

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.: NDoH-36(2023/2024)
CLOSING TIME 11:00	CLOSING DATE: 26 SEPTEMBER 2023

OFFER TO BE VALID FOR **180** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
1.	The accompanying information must be used for the formulation of proposals.	
2.	Bidders are required to indicate a percentage for management fee.	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)	
	KEY PERSONNEL	HOURLY RATE
1.	Strategist	R-----
2.	Creative Development and Advertising specialist	R-----
3.	Executive Creative Director	R-----
4.	Social Mobilization, events Management, and activations	R-----
5.	Content development specialist	R-----
6.	Stakeholder Management and engagement specialist	R-----
7.	Digital Marketing specialist	R-----
8.	Media Planning and buying specialist	R-----
9.	Website Manager	R-----
10.	Copyright	R-----
11.	Accounts Manager	R-----
12.	Events Manager	R-----
13.	PR Account Director	R-----
14.	Art Director	R-----
15.	Production Manager	R-----

NB: The hourly rate mentioned above must be inclusive of all associated costs and support staff.

NB: THE LEAD KEY RESOURCES MENTIONED IN THE TERMS OF REFERENCE/ EVALUATION CRITERIA PLEASE ATTACH CVs AND THEIR EDUCATIONAL QUALIFICATIONS.

Name of Bidder:

DESCRIPTION	PERCENTAGE MANAGEMENT FEE	
Category A: Indoor Events		
Small events (1500 or less people attending) where there is infrastructure for the event to be held in.		
Large event (<1500 people attending) where there is infrastructure for the event to be held in.		
Category B: Outdoor Events		
Small events (1500 or less people attending) where there is little or no infrastructure for the event to be held in.		
Large events (<1500 attending) where there is little or no infrastructure for the event to be held in.		

The management fee will only be applicable to services that are rendered by third party providers at the instruction of the department to the successful bidder.

Travel expenses Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices. The National Department fuel rates will used to determine rates for kilometers travelled.

Other expenses, for example accommodation (specify, e.g. 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. Government approved rates will be applied in determining the appropriate rate. Bearing in mind cost containment measures put in place.

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

Any enquiries regarding bidding procedures may be directed to the –

**NATIONAL DEPARTMENT OF HEALTH
1112 VOORTREKKER ROAD
THABA TSHWANE
PRETORIA**

EMAIL ADDRESS FOR ENQUIRIES: TENDERS@HEALTH.GOV.ZA