



**GAUTENG**  
**LEGISLATURE**  
Your View ~ Our Vision

## **INVITATION TO BID**

**APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT RESEARCH ON THE MEDIA PORTRAYAL OF PEOPLE BASED ON THEIR GENDER, RACE, DISABILITY AND AGE FOR A PERIOD OF TEN (10) MONTHS (MEDIA MONITORING PROJECT) ON BEHALF OF GPL.**

**BID NO: GPL 009/2019**

**CLOSING DATE: 26 SEPTEMBER 2019**

**TIME: 11:00 AM**

## **COMPULSORY BRIEFING SESSION**

**DATE: 12 SEPTEMBER 2019**

**TIME: 10:00 AM**

**VENUE: No. 10 Fraser Street, SAGE Building  
(Corner Helen Joseph & Fraser Street)  
1<sup>st</sup> floor SAGE CENTRE  
JOHANNESBURG**



## INVITATION TO BID (SBD1)

**Section 1**  
*(p.g. 2-3)*

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GAUTENG PROVINCIAL LEGISLATURE (GPL)**

BID NUMBER:	GPL 009/2019	CLOSING DATE:	26 SEPTEMBER 2019	CLOSING TIME:	11H00 AM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT RESEARCH ON THE MEDIA PORTRAYAL OF PEOPLE BASED ON THEIR GENDER, RACE, DISABILITY AND AGE FOR A PERIOD OF TEN (10) MONTHS (MEDIA MONITORING PROJECT) ON BEHALF OF GPL.				

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

**NO. 10 FRASER STREET, SAGE BUILDING (CORNER HELEN JOSEPH & FRASER STREET)  
1<sup>ST</sup> FLOOR, SAGE CENTRE, JOHANNESBURG**

**SUPPLIER INFORMATION**

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
	TCC (TAX COMPLIANT STATUS PIN )	CSD No: CENTRAL SUPPLIER DATABASE NUMBER	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes  <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR	

		NAME AND CONTACT DETAILS:

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS//SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
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SIGNATURE OF BIDDER	.....	DATE	
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CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
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TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL APPLICABLE TAXES INCLUDED)	
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<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>	<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>
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NAME	Ms AMUKELANI MALULEKE	NAME	Mrs JAMELA ROBERTSON
TELEPHONE	(011) 498-5859	TELEPHONE	(011) 498-5816
E- MAIL ADDRESS	<a href="mailto:amaluleke@gpl.gov.za">amaluleke@gpl.gov.za</a>	E- MAIL ADDRESS	<a href="mailto:jrobertson@gpl.gov.za">jrobertson@gpl.gov.za</a>

**PLEASE NOTE THAT ALL ENQUIRIES SHOULD BE IN WRITING. NO TELEPHONIC ENQUIRIES WILL BE ATTENDED TO. E-MAILS SHOULD BE FORWARDED TO BOTH Ms MALULEKE AND Mrs ROBERTSON FOR WRITTEN RESPONSES**



# Compulsory Briefing Session (Declaration of Attendance)

**Section 2**  
*(p.g. 4)*

**BID NUMBER:** GPL009/2019

**BID DESCRIPTION:** APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT RESEARCH ON THE MEDIA PORTRAYAL OF PEOPLE BASED ON THEIR GENDER, RACE, DISABILITY AND AGE FOR A PERIOD OF TEN (10) MONTHS (MEDIA MONITORING PROJECT) ON BEHALF OF GPL.

**BID CLOSING DATE:** 26 SEPTEMBER 2019      **CLOSING TIME:** 11H00am

**BRIEFING SESSION:**

**Applicable:** Yes

**Compulsory:** Yes

**Venue:** No. 10 Fraser Street, (Corner Helen Joseph & Fraser Street)

1st floor SAGE Building, JOHANNESBURG

**Date:** 12 SEPTEMBER 2019

**Time:** 10h00am

I/We hereby declare that I/we attended the compulsory briefing session to understand the requirements of the GPL to supply all or any of the supplies and/or to render all or any of the services described in the attached bid documents, on the terms and conditions and in accordance with the specifications stipulated in the bid documents.

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED AT THE SITE INSPECTION WAS UNDERSTOOD.

**SIGNATURE OF BIDDER OR ASSIGNEE(S)**

..... **DATE:** .....

Position .....

Name Bidder .....

Name of Company.....

SIGNATURE OF GPL OFFICIAL.....

DATE:.....

### 3.1. DOCUMENTS

- 3.1.1. Specify name, position, address and other contact details (e-mail, telephone, and fax) of the person within the service provider organisation responsible for leading the bid process and to whom all correspondence should be directed.
- 3.1.2. The bid shall be signed by a relevant company or close cooperation (CC) representative who has the relevant authority to sign legal and binding contracts on behalf of the company or CC.
- 3.1.3. If any part of this bid is not duly filled in and signed in ink it may invalidate the bid.
- 3.1.4. Where alterations have been made to any part of the bid, the bidder must sign next to (Correction ink/Tippex is not allowed).
- 3.1.5. All bids must be submitted on the official forms (not to be re- typed or altered). The bidder must initial all the pages of this bid to acknowledge acceptance of understanding. The signed bid must be returned with the proposal.
- 3.1.6. The company, its Directorship and personnel assigned will be subject to vetting by GPL's Security Services. A register of will be requested of the successful company.
- 3.1.7. The bidder must certify that the personnel identified in its response to this bid will be the persons assigned to GPL. Any changes in the personnel from those identified in the response to the Bid must be approved by GPL. GPL may, at its discretion, require the removal and replacement of any of the bidder's personnel who do not perform adequately.

### 3.2 SUBMISSION OF BID PROPOSAL

- 3.2.1 This bid must be submitted in accordance with the format, times and place as prescribed in the bid document.
- 3.2.2 All responses must conform to instructions. Failure to provide relevant information, signatures or any other requirements of this bid will be considered appropriate cause for rejection of the response and will result in instant disqualification.
- 3.2.3 Proposals must be submitted with the sections and/or subsections clearly marked. All pages must be numbered consecutively.
- 3.2.4 No faxed or e-mailed copies will be accepted.

### 3.3 BID RESPONSES

- 3.3.1 Bidders' responses must be laid out in the format prescribed in this section.
- 3.3.2 Sections must be clearly labelled as follows:

#### 3.3.3 Service Provider Contact Details

- Specify name, position, address and other contact details (e-mail, telephone, and fax) of the person within the bidding organisation responsible for leading the bid process and to whom all correspondence should be directed.
- Who, within the service provider's organisation, will be authorised to conduct the contract negotiations and sign the eventual contract?

#### 3.3.4 Service Provider Profile

- Bidder's name and address
- Company / organisation structure
- Commencement date of business
- Certificate of Incorporation

### 3.3.5 **Pricing Structure**

- Prices must be quoted in South African currency and must be inclusive of Value Added Tax (VAT).
- Bidders are further requested to indicate their price in all elements listed on the pricing schedule below.
- Pricing on the pricing schedule is for comparative purposes.
- Prices must remain fixed for the duration of the contract. The pricing schedule must be completed. (SBD 3.3 pricing schedule to be downloaded with the bid documents)
- The total costs must be inclusive of all costs such as delivery, labour rates,
- Transfer of skills etc.

### 3.3.6 **Quantity of Bids to be Submitted**

3.3.6.1 Every prospective bidder must submit one (01) Original proposal with all requisite documents and three (03) copies with all requisite documents.

3.3.6.2 This Bid document, proposal and all other relevant documentation requested must be submitted in one sealed envelope or sealed box. (except for Financial proposal and all references where bidders' costs are displayed in this document, please put this in a separate envelope)

Bids must be clearly marked **on the front** as follows: **Bid No: GPL009/2019**

Bids must be clearly marked **on the back** as follows:

- **Bidders Name & Bidders Address**
- **Bidders Contact Numbers**

Bid documents may be couriered by registered mail or deposited in the tender box situated at:

**No 10 FRASER STREET, SAGE BUILDING  
(CORNER HELEN JOSEPH & FRASER STREET)  
1<sup>ST</sup> FLOOR, JOHANNESBURG**

**NB.** Bidders that hand deliver their Bid Proposal must ensure that they sign the register at the Reception.

### 3.4 **ACCESSIBILITY OF THE TENDER/BID BOX**

3.4.1 The Bid box can be accessed for twenty-four (24 hours). Monday to Friday (including Week-ends and Public Holidays), at, **No 10 FRASER STREET, SAGE BUILDING (CORNER HELEN JOSEPH & FRASER STREET) 1<sup>ST</sup> FLOOR, JOHANNESBURG**

3.4.2 Bidders must ensure that bids are delivered in a timely manner and to the correct address. If the bid is late, it will not be accepted for consideration. Bidders must allow sufficient time to access the tender box in the GPL through the visitor's entrance and other security checkpoints.

### 3.5 **TIME FRAMES**

3.5.1 Bidders are advised that GPL reserves the right to change any of the dates indicated in the bid document.

### 3.6 **OWNERSHIP OF PROPOSALS**

3.6.1 All proposals in response to this bid, whether successful or unsuccessful, will become the property of GPL.

3.6.2 Any costs incurred by the service providers in preparing and submitting their response will be the sole responsibility of the service provider.

### 3.7 **BID VALIDITY PERIOD**

3.7.1 This bid and all proposals (costs included) shall remain binding and valid for a period of ninety (90) days calculated from the closing date of the Bid. Gauteng Provincial Legislature (GPL) reserves the right to notify bidders in writing to extend the above validity period for another sixty (60) days if deemed in the interest of Gauteng Provincial Legislature (GPL). Any additional extension after the above days, Gauteng Provincial Legislature (GPL) will request approval from bidders.

### 3.8 **JOINT VENTURES OR CONSORTIUM**

3.8.1 A Copy of the Trust, Consortium or Joint Venture agreement, duly signed must be attached.

3.8.2 Ensure one responsible lead Bidder in the case of a consortium or joint venture.

- 3.8.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their consolidated B-BBEE status level certificate.

### **3.9 DISCOUNTS**

- 3.9.1 When calculating comparative prices, GPL will consider any discounts which have been offered unconditionally.  
3.9.2 A discount which has been offered conditionally will be implemented when payment is effected despite not being taken into account for evaluation purposes.

### **3.10 GENERAL REQUIREMENTS**

- 3.10.1 Prospective bidders may submit their questions to [tenders@gpl.gov.za](mailto:tenders@gpl.gov.za) or contact the person assigned to deal with enquiries on the advertisement for this bid.  
3.10.2 Any costs incurred by the bidders in preparing and submitting their response to the Request for Bids (RFB) will be the sole responsibility of the bidder.  
3.10.3 GPL may request bidders to provide additional pricing information to be utilised for comparative purposes during evaluations.  
3.10.4 GPL reserves the right to invite short-listed bidders to make a presentation to GPL's bids evaluation committee to further clarify or substantiate their submissions.  
3.10.5 GPL reserves the right not to award this bid in total, or part thereof.  
3.10.6 GPL reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the bid to the highest scoring bidder if such bidder has been awarded a bid by GPL or has performed services for GPL during the last 12 months prior to the closing date of the bid.  
3.10.7 GPL reserves the right to re-appoint or extend the service of the service provider where there is a natural continuation of assignments.  
3.10.8 The successful bidder/s will enter into a stipulated contract with GPL for the provision of the required service.  
3.10.9 The successful bidders, their employees and their sub-contractors must comply with GPL security clearance.  
3.10.10 The successful bidders must be willing to sign confidentiality or non-disclosure agreement.  
3.10.11 All items supplied by the successful bidder/s must meet the minimum approved requirements of the South African National Standards.  
3.10.12 All items supplied by the successful bidder/s must be manufacturer guaranteed.  
3.10.13 All relevant clearances and/or memberships must be submitted to GPL upon the renewal throughout the duration of the contract.  
3.10.14 In the event where the order was wrongly printed, the service provider must be able to exchange goods or cancel the order as per the GPL's request.

### **3.11 CENTRAL SUPPLIER DATABASE REQUIREMENTS**

- 3.11.1 Bidders should register on the Central Supplier Database(CSD) to upload information namely, (Business Registration/Directorship/Membership/Identity Numbers/Tax Compliance Status and Banking Information for verification purposes) B-BBEE Certificate or sworn affidavit for B-BBEE.  
3.11.2 Where a bidder is not registered on the CSD, information, namely (Business Registration/Directorship/Membership/Identity Numbers/Tax Compliance Status and Banking Information for verification purposes) B-BBEE Certificate or sworn affidavit for B-BBEE must be submitted.  
3.11.3 This bid is subject to the preferential procurement policy framework act and the preferential procurement regulations, 2017, financial management of parliament and provincial legislature act and the financial management of parliament and provincial legislature regulations, 2015, the general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC)  
3.11.4 GPL cannot award contracts to provide goods and/or services to a Member of GPL or Cabinet, a Member of a Provincial Legislature or Member of a Provincial Executive Council, a municipal councillor, a person in the employ of the state/government whose participation in bidding for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a Director or has controlling or other substantial interest.

### **3.12 VISITS / MEETINGS / INSPECTION**

- 3.12.1 A part of the adjudication process GPL may request certain providers to organize a visit to an existing facility under the management of the service provider to gain an understanding of the provider's service standards.
- 3.12.2 GPL may require presentations or meetings with bidders, at the cost of bidders, as part of the evaluation process to provide further information, submission of substantiating documentation or clarification to GPL as deemed necessary.

### **3.13 AWARD OF BID**

- 3.13.1 The award of this Bid by the Secretary to GPL shall constitute a binding contract, and such acceptance by a letter or e-mail message.
- 3.13.2 The Secretary to GPL may award this Bid to more than one successful Bidder, either in full or in part.
- 3.13.3 GPL reserves the right not to award this contract.
- 3.13.4 Service Level Agreements will be concluded with the successful service provider.

### **3.14 SUBCONTRACTING**

- 3.14.1 A bidder shall not be awarded the points claimed for B-BBEE status level of contribution if it is indicated in the bid documents that such a bidder intends subcontracting more than 25% of the contract value to any other enterprise that does not qualify for at least the same number of points that the bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 3.14.2 A contractor is not allowed to sub-contract more than 25% of the contract value to another enterprise that does not have equal or higher B-BBEE status level, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 3.14.3 In relation to a designated sector, a contractor must not be allowed to subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

### **3.15 SUBCONTRACTING AFTER AWARD OF TENDER**

- 3.15.1 A person awarded a contract may only enter into a subcontracting arrangement with the approval of the organ of state.
- 3.15.2 A person awarded a contract in relation to a designated sector, may not subcontract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 3.15.3 A person awarded a contract may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.

### **3.16 FRONTING**

- 3.16.1 The GPL supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the GPL condemns any form of fronting.
- 3.16.2 The GPL, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the GPL may have against the bidder / contractor concerned.



### **3.17 SECURITY AND OCCUPANCY**

- 3.17.1 Where applicable, All the areas covered by this contract fall within areas defined in the relevant Security and Access Acts as “Restricted Areas” and all of the provisions of these Acts will apply to this contract.
- 3.17.2 Where applicable, all buildings involved in this contract are subject to stringent access control for all personnel and for materials delivered to and removed from the site. In addition all workmen and staff on site or in any way involved in this contract are subject to prior security clearance. Bidders will be required to submit a list of the minimum sufficient persons required affecting the work on site plus those directly involved on site with this contract. If any person is rejected for security reasons Bidders will be required to replace them on their list. If the Bidder is ultimately unable to offer personnel with satisfactory security clearance his Bid may be rejected on such grounds.
- 3.17.3 Any person rejected by the SAPS for failing to meet the security requirements, inclusive of security clearance, wandering away from an escort or from the immediate contract area, or any misconduct on the site will immediately, without any recourse by the Contractor, be removed from site and refused re-entry to site. This refusal to site shall be in addition to any legal action the SAPS may institute.
- 3.17.4 Successful Bidder will be required to hand in to the GPL Security Unit within Forty- Eight (48) hours after being requested, following formal acceptance of the Bid, the following information:
- Full names of each of the persons intended to be utilized on site, including supervisory staff.
  - Position in firm plus service to be performed.
  - Intended areas they will be working in.
  - A copy of Identification Document, certified as a true copy of the original by the SAPS. Such document shall be the original certified copy.
  - Home address.
- 3.17.5 Bidders are recommended to have such documentation, both for their own staff and for their Sub-contractors, if applicable, available prior to the closing date of Bids so as to minimise delays in security clearance of personnel once the Bid is awarded.
- 3.17.6 Any time lost due to delays in submitting the called for list of personnel required entering site, the rejection of personnel on the list, or the subsequent removal and banning from site of personnel will not be accepted as motivation for extension of the contract period.
- 3.17.7 Such clearance shall remain valid for a period not exceeding 12 months and shall only apply for one project at a time.

### **3.18 SAFEGUARDING OF DOCUMENTS**

- 3.18.1 All documents will be individually numbered on issue and records kept as to what documents have been issued to whom.
- 3.18.2 All documents issued to sub-contractors or suppliers must be signed for, and such sub-contractors and suppliers must also accept responsibility for the safeguarding of such documents while they are in their possession.
- 3.18.3 All documentation shall be strictly handled as set out in the SSA Minimum Information Security Standards (MISS), a copy of which shall be provided to the successful contractor at the time of site hand over.
- 3.18.4 It will be the main contractor's responsibility to familiarise themselves with the MISS document and make sure his personnel and sub-contractors are advised accordingly.

### **3.19 BID CANCELLATION**

- 3.19.1 GPL may amend or cancel this Bid before the award should it deem it necessary.
- 3.19.2 GPL may before the award of a bid, cancel a bid if – but not limited to:
- due to changed circumstances there is no longer need for the goods and services specified in the invitation.
  - funds are no longer available to cover the total envisaged expenditure
  - no acceptable bid is received; or
  - there is a material irregularity in the bidding process

### **3.20 DELIVERY ADHERENCE**

- 3.20.1 Delivery of goods must be made in accordance with the instructions appearing on the official Purchase Order issued by GPL.
- 3.20.2 All deliveries or dispatches must be accompanied by a delivery note stating the official order number against which the delivery/milestone has been affected.
- 3.20.3 Deliveries not complying with the order forms will be returned to the supplier or service provider's expense

**1) IF THE BIDDER IS IN PARTNERSHIP / JOINT VENTURE / CONSORTIUM.**

We the undersigned partners / joint ventures / consortium, tendering as

.....  
.....

hereby authorize .....

to sign this Bid as well as any contract resulting from this Bid and any other documents correspondence in connection with this Bid and/or contract on our behalf.

FULL NAMES:..... CAPACITY .....

SIGNATURE .....

**2) IF THE BIDDER IS A ONE PERSON BUSINESS / SOLE TRADER.**

I, the undersigned .....

hereby confirm that I am the sole owner of the business trading as .....

.....

**3) IF THE BIDDER IS SUB-CONTRACTING.**

I, the undersigned .....

hereby confirm that I will be sub-contracting work to the following company/companies

.....

.....

If more than 25% of the contract/work you enter into GPL is to be subcontracted, indicate the following details:

Sub-contractor's name	Value of work to be sub-contracted	% of work to be sub-contracted	BBBEE Level of the sub-contractor

**I/WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE FIRM ACKNOWLEDGE THAT:**

- 1) The information furnished is true and correct.
- 2) In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of GPL that the claims are correct.
- 3) If the claims are found to be incorrect, GPL may, in addition to any other remedy it may have -:
  - a) recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - b) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

- 4) Impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the Bid.
- 5) I hereby undertake to render services described in the attached Bidding documents to GPL in
- 6) accordance with the requirements and task directives / proposals specifications stipulated in this Bid proposal at the price/s quoted. My offer/s remains binding upon me and open for acceptance by GPL during the validity period indicated and calculated from the closing date of the Bid.
- 7) I confirm that I have satisfied myself as to the correctness and validity of my Bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
- 8) I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
- 9) Declare that I have no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.
- 10) I confirm that I am duly authorised to sign this contract.

**DECLARATION**

I hereby agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to GPL shall have the right to:

- recover any losses or damages sustained by GPL under such agreement
- restrict the supplier from further business with GPL depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: \_\_\_\_\_

Identity number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMISSIONER OF OATHS**

*I certify that the above has acknowledged that he/she knows and understands the contents of this document, that he/she does not have any objection to taking the oath, and that he/she considers it to be binding on his/her conscience, and which was sworn to and signed before me at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, and that the administering oath complied with the regulations contained in Government Gazette No. R 1258 of 21 July 1972, as amended.*

\_\_\_\_\_ (Sign – SERVICE PROVIDER)

\_\_\_\_\_ (Name – SERVICE PROVIDER)

<b>COMMISSIONER OF OATHS STAMP AND DETAILS OF PERSON</b>
<b>STAMP</b>
NAME & SURNAME:
DESIGNATION/RANK:
PERSAL/EMPLOYEE NO/SERVICE NUMMBER:
PLACE/DATE:

**The Gauteng Provincial Legislature (Gauteng Legislature, GPL) is one of nine provincial legislatures in South Africa,** which are a product of extensive negotiations that gave shape to the 1996 Constitution. The Constitution empowers the Legislature to make laws for Gauteng, oversee that the Gauteng government works efficiently and honestly, and ensure that the people of Gauteng participate in the running of their province.

**The Legislature moved from Pretoria to Johannesburg in 1994** after the first democratic elections in 1994 and following a decision to move the Government of the Gauteng Province. The Johannesburg City Hall opened as the Gauteng Legislature's new home on 21 October of 1995.

### HOW THE GAUTENG LEGISLATURE IS COMPOSED

**The Legislature is a House comprising the speaker (who heads up the organisation) and Members of the Provincial Legislature (MPLs) from various political parties,** allocated per the vote of the Gauteng Province. Political parties get seats in the Legislature through a system of proportional representation – meaning, the party with most votes gets the majority of MPLs in the House.

**The Constitution empowers each of the nine provincial legislatures to make laws that apply uniquely to each of their provinces.** MPLs divided into portfolio committees conduct the business of the House. Each committee is attached to a provincial government department (or cluster of departments) in the Provincial Government and enhances the department's ability to deliver services through advisory, monitoring and oversight.

**Standing committees deal with diverse issues** (other than government departments). These committees consider Bills and other matters referred to them either by the Speaker or the House.

**Ad hoc committees work with various experts to matters that need specialised expertise. The Legislature's administration staff complement gives operational support to the committees.** The administrative wing of the Legislature is headed by the provincial secretary (or secretary to the legislature).

### LEGISLATURE OVERSIGHT'S ROLE

MPLs consider Bills placed before them by the provincial executive, comprised of the Premier of Gauteng and the Members of the Executive Council (MECs). MPLs debate Bills, budgets, statements and speeches by MECs in committee meetings or in plenary sessions of the Legislature. Committees have the power to summon MECs and Department officials to answer questions relating to service delivery in the Province. The MECs must be prepared to answer hard questions on how they are delivering a better life to the people of Gauteng. Committees can also undertake investigations into activities by government departments and such investigations are often open to public scrutiny.

The Legislature allows the people of Gauteng to participate in law-making and oversight processes. **It is a Constitutional requirement that the Provincial Legislature affords Citizens an opportunity to partake in legislative processes – and this is an obligation that the Gauteng Provincial Legislature has vigorously embraced.**

### LAW MAKING

**New legislation starts out as a Bill,** which is carefully discussed to ensure that it is relevant to the needs of the Province, clear, practical and in line with the Constitution. MPLs also receive submissions from the people of Gauteng on matters of concern to the Province, which may require specific legislation to be instituted. MPLs can also initiate legislation individually, as can any of the Legislature's standing committees.



## **SPECIFICATIONS & TERMS OF REFERENCE**

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**THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT RESEARCH ON MEDIA PORTRAYAL OF PEOPLE BASED ON GENDER, RACE, DISABILITY AND AGE FOR THE PERIOD OF 10 MONTHS (MEDIA MONITORING PROJECT) ON BEHALF OF GPL.**

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## 1. BACKGROUND

South Africa is signatory to various international gender and human rights instruments, including the Sustainable Development Goals, the Beijing Platform of Action, the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), Economic and Social Council (ECOSOC) World Programme of Action for Youth, UN Mainstreaming Disability in the post 2015 Development Agenda, instruments of the UN Commission on the Status of Women and the African Union Agenda 2063, amongst others. The Gauteng Provincial Legislature (GPL); as with other public and private entities, contributes to the operationalisation of these instruments.

The Gauteng Legislature is the parliament of the people of Gauteng. The GPL has the constitutional mandates of law making, oversight and scrutiny, public participation and cooperative governance. The GPL therefore makes laws that address the specific needs of the Gauteng province, conducts oversight over Gauteng Provincial Departments to support improvements in service delivery, conducts public participation interventions to ensure public involvement in the GPL operations and promotes cooperative governance for coherent decision-making across spheres of government.

The Constitution of the Republic of South Africa (1996) sets the tone for State and private entities to mainstream gender and human rights into their policies and programmes, to influence change towards a transformed South Africa that is non-sexist, non-racist and free of all forms of discrimination. However, despite progressive legislation in this regard, different sections of society are still disadvantaged and vulnerable partly due to social stereotypes associated with their socio-economic and political background.

## 2. INTRODUCTION

Media; be it electronic or print media, continues to be a highly influential cultural institution that reflects and models how people live and behave. The constant bombardment of advertising images of stereotypes based on gender, race, age, disability and other social backgrounds influences social learning processes (Roy, 1998). According to Goldman (1992), images of different social groups as presented in advertising, movies, television series and shows, radio and print media is a major social and economic institution that seeks to maintain cultural dominance, by presenting socially constructed ways of seeing and making sense of the world around us.

The media may be underhanded and under the guise of freedom of expression, it can corrupt the minds of readers, viewers and listeners. Subsequently, people are treated as per stereotypes perpetuated, which unintentionally encourages the low status of people based on their gender, race, age and disability, amongst other social backgrounds, justifying discrimination and other abuses against these groups. Some common stereotypes include portraying women as sexual objects, Black people as stupid or violent, young people as perilous and persons with disabilities as feeble. Media reporting of the scourge of gender-based violence and femicide in South Africa has also been sensational and amplified; where the gory details of the crime and the victim would be reported on continuously, but seldom what happens to perpetrators thereafter.

On the other hand, the media can play an essential role of disseminating constructive and educational information to the public, creating awareness on harmful stereotypes and preventing different social ills perpetuated by unfounded and harmful stereotypes. Television, newspapers, radio, fliers and the computer at work are some of the media channels delivering advertisements, news, opinion, music and other forms of mass communication. In the media industry, these are but a few forms of marketing and a lifeline of the business economy. Thus, for profit, the media is used to enforce the status quo to the detriment of those portrayed through harmful stereotypes.

The media may therefore be seen to have the power to corrupt minds and undermine progress, while it can also benefit society by encouraging social cohesion through positive messages, developing social relationships and improving the quality of life. "Media are also powerful in that they are unavoidable. Either from direct viewing or reading, or from second-hand reports, media provide the lion's share of our knowledge and beliefs concerning life outside of our direct experience" (Elliot, 1996: 6). Thus, the media need to be aware of both their power and their responsibility.

Since the dawn of democracy, various legislation and institutions were put in place to enforce a code of conduct for television, radio and other media outlets, with the Broadcasting Complaints Commission of South Africa (BCCSA) as some sort of watchdog that receives complaints from the public about offensive broadcasts on television. Although improvements have been noticeable since 1994; regarding the media enforcing harmful stereotypes of certain groups of people, incidences of racism and sexism in particular, are still common in the media (The Global Media Monitoring Project 2015). Research in social psychology shows that considering the nuances in stereotyping is of vital importance due to unique emotional and behavioural reactions the different clusters of stereotypical representations are impacted<sup>1</sup>.

### **3. OBJECTIVES**

- 3.1. Assess the extent of media portrayal of people based on gender, race, age and disability stereotypes.
- 3.2. Assess media messages (overt and covert) conveyed in reporting on gender-based violence and femicide in South Africa, how the media may be used as part of raising awareness on gender-based violence and femicide and the prevention thereof.
- 3.3. Informed by the findings, to lobby media houses and other relevant institutions for media and communication policy development, as well as public awareness, advocacy and activism around issues of gender equality and non-discrimination.

### **4. THE ROLE OF THE SERVICE PROVIDER**

- 4.1. Study and familiarise themselves with the GPL functions and constitutional mandates, for an informed interpretation of these terms of reference and relevant study recommendations.
- 4.2. Study literature on media portrayal of people based on social stereotypes, to contextualise this research appropriately.
- 4.3. Have a good understanding of the social dynamics and politics of gender, race, disability and youth, as well as the historical context of these issues, as it pertains to inequality, discrimination and socio-economic development.
- 4.4. Proposals must clearly outline the methodology, including the types of media to be monitored, the times and length of monitoring and the language of transmission amongst others.
- 3.4. Research report with recommendations for improvement for each type of media and for lobbying the relevant institutions for media and communication policy development, as well as public awareness, advocacy and activism around issues of gender equality and non-discrimination.
- 4.5. Costing must cover all project elements, additional funding during the project will not be entertained.
- 4.6. The service provider will respond appropriately to these terms of reference, as per the expressed need of the project, however, innovation to enhance the project is encouraged and must be costed as well.
- 4.7. The service provider will be required to provide progress reports to the GPL when necessary.
- 4.8. Service providers are encouraged to read these terms of reference thoroughly and refrain from calling the GPL to ask questions that are answered in the terms of reference.
- 4.9. Proposals for this assignment must be submitted to SCM at Sage Building.
- 4.10. Service providers must attend a briefing session, which is compulsory and will be scheduled by the GPL prior to the deadline for submitting proposals.

### **5. THE ROLE OF THE GPL**

- 5.1. Each milestone achieved in this assignment will be approved by the GPL.
- 5.2. The GPL reserves the right to evaluate the progress and outputs of this project as well as the quality of the services rendered by the service provider.
- 5.3. In the event of non-compliance to the agreed upon deliverables or any conditions of poor performance by the service provider, the GPL reserves the right to take whatever reasonable remedial action it may deem necessary to rectify the situation.

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<sup>1</sup> Dorota Lepianka, *The Representation of Youth in the Dutch News Media*. October 16, 2015.

- 5.4. The GPL reserves the right to enter into strategic partnerships with more than one service provider if this is deemed necessary for a good quality product.
- 5.5. The overall indicators of efficient performance in this assignment will be monitored and evaluated against the objectives, scope of work and expected deliverables outlined in these terms of reference. Reference to these performance measures will be expected in the progress reports.

## 6. SCOPE OF WORK

A selection of electronic and print media representative of viewership and listenership in Gauteng will be reviewed for their portrayal of people based on gender, race, disability and age. These will include sources broadcast or published in all the languages in South Africa, as well as sources representing all racial groups in the country. The table below indicates aspects of information to be collected for analysis:

Type of Media	Name of TV Channel/Radio Station/Newspaper/Flyer/Magazine	Areas to be Observed	Name of Advert, Series, Show or Flyer	Language of Transmission	Duration of Observation
Television	At least 10 channels: to be selected in discussion with the GPL.	Adverts, Series, News and Current Affairs, Talk Shows, Factual Shows, Religious Shows, Educational Shows, Social Welfare Shows and Music.	Title and broadcaster/publisher.	Target all SA languages and racial groups.	The duration of media observations for the overall study is at least 5 months (data collection only). Service providers may propose how they will allocate time during the 5 months, to each area of observation, including time of the day, length of observation/show and frequency for each area. This must be demonstrated in a project plan in the proposal.
Radio	At least 10 radio stations: to be selected in discussion with the GPL.	As above	As above	As above	As above
Newspapers	At least 10 newspapers: to be selected in discussion with the GPL.	As above	As above	As above	As above
Magazines	At least 10 magazines: to be selected in discussion with the GPL.	As above	As above	As above	As above
Flyers/Brochures	At least 15 different types of flyers: to be selected in discussion with the GPL.	All aspects of an advert, including the product, selling angle, etc.	As above	As above	As above

## 7. EXPECTED DELIVERABLES

At the end of the research project, the appointed service provider will be expected to submit:

- 7.1. A research report with findings on the media portrayal of people based on gender, race, disability and age, as well as comprehensive recommendations pertaining to how the media may improve (including reporting on gender-based violence and femicide), strategies for lobbying media houses and other relevant institutions for policy development.
- 7.2. A presentation for lobbying media houses.
- 7.3. A presentation for lobbying policy makers.
- 7.4. Raw data from the study.

The service provider will work with the GPL Project Management on the quality of the report, to its finalisation.

**Appendix A** provides a list of propositions for observation as well as lists of television channels, radio stations, magazines and newspapers.



## 8. SCOPE CONDITIONS

### 8.1. Copyright

Copyright for any work conducted as part of this assignment is vested in the GPL. The GPL logo and colour schemes should appear on all products of this project in line with the GPL branding as will be approved by the GPL.

### 8.2. Representation

The service providers appointed for this assignment will execute the work for and on behalf of the GPL, will act as a representative of the GPL and do anything reasonable to promote the good image and best interest of the GPL.

### 8.3. Non-commitment

GPL is not bound to accept any of the bids submitted. GPL reserves the right to withdraw or amend these specifications by notice in writing to all parties who have received the specifications prior to the closing date.

### 8.4. Confidentiality

The bid and all information in connection to these terms of reference shall remain private and confidential and are a property of the GPL.

### 8.5. Contract period and bid prices

The contract period shall commence from the date of acceptance of the bid and end after the delivery of the study report with recommendations as described above. All bid prices will be fixed for the duration of the contract period, no additional amount will be granted after the contract has been signed. All bid prices must be inclusive of Value Added Tax (VAT).

### 8.6. Date and commencement of delivery

The successful bidder shall be expected to carry out the services after his or her appointment and receipt of an official order from the GPL. The successful bidder shall deliver within the specified timeframes after placement of an official purchase order. **The project is expected to take place within 10 months from the date of commencement, from June 2019 to March 2020.**

### 8.7. Contract

The contract to deliver required services in terms of the bid document shall come into being when the bid is finally accepted in writing by either the Manager: Procurement or Director: Supply Chain Management depending on the value of the contract. The successful bidder shall sign a formal contract after the final acceptance of the award letter. Should the successful bidder fail to sign the contract within the stipulated period, GPL shall award the bid to the next successful bidder. Any amendments, omissions or waiver from or additions to the formal contract shall be made in writing by agreement signed by both parties.

### 8.8. Fraud and corruption

All prospective bidders are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act 12 of 2004 and any other applicable Acts.

### 8.9. Non-compliance with delivery terms

As soon as it becomes known to the service provider that he/she will not be able to deliver any requested service/s within the delivery period and /or against the quoted price and /or as specified, GPL must be given immediate written notice to this effect. GPL reserves the right to implement remedial actions as provided for in the general conditions of contract (GCC).

### 8.10. Termination for default

The GPL, without prejudice to any other remedy for breach of contract, by written notices of default sent to the service provider, may terminate a contract arising from this bid in whole or in part based on the following conditions:

- 8.10.1. If the service provider fails to deliver any or all the services within the period(s) specified in a contract, or within any extension thereof granted by GPL, pursuant to GCC clause 21.2;
- 8.10.2. If the service provider fails to perform any other obligation(s) under the contract; or if the service provider, in the judgment of GPL, has engaged in corrupt or fraudulent practices in competing for or in qualifying to execute the contract.
- 8.10.3. In the event GPL terminates the bid contract in whole or in part, GPL may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the service provider shall be liable to GPL for any excess costs for such similar services. However, the service provider shall continue performance of the contract to the extent not terminated.

## 9. REQUIRED COMPETENCIES AND EXPERTISE

- 9.1 Service providers must have a good understanding of the GPL functions and constitutional mandates, as well as imperatives of the legislative sector and protocols thereof.
- 9.2 They must have knowledge and understanding of international instruments pertaining to the promotion of equal human rights, as well as national legislation and strategies to combat discrimination based on gender, race, disability and age.
- 9.3 They must have a good understanding of the dynamics and politics of gender, race, disability and youth, as well as the historical context of these issues, as it pertains to inequality, discrimination and socio-economic development, as well as the psychological effects in this regard.
- 9.4 They must be familiar with issues of media portrayal of people based on social stereotypes and the impact of this on stereotyped people.
- 9.5 Must have research experience and expertise and a good understanding of current methodologies for studying media portrayal of different sections of society.
- 9.6 Demonstrate an optimal reconciliation between cost, creativity and presentation.
- 9.7 Must have strategic project management and leadership.
- 9.8 Functional understanding of the constitutional mandates of the legislature.
- 9.9 A good understanding of the transformation agenda in South Africa, as it pertains to the promotion of non-discrimination on the basis of gender, race, disability and age.
- 9.10 A good understanding of concepts around media portrayal of people based on social stereotypes and the impact of this on affected sections of society.
- 9.11 A good understanding of current methodologies for studying media portrayal of different sections of society.
- 9.12 Knowledge and understanding of international instruments pertaining to the promotion of equal human rights, as well as national legislation and strategies to combat discrimination based on gender, race, disability and age.
- 9.13 Familiarity with issues of media portrayal of people based on social stereotypes and the consequences of stereotyping people.

## 10. MINIMUM REQUIREMENTS

These minimum requirements must be read in conjunction with the required competencies and expertise and the evaluation criteria:

- 10.1 At least 5 (five) years research experience.  
**[provide valid proof of minimum of 5 (five) years research experience]**
- 10.2 At least 3 (three) references of similar work done previously.  
**[provide valid proof of similar work done previously]**
- 10.3 Bidders who fail to meet the minimum requirements will not be considered for evaluation purposes.

## 9. KEY ASSUMPTIONS

The intended success of this project is founded on the assumption that certain conditions will exist, including that:

- 9.1 The service provider appointed for this assignment has the requisite knowledge, skills and competencies as outlined above.
- 9.2 The service provider will execute the assignment and adhere to timelines as required.
- 9.3 The service provider will be able to interact with relevant stakeholders in a manner that will support overall project implementation.
- 9.4 Regular feedback and briefing meetings will take place to create opportunities for input by the GPL leadership, the project team and for guidance to the service provider.
- 9.5 The service provider will be committed to the project and be available as required.
- 9.6 Ability to carry out the specifications of these terms of reference

## 10. PERIOD OF THE ASSIGNMENT

The project is expected to take place within 10 months from the date of commencement, in the 2019/20 financial year. The research will commence once a purchase order is issued by the GPL and accepted by the service provider.

## 11. EVALUATION CRITERIA

All proposals submitted shall be evaluated base on the following criteria:

- Evaluation Stage One: Administrative Compliance,
- Evaluation Stage Two: Pre-qualification functionality criteria,
- Evaluation Stage Three: 80/20 preference point system.

### 13.1. Administrative Compliance

This is the evaluation criteria that measures compliance of service providers with the administrative requirements of this request and mandatory functional requirements as listed in the terms of reference and bidding documents. Service providers who fail to meet all requirements will be disqualified from further evaluation.

### 13.2. Functionality Evaluation Criteria

The evaluation criteria for measuring functionality, and the weighting attached to each criterion is listed in the table below. Service providers who score 70 points and above will be considered for stage 3(three) of the evaluation. Failure to meet the minimum threshold of 70 points will result in automatic disqualification.

FUNCTIONALITY EVALUATION CRITERIA	DESCRIPTION	SCORE	WEIGHT
<b>Experience</b>  Experience, Skills and Professional ability of the Service Provider with specific relevance to this project.	<ul style="list-style-type: none"> <li>• 5 years or more experience on social research, especially media monitoring research.</li> </ul>	15	50
	<ul style="list-style-type: none"> <li>• The proposal demonstrates a good understanding of current methodologies for studying media portrayal of different sections of society.</li> </ul>	15	
	<ul style="list-style-type: none"> <li>• The proposal shows a good understanding of the GPL functions and constitutional mandates and respond to the terms of reference in a manner that is relevant to the business of the GPL.</li> </ul>	5	
	<ul style="list-style-type: none"> <li>• The proposal demonstrates knowledge and understanding of international instruments pertaining to the promotion of equal human rights, as well as national legislation and strategies to combat discrimination based on gender, race, disability and age.</li> </ul>	5	
	<ul style="list-style-type: none"> <li>• The proposal demonstrates a good understanding of the dynamics and politics of gender, race, disability and youth, as well as the historical context of these issues, as it pertains to inequality, discrimination and socio-economic development, as well as the psychological effects in this regard. The proposal also demonstrates familiarity with issues of media portrayal of people based on social stereotypes and the impact of this on stereotyped people.</li> </ul>	10	
<b>Internal Capacity</b>  Number of Project Management Staff, their Seniority, Qualifications and Competencies allocated to this project.	Details of project team, roles on the project and organogram.	10	20
	CVs and certificates/qualifications of the project team indicating relevant experience and competence.	10	
<b>Project Management Plan</b>  Develop high level project management plan for this project.	Project plan with, schedule, time-frames, key tasks, sub tasks, distribution of resources, cost projection. Identify project methodology with technical approach and execution plan. Appropriate scope coverage in response to these terms of reference.	20	20
<b>Quality of Performance and References</b>  Experience of the service provide in successfully executing projects of a similar nature. (Indicate project name, description, duration, value, client organisation, etc. and provide references)	3 reference letters from clients for whom similar research was completed.	5	10
	More than 3 reference letters from clients for whom similar research was completed.	10	
<b>Total Points</b>			<b>100</b>
<b>Threshold</b>			<b>70</b>
The overall combined score must be equal or above 70 points in order to proceed to preference score evaluation phase.			

### 13.3.80/20 Preference Score System

EVALUATION CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
<b>TOTAL</b>		<b>100</b>

## **APPENDIX A: PROPOSITIONS IN THE MEDIA MONITORING PROJECT: NUANCES TO LOOK OUT FOR GENDER-BASED STEREOTYPES**

### **Sexualization<sup>2</sup>**

1. Body shape: The ideal of female beauty is that of the fit, young and thin woman, and the media spreads this ideal through movies, TV shows, fashion shows, advertisements, magazines and newspapers, music videos, and children's cartoons. For women to be considered attractive, they have to conform to images in advertisements, television, and music portraying the ideal woman as tall, white, thin, with a 'tubular' body and long straight hair.
2. Typical female roles fall into cultural stereotypes of women and are often sexualized with minimal clothing and sexualized roles. For example, studies show that content analysis of video games found that "41% of female characters wore revealing clothing and an equal number were partially or totally nude", whereas the male characters were not. However, sexualization is not the only stereotypical way in which women are represented in the media.
3. In advertisement, celebrity endorsement of products are thought to be especially effective if the celebrity is a physically attractive woman, as the attractiveness is thought to transfer to the brand's image and studies have shown that audiences respond better to female endorsements.
4. The objectification of women in the media is transmitted verbally and nonverbally, as well as directly and indirectly, and it is not only visual but can also be expressed subtly by commenting on women's appearance in a humorous way, making jokes and gags, and using double meanings.
5. Some shows focused on successful professional women and their "quests for sex, pleasure and romantic love", such as *Ally McBeal* and *Sex and the City*. Even if the main character in *Ally McBeal* was portrayed as desperate to find a husband, the show had other non-stereotypical female characters and "sided with the women". *Sex and the City* had assertive female protagonists, especially in matters of sex, and did not punish them for wanting pleasure, knowing how to get it, and being determined to do so, which can be seen especially in the case of Samantha Jones, played by Kim Cattrall.
6. In her 1973 article "Visual Pleasure and Narrative Cinema", feminist film critic Laura Mulvey coined the term male-gaze to describe the way that women in film serve as projections of male fantasies.

### **Domestication<sup>3</sup>**

1. In both electronic and print media, marriage, parenthood, and domesticity have been shown as more important to women than men. Women are mostly portrayed as housewives who had seemingly "perfect" lives, with their houses always impeccably clean, their children were always healthy and they were always beautiful and organized. This often doesn't reflect the reality that increasing numbers of women have taken work outside the home and divorce rates have been increasing over the years.
2. Women's interactions are often portrayed as concerning issues of romance, love or family problems, while men's interactions often concern business and politics.
3. Furthermore, female characters often don't have jobs, especially if they are wives and mothers, and are usually not the dominant characters or decision-makers both in the home and at work.
4. The boss is usually a man and men are portrayed as more assertive or aggressive, adventurous, active, and victorious, whilst women are shown as passive, weak, ineffectual, victimised or as nurturers.
5. As one study about gender role portrayals in advertisements from seven countries shows, women are more likely to play the role of the housekeeper and men are more likely to play the roles of professionals.

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<sup>2</sup> Serdar, K.L. [\*Female Body Image and the Mass Media: Perspectives on How Women Internalize the Ideal Beauty Standard\*](#). 2016, and others.

<sup>3</sup> Gauntlett, David (2008). *Media, Gender and Identity: An introduction* (2<sup>nd</sup> Ed.). Routledge and others.

6. In another study, Souha R. Ezzedeen found that career-driven female characters in film are often portrayed as failing at fulfilling the stereotypical roles of a woman, like sexual attraction, maternal roles and relationships, generally struggling in their love life.

#### **Age Gap<sup>4</sup>**

1. Older characters and actors in general tend to be underrepresented in most media; however, this seems to specifically affect female actors who appear less frequently in film and television than their male colleagues and younger women. While 40+ male roles are on the rise in both theatrical and television productions, female 40+ roles represent only 28% of female roles.
2. Actors such as Harrison Ford and Clint Eastwood continue to undertake major roles as ageless heroes, whereas the normative structure for older women is that their ageing is part of the plot. This is typically seen in relation to female roles relying on sexualization and the superficial effects of aging on their body are presented as something embarrassing and needs to be hidden.
3. Women are constantly defined mainly by their appearance, with the older female body represented largely in negative terms, particularly in adverts (apparently) for age-defying products like face creams, cosmetic surgery and other body modifying products. Men are usually not used for these kinds of advert, unless the product is specific to men's problems, like balding and products for growing hair.
4. Aging female celebrities have become one of the mainstays of gossip magazines and blogs, which endorse a culture of consumption in which cosmetic technologies and procedures are not questioned but in which female celebrities who have used them are either figured as glamorous for getting it right or as monstrous for going too far.
5. Another consequence of portraying aging women in the media, is that in most TV shows, actresses who are playing characters in their 40s and 50s tend to have younger appearing body types. This has led to critiques that these representations are first and foremost framed in terms of how well older actresses are managing their aging bodies. Midlife women have grown accustomed to seeing their age group portrayed in a seemingly unrealistic way and this had led to an increase of eating disorders and negative body image among this group.
6. In one court case in 2011, English television actress Miriam O'Reilly successfully sued the BBC for age discrimination after being dropped from a show. It was claimed that she had been told to be careful about her wrinkles and to consider Botox and dyeing her hair.
7. Multiple images of successful aging are explicitly tied to consumerism by the anti-ageing industry and older female celebrities advertising their products. These advertisements are paradoxical in that they allow older celebrities to remain visible while encouraging an ageist and sexist culture in which women are valued for their appearance.

#### **Others:**

1. Women as emotional beings, while men are rational and more intellectual.
2. Cooking and childrearing is a woman's job, men can't cook and they can't be trusted with looking after their children.
3. Women are more competent on social sciences subjects, while men are competent at scientific subjects.
4. Boys don't cry.
5. It's worth educating boys than girls.
6. Women are weak as leaders or they fail in leadership positions.
7. Women invite rape, sexual harassment or gender-based violence.
8. Women use their bodies to get jobs.
9. Women pull each other down on socio-economic and political development.
10. You may add more....

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<sup>4</sup> Berger, Laura (2015). Is 2015 the Year of the Older Actress? IndieWire, and others.

## 1. RACIAL STEREOTYPES<sup>5</sup>

1. Blacks are criminal - Whites are moral - Crimes committed by whites require an explanation.
  - 1A - It is normal for blacks to commit crime
  - 1B - Black criminals are brutal and inhuman
  - 1C - Blacks want revenge against innocent whites
  - 1D - Serious crime occurs primarily in white areas
  
2. Blacks are stupid - Whites are superior - Whites are more talented/intelligent - Whites are more kind - Whites work harder - Whites are victims of Black criminals, whites can be easily trusted – Blacks must work harder to earn trust.
  - 2A - Blacks = lower standards and lower social status.
  
3. Blacks are irrational
4. African society is primitive
  - 4A - African traditions are barbaric
  - 4B - Blacks are simple
  - 4C - Blacks are lazy
  - 4D - Blacks act on instinct
  - 4E - Black women breed
  - 4F - Blacks need whites to advance
  - 4G - African history is primitive
  - 4H - Africa doesn't contribute to world civilisation
  - 4I - Africa is ridden with disaster, disease and violence
  - 4J - There can be no African renaissance
  - 4k – Blacks are child-like
  - 4L – Only Blacks can be African
  
5. Blacks are dirty
  - 5A - Blacks live in squalor
  - 5B - Blacks cause disease
  - 5C - Black men cannot control their sexuality
  - 5D - AIDS is an African disease
  
6. Black women are ugly - White women determine what is beautiful
7. Black lives are unimportant - White lives are important - White victims are personified
  - 7A – Blacks are used to being injured or killed
  - 7B – Blacks don't need privacy
  - 7C – Blacks die in large numbers
  - 7D – Black victims wait to be helped
  
8. Black foreigners threaten South African society
  - 8A - Black foreigners are criminals
  - 8B - Nigerians are drug dealers
  - 8C - Zimbabweans are gangster
  - 8D - Black foreigners bring disease
  - 8E - Black foreigners steal jobs from South Africans
  - 8F - Illegal immigrants are black
  
9. Western society is civilised and modern European/white/western events are more important.
10. Blacks are incompetent and incapable of running anything by themselves - Whites are hardworking

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<sup>5</sup> Media Monitoring Project: October 1999.

- 10A - Black government leads to crime and corruption
  - 10B - Black government leads to anarchy and the breakdown of social order
  - 10C - Black government, like Communism, damages society
  - 10D - Black government fails
  - 10E - Blacks are undemocratic
  - 10F - Blacks are power hungry
  - 10G - Black parliamentarians are inefficient and lazy
11. Affirmative action promotes undeserving people
- 11A - Affirmative action is racial discrimination against whites
  - 11B - Blacks are racist
  - 11C - Black empowerment fails
12. People act according to their ethnic identity - Ethnic short hands explain behaviour
- 12A - Jews lie and are manipulative
  - 12B - Jews control the economy and the media
  - 12C - Indians are corrupt
  - 12D - Coloureds are degenerate and gangsters
  - 12E - Afrikaners are bigot
  - 12F - White farmers are cruel and exploitative
  - 12G - Muslims support terrorism.
13. Item supports a racist worldview (Item validates racist differences)
14. All whites are racists

## 2. STEREOTYPES ASSOCIATED WITH DISABILITY<sup>6</sup>

*“The media has a long track record of using stereotypes to portray people with disabilities. These stereotypes can be negative or positive – but either way, they’re rarely true to life”* (House with No Steps 2015).

1. Visibility of persons with disability in the media and the nature of the roles they play.
2. Common stereotypes.

### 2.1. The villain

Throughout history, books and films have drawn strong links between disabilities and evil or depravity. There are countless examples of “baddies” with disabilities: from Captain Hook, to Shakespeare’s Richard III, to most of James Bond’s arch-enemies. It’s also not uncommon for the villain to have a mental illness or a tendency towards violent crime, from the escapee of the town ‘institution’, to the Joker in The Dark Knight who is said to have schizophrenia. Possibly this stereotype has been driven by a historical unfamiliarity about people with disabilities, but whatever the reason, it’s not a healthy or helpful trend.

### 2.2. The superhero

On the flipside, there’s the superhero: an inspirational character who is seen to be extraordinary or heroic just because of their disability. News stories and online memes are big culprits of this stereotype, where a person with a disability is glorified. Many people with disabilities are just as capable as everyone else, and don’t need gushing praise for simply living their lives. Then there’s also the ‘disability superpower’, where fate has removed one ability, but in turn enhanced another. The hero in Daredevil, for instance, is blinded by a radioactive substance, and while he can no longer see, his other senses are heightened giving him ‘radar sense’. While these might seem more positive stereotypes than some others, they’re still not accurate – and can be more than a little patronising.

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<sup>6</sup> *“Run Forest, Run!”: Disability stereotypes in the media”*. House with No Steps. Disability Service Provider. Australia. July 2016.



### 2.3. The victim

Another common scenario is where a person is seen as pitiful or helpless, just because they have a disability. There are too many examples of this stereotype to list, but a few include Quasimodo in *The Hunchback of Notre Dame*, John Merrick in *The Elephant Man*, Tiny Tim in Dickens' *A Christmas Carol*, and even news reports which describe people as 'victims' or 'sufferers'. In all these cases, a character's disability (often combined with a particularly endearing personality) is used to gain sympathy from the audience – rather than genuine compassion. This is certainly an example of focusing on the disability, not the person.

### 2.4. The butt of the joke

This one is a particularly harmful stereotype and one that's disturbingly common. Making a mockery of people's differences is cowardly at best, but unfortunately many films and TV shows use it to get cheap laughs – from Mary's brother Warren in "There's Something About Mary", to Ken's stutter in "A Fish Called Wanda". Also, modern day TV 'documentaries' such as *Embarrassing Bodies*, poke fun at or ridicule disability or medical conditions for entertainment value. People with disabilities have long been ridiculed in comedy shows too – with the 'retarded' word being used much too often. On a lighter note, though, some comedians who actually have disabilities are now redressing the balance – using their performances to poke fun at themselves and raise awareness about disabilities in a humorous but respectful way (Adam Hills, Josh Blue and Alex Brooker are a few examples).

### 2.5. Eternally innocent

In many films, characters are depicted as being angelic or childlike, simply because they have a disability. *Forrest Gump*, *I am Sam*, and *Rain Man* are all good examples. Often the naïve and sweet character with a disability, reveals the flaws of their 'normal' adult peers – leading to them finding redemption. Like all the other stereotypes we've looked at, this one is harmful mainly because it's inaccurate – and reinforces patronising perceptions that are simply not true.

### 2.6. Little People are Surreal

Examples of this include the character Tattoo on the television series [Fantasy Island](#); a recurring use of a dwarf as a motif in American film director [David Lynch](#)'s works, such as [Mulholland Drive](#); and a dwarf actor who appears as a prominent cast extra in the film [The Eyes of Laura Mars](#).

### 2.7. Single Episode Disability

This is where a regular character on a television series obtains a temporary disability, learns a moral lesson and makes a rapid, full recovery. Examples include an episode of [M\\*A\\*S\\*H](#) where [Hawkeye](#) is temporarily blinded and an episode of [Law and Order: SVU](#) where Detective Stabler is temporarily blind.

### 2.8. Disability Superpower

This is where fate removes one ability, it enhances another, so that a disabled character has one superpower. This has resulted in the creation of several subtypes of this disability trope, such as Blind Seer, Blind Weapon Master, Genius Cripple and Super Wheel Chair.

### 2.9. The victim of violence

Asexual, undesirable or incapable of sexual or romantic interactions. Examples include adolescent coming-of-age storylines such as [Artie Abrams](#) on [Glee](#), and "teen sick-lit" such as [The Fault in our Stars](#).

### 2.10. Others

- 2.10.1. A person with one disability can't be expected to perform any competency like a person perceived to have no disability.
- 2.10.2. One visible disability means there are other disabilities, e.g., if a person is blind, people tend to raise their voices when speaking to them, as if they are also deaf.
- 2.10.3. The freak, e.g., *The Hunchback of Notredame*.

The depiction of disability in the media plays a major role in moulding public perceptions of disability and directly influence the way people with disabilities are treated in current society, including in their access to job opportunities. Media platforms have

been cited in different research findings as a key site for the reinforcement of negative images and ideas regarding persons with disabilities<sup>7</sup>.

Many people with disabilities believe mainstream journalists are incapable of accurately covering stories about them. Generally, journalists either portray us as pitiful cripples, super achievers, or insane mental patients. These erroneous media stereotypes of people with disabilities are perpetuated because journalists consistently fail to understand or learn about people with disabilities and the issues that are important to us<sup>8</sup>.

### 3. STEREOTYPES ASSOCIATED WITH YOUTH<sup>9</sup>

**“Teenage job hopes ruined by negative media stereotypes”**([E. Dugan](#), Business News, 19 February 2014).

1. Young people are generally reckless, in the games they play or even as drivers – so expensive insurance for youth is justified.
2. They are incompetent and unreliable at work, they don't have 'hard work' ethics - they lack employability skills.
3. They are apathetic, lazy and self-centred.
4. They are all the same and are unrealistic – they live in a fantasy world of television and play stations and they are all lazy.
5. News of violence by youth are sensationalised and brand all youth of today as violent, while news of their successes are hardly reported on – 'newsworthy' = bad behaviour by youth.
6. Generalisation on issues of youth, as if they are a homogenous group. Some media reports generalise youth of today as all thieving, knife-carrying, troublemakers who waste most of their time dossing about, or a drug-snorting, posh private school kid from an affluent background who has strengths in all subjects but a weakness for popping a few pills here and there, resulting in them being expelled and being a let-down to their family – lumping them into the narrow-minded stereotypes created by adults through the media.
7. All teenage girls are running around getting pregnant to get a State grant, ignoring the increasing numbers of girls enrolling in higher education institutions.
8. Youth of today are obsessed with sex and drugs.
9. Teenagers from poor backgrounds are thugs and those from affluent homes are brats.
10. Young people are to be feared until one proves him/herself worth of trusting.
11. Security measures should be increased after school and young people should be restricted from or monitored when entering business premises.
12. Youth should be policed – when the police see youth on the streets, they must ensure that they are not up to no good.
13. The way young people dress reflect their attitudes and behaviour – whether he/she is a criminal or not, or whether he/she may be trusted or not.
14. Young people are a danger to society.
15. They are more concerned with social issues like fashion, technology, cars and generally different social trends portrayed in the media – they value global culture to the detriment of their own cultures.
16. They lack people skills as they interact through social media.
17. Young people of today are wild, irresponsible, value fun more than work and disrespectful – they are into gangsterism.
18. Teenagers are low lives hanging around on street corners.
19. They have nothing to contribute in our society.
20. **Young people were symbols of hope but now they are violent and drunk disposable lives.**
21. **Society should panic about young people.**
22. **You may add others.**

#### Gauteng Community Radio

**Alex FM Kulani** - Frequency: 89.1

**ArrowLine Chinese Radio Station** - Frequency: AM1269

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<sup>7</sup> [Sosol: Sociology of Sport Online - Volume 7 Issue 1](#), May 2001.

<sup>8</sup> C. A. Luther, C. Ringer Lepre and Naeemah Clark. *Diversity in U.S. Mass Media*. John Wiley & Sons. (2011).

<sup>9</sup> The Conversation. *Images of Australian youth: from symbols of hope to disposable lives*. June 15, 2014. Australia.

**eK FM – Frequency:** 103.6  
**Jozi FM Stereo** - Frequency: 105.8 FM  
**Radio Pretoria** - Frequency: Varies - see the Radio Pretoria website  
**Soshanguve Community Radio** - Frequency: 93 FM  
**Moretele Community Radio** - Frequency: 106.6 FM  
**East Rand Stereo** - Frequency: 93.9 FM  
**Groot FM** – Frequency: 90.5  
**Radio TUKS** - Frequency: 107.2 FM  
**Isorian FM** - Frequency: 102.2 FM  
**Radio Rippel** - Frequency: 90.5 FM  
**Rainbow FM** - Frequency: 90.7 FM  
**UJ FM** - Frequency: 92.7 FM  
**Impact Radio** - Frequency: 103 FM  
**Radio Islam** - Frequency: 1548 AM (MW)  
**Radio Kansel / Radio Pulpit** - Frequency: 657 AM (MW); 97.2 to 100.2 FM (4am to 11am)  
**Radio TNG** - Frequency: 96.2 FM  
**90.6 FM Stereo** - Frequency: 90.6 FM  
**East Wave Radio** - Frequency: 92.2 FM  
**Radio Today** - Frequency: 1485 AM (MW)  
**TUT Stereo** - Frequency: 93.6 FM  
**Chai FM** – Frequency: 101.9.

Eldos FM.

**Hellenic Radio:** Frequency: 1422mw  
**Lenz FM** – Frequency: 93.6  
**Hope FM** – frequency:  
**IFM** – Frequency: 102.2  
**Kasie FM** – Frequency: 97.1  
**Kofifi FM** – Frequency: 97.2  
**LM Radio** – Frequency: 702kHz AM  
**Mams FM – Frequency:**  
**Midcities** – Frequency: 107.4 FM  
**Radio Mix** – Frequency: 93.8 FM  
**RadioActive Rock – Frequency:**  
**Radio 1584**  
**Radio Medunsa**  
**Radio Veritas**  
**River FM**  
**Hot FM** – Frequency: 91.9  
**Thetha FM** – Frequency: 100.6  
**Voice of Tembisa FM – Frequency:**  
**Voice of Wits (VOW FM)** – Frequency: 90.5  
**SiriusFM** – Frequency: 105.7 – in the Springs area  
**VUT FM** – Frequency: 96.9

#### **National Radio Stations with Listenership in Gauteng**

1. Ukhozi FM
2. Umhlobo Wenene
3. Lesedi FM
4. Thobela FM
5. Motsweding
6. Ligwalagwala
7. Munghana Lonene

8. Ikwewezi FM
9. Phalaphala FM
10. Power FM
11. Kaya FM 95.9 – 1.8 million.
12. Metro FM – 6.8 million.
13. Jacaranda FM – 2 million.
14. SAfm
15. Radio Sonder Grense
16. Lotus FM

#### **Newspapers**

1. The Star
2. Citizen Business Day
3. Sowetan
4. Die Burger
5. Daily News
6. Sunday Times
7. Rapport
8. City Press
9. Sunday Independent
10. Sunday World
11. Ilanga
12. Mail & Guardian

#### **Magazines**

1. Bona
2. Drum
3. [Fair Lady](#)
4. [Farmer's Weekly](#)
5. [Financial Mail](#)
6. [Food & Home Entertaining](#)
7. [Forbes Africa](#)
8. [The Gardener](#)
9. [GetawayGlamour](#)
10. [Goeie Huishouding](#)
11. [Golf Digest](#)
12. [Good Housekeeping](#)
13. [Good Taste](#)
14. [Grace](#)
15. [Grazia SA](#)
16. Huisgenoot
17. [Habitat](#)
18. [Heat](#)
19. [Home](#)
20. [House & Leisure](#)
21. [HQ \(Horse Quarterly\)](#)
22. [Hustler](#) (S.A. edition)
23. [Hype](#)
24. [Hello Joburg](#)
25. [Jewish Life](#)
26. [JOY Magazine](#)
27. JSE
28. More at: [https://en.wikipedia.org/wiki/List\\_of\\_magazines\\_in\\_South\\_Africa](https://en.wikipedia.org/wiki/List_of_magazines_in_South_Africa)

#### **Television**

1. SABC
2. ETV
3. Selected DSTV Channels
4. Religious Channels.

**MANDATORY AND COMPULSORY REQUIREMENTS:** These are compulsory documents required for this bidding. Should the bidder fail to submit the following **MANDATORY/COMPULSORY** documents your bid will be disqualified automatically:

Item	Description	Yes	No
1	Technical Proposal		
2	Invitation to bid (SBD1): completed and signed		
3	Terms of Reference		
4	Pricing Schedule (Firm Pricing) SBD 3.3		
5	Did you submit the Price Breakdown (Excel Sheet provided by you)		
6	Did you submit a total bid price including vat, For the duration of the contract?		
7	Did you submit any proof of registration to relevant professional bodies, if applicable?		
8	Declaration of interest (SBD 4), Original completed and signed.		
9	Preference points claim (SBD 6.1), Original completed and signed		
10	Declaration of Bidder's past SCM Practices (SBD 8), Original completed and signed.		
11	Certificate of independent bid determination (SBD 9), Original completed and signed.		
12	Did you submit proof of shareholding for HDI points (CK documents)?		
13	Did you submit copies of South African IDs' for shareholders?		
14	Did you submit a consortium/joint venture agreement, if applicable?		
15	Original and valid tax clearance certificate. Or SARS Issued PIN?		
16	Did you submit <b>one (1)</b> original and three <b>(3)</b> copies of the bid documents?		
17	Did you take note of and understand the Bid Instruction/Special Conditions?		
18	Did you submit your management and contact details?		
19	Did you submit contact details for references?		
20	Did you submit your company profile, brief financial information, concerning turnover and asset value, and details of any BEE Shareholding?		
21	Did you submit your companies Financial Statements? Compulsory and must be latest Joint Venture / Consortium agreement / Trust Deed (if applicable)		
22	<ul style="list-style-type: none"> <li>▪ Certified copies of shareholders certificates</li> <li>▪ Certified copy of Company Registration documents that reflect Company name,</li> <li>▪ Registration number, date of registration and active Directors or Members</li> <li>▪ Certified copy of ID documents of the Directors or Members</li> </ul>		
23	<ul style="list-style-type: none"> <li>▪ Original or Certified copy of Valid B-BBEE Certificate (from SANAS accredited Verification Agency) or from the Auditors approved by the Independent Regulatory Body of Auditors (IRBA);</li> <li>▪ Any EME (Exempt Micro Enterprise) or QSE (Qualifying Small Enterprise) is only required to obtain a sworn affidavit on an annual basis, confirming the following:               <ul style="list-style-type: none"> <li>• B-BBBEE Level of contribution</li> <li>• The percentage of Black Ownership</li> <li>• The percentage of ownership by women</li> <li>• Whether or not Bidder's Annual income exceeded R10,000,000 (ten million rand) based on Management Accounts and other information available on the past financial year.</li> </ul> </li> </ul>		

**Service Provider's name:**.....

**Completed by:**.....

**Signature:**.....



**GAUTENG**  
LEGISLATURE  
Your View ~ Our Vision

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: .....	BID NO.:
CLOSING TIME :	CLOSING DATE :

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....

TOTAL: R.....

"all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
TOTAL: R.....			

- 6. Period required for commencement with project after acceptance of bid .....  
.....
- 7. Estimated man-days for completion of project .....  
.....
- 8. Are the rates quoted firm for the full period of contract? \*YES/NO
- 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index. ....  
.....  
.....  
.....

**\*[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department:** Gauteng Provincial Legislature  
**Contact Person:** Amukelani Maluleke  
**Tel:** 011 498-5859  
**E-mail address:** [Amaluleke@gpl.gov.za](mailto:Amaluleke@gpl.gov.za)

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

**Contact Person:** Jamela Robertson  
**Tel:** 011 498-5816  
**E-mail address:** [Jrobertson@gpl.gov.za](mailto:Jrobertson@gpl.gov.za)



**DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(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 and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1.1 Full Name of Company: .....

2.1.2 Name of Representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....  
 Name of state institution at which you or the person connected to the bidder is employed : .....  
 Position occupied in the state institution: .....

Any other particulars:  
 .....  
 .....  
 .....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**

document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....  
.....  
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....  
.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....  
.....  
.....

**3. Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Peral Number

**4. DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Company

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>1.3.1.1 PRICE</b>	.....
<b>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	.....
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic

Empowerment Act, 2003 (Act No. 53 of 2003);

- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

**4. POINTS AWARDED FOR PRICE**

**4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P<sub>s</sub> = Points scored for comparative price of bid under consideration

P<sub>t</sub> = Comparative price of bid under consideration

P<sub>min</sub> = Comparative price of lowest acceptable bid

**5. Points awarded for B-BBEE Status Level of Contribution**

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION**

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

7.1 B-BBEE Status Level of Contribution: ..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**8 SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted? .....%
- (ii) the name of the sub-contractor? .....
- (iii) the B-BBEE status level of the sub-contractor? .....
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm ..... :

9.2 VAT registration number :

9.3 Company registration number .....  
:

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
 .....  
 .....

9.6 COMPANY CLASSIFICATION

- Manufacturer
  - Supplier
  - Professional service provider
  - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business? .....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution

**WITNESSES:**

1. ....

.....  
SIGNATURE(S) OF BIDDER(S)

2. ....

DATE:.....  
 ADDRESS:.....  
 .....  
 .....



**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It 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.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? <b>(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 partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder 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 (No 12 of 2004)? <b>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder 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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME).....  
**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
- a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

### CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder



**GAUTENG**  

---

**LEGISLATURE**  
*Your View ~ Our Vision*

**THE END**