephant populations in Africa.

The park is also home to buffalo, lion, leopard and rhino and, with great white sharks and southern right whales in the marine section of the park, **South Africa's Addo** is one of the few reserves in the world that boasts the Big 7!

From just 2 500ha in size at proclamation, Addo Elephant National Park is now 164 000ha in size, with plans to expand to a massive 360 000ha. Already traversing 5 of the 7 biomes found in South Africa, this expansion will further enhance its diversity.

In Addo, you will find 1 000 year-old cycads; hillsides adorned with pastel-coloured proteas; primeval impenetrable thicket; bizarre-looking spiny noorsveld; and wide-open plains where antelope graze. Lion and spotted hyena have been reintroduced into the park and there are kudu, red hartebeest and eland too.

The rare flightless **dung beetles of Addo** are a more unusual attraction. Always busy rolling perfect balls from elephant dung, the park is full of signs warning visitors to avoid harming these unique creatures.

The marine section of the park includes the world's largest breeding colony of Cape gannets on Bird Island and the second largest colony of African penguins. Rare Roseate terns come to Bird Island to breed in winter, Siberian falcons breed in the coastal dunes nearby and Caspian and Arctic terns stop off on the island on long-haul flights.

www.southafrica.net SITE STRUCTURE - RELAUNCH AT INDABA 2009

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