



international relations & cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

Private Bag X152, PRETORIA, 0001 • OR Tambo Bld, 460 Soutpansberg Road, Rietondale, PRETORIA, 0084
Tel: +27 (0) 12 351 1000 • www.dirco.gov.za

Reference : **DIRCO 07/2015/16**
Enquiries : I Kubayi; L Nyondo
Telephone : 012 351 1928, 11286
Fax : 012 329 1267

Sir/Madam

1. Bid No: **DIRCO 07/2015/16**
2. Request for successful Bidder/s to provide Structural Engineering Services, Marquees, Tables, Chairs, Flooring, Electricity (generators), Artists, Stage, Sound, Accreditation, Posters, Jumping Castles, Décor, Catering, Security and Ablution facilities for the Annual Diplomatic Fair on October 2015 and October 2016.
3. Required at Department of International Relations and Cooperation.
4. **Closing date 02 October 2015: 11 O'clock**
5. The attached documents consist of this cover page and the following pages. Terms of Reference, SBD1, SBD2, SBD3.1, SBD3.2, SBD4, SBD6.1, SBD8, SBD9, Database Form, and General Conditions of Contract.
6. All documents accompanying this bid invitation must be completed in detail where applicable and returned with your bid.
7. Please make sure that your bid reaches this office on/ before the closing date.
8. When submitting your bid, the following information **must** appear on the sealed envelope:
 - Name and address of bidder
 - DIRCO Number
 - Closing date

This envelope can be placed in the bid box at DIRCO Head office Building, 460 Soutpansberg road Rietondale Pretoria.

OR

If posted, place the aforementioned envelope in a covering envelope addressed as follows:
Department of International Relations and Cooperation 460 Soutpansberg Road Rietondale 0084.

Non compliance with any of **the above** conditions will result in **your bid being regarded as non responsive.**

Yours faithfully


DIRECTOR-GENERAL

DATE: 16 September 2015

Kgoro ya Tirišano le Tšhomišano ya Dinaga lša Boditšhabatšhaba • Lefapha la Dikamano le Tšhebedisano Dinaheng tsa Matjhaba • Lefapha la Dikamano tsa Boditšhabatšhaba le Tirišano • UMnyango Wezobudlelwano Nokubambisana Bamazwe Namazwe • Litiko Letebudlelwane Bemave kanye Nekusobentsana • ISebe lezobudlelwane neNisebenziswano yamZwe ngamaZwe • UmNyango weTjhebiswano nokuSebenzisana kweenTjhabatjhaba • Muhasho wa Vhushaka ha Dzitshakatshaka na Tshumisano • Ndzawulo ya Vuxaka bya Matiko ya Misava na Nirhisano • Departement van Internasionale Betrekkings en Samewerking

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

Invitation to Successful Bidder/s to provide Structural Engineering Services, Marquees, Tables, Chairs, Flooring, Electricity (generators), Artists, Stage, Sound, Accreditation, Posters, Jumping Castles, Décor, Catering, Security and Ablution facilities for the Annual Diplomatic Fair on October 2015 and October 2016.



TERMS OF REFERENCE

REQUEST FOR A SUCCESSFUL BIDDER /S TO PROVIDE STRUCTURAL ENGINEERING SERVICES, MARQUEES, TABLES, CHAIRS, FLOORING, ELECTRICITY (GENERATORS), ARTISTS, STAGE, SOUND, POSTERS, ACCREDITATION, JUMPING CASTLES, DÉCOR, CATERING, SECURITY AND ABLUTION FACILITIES FOR THE ANNUAL DIPLOMATIC FAIR ON OCTOBER 2015 AND OCTOBER 2016.

1. PURPOSE

The Department of International Relations and Cooperation ("DIRCO") intends appointing a service provider/s that will provide structural engineering, marquees, tables, chairs, flooring, electricity, artists, stage, sound, posters, accreditation, jumping castles, décor; catering, security and ablution facilities for the Annual Diplomatic Fair which is scheduled to take place on 31 October 2015 and October 2016.

2. BACKGROUND

DIRCO, through its Branch: Public Diplomacy will host the Diplomatic Fair on **Saturday, 31 October 2015** at the Union Buildings, City of Tshwane. DIRCO has been hosting this event annually since the year 2006 which will, among others, serve as a key platform to celebrate South Africa's 20 Years of Freedom and Democracy. The event will also serve as an opportune platform to inform the general public about diplomacy, South Africa's commitment to the African Agenda and the Republic's role as an active participant in the global arena in terms of its objectives on foreign policy.

Furthermore, the event brings together various diplomatic missions accredited to South Africa to share, showcase, celebrate and promote cultural diplomacy through creative expressions such as arts, music, languages and global cuisine. The event will also showcase traditional music from various countries with an emphasis on the themes of African nations. In addition to this, diplomatic missions will be invited to host stalls where their cultural cuisine can be showcased for visitors to purchase and enjoy.

3. SCOPE OF WORK

DIRCO requires the successful bidder/s to provide structural engineering, marquees, tables, chairs, flooring, electricity, artists, stage, sound, posters, accreditation, jumping castles, décor; catering, security and ablution facilities for the Annual Diplomatic Fair to be held on 31 October 2015. Prospective bidders can quote DIRCO on more than one category of the services to be provided. In cases of sub-contracts, the bidders need to have concluded a valid agreement with his/her external sourced service provider which will render service on behalf of the successful bidder.

4. DURATION

The contract will remain in full force and effect until the successful bidder has delivered all services and fulfilled all requirements as contained herein.

5. TASK DIRECTIVE

DIRCO will brief the successful bidder/s on the work required during a Non-compulsory briefing session to be held on 16 September 2015 at 10:00, and the bidder will then be required to present a comprehensive proposal and project plan on the execution of all the services and requirements as contained herein. The proposal and project plan must, among others, clearly stipulate dates, timeframes and the manner in which the services will be rendered.

DIRCO will consider each separate proposal based on the bidder's overall compliance with the terms and conditions contained herein and the financial implications attached thereto in

6. SPECIFICATION

6.1 CATEGORY A: Structural Engineering.

6.1.1. The Engineer must be in possession of Artisan qualifications.

6.1.2. Certificate of Authenticity from the Municipality of Tshwane.

NO.	Item	Size	Purpose	Additional Requirements
	Structural Engineer	NA	Structural Engineering Services	<ul style="list-style-type: none"> • Drawings, layout and design of the venue for all structural needs. • Rational design and plans for stages and marquees • Evacuation points • Emergency assembly points • Compliance management in line with City of Tshwane Regulations. • Compliance with occupational health and safety legislation • Electricity and fire compliance • Certification of all structures • Obtaining and presenting of all plans including Fire to the relevant body at the City of Tshwane.

6.2 CATEGORY B: Marquees and Jumping Castles.

6.2.1 The successful bidder will need to adhere to the structural and safety requirements of the appointed structural engineer as determined by the Security Cluster Act 205.

6.2.2 All electrical cables must be properly closed and adhere to safety requirements.

6.2.3 All structures must be equipped with fire extinguishers and signage.

6.2.4 No open fires allowed within a parameter of 200 meters.

NO.	Item	Size	Purpose	Additional Requirements
1.	65 x Embassy Stalls (tents/marquee)	6m x 3m (Each Stall)	To showcase all participating Embassies in alphabetical order	<ul style="list-style-type: none"> • 130 x 1.8m tables • 130 Heavy Duty Plastic Chairs • Grass Carpet • 110 electrical socket points • 65 x 240v spotlights for each tent • Signage
2.	VIP Bedouin Tent	30m x 15m	To host Ministers, Heads of Missions, Senior Government officials and Captains of Industry	<ul style="list-style-type: none"> • 1 Hard Carpet • 10 High Rise Chrome Cocktail tables • 20 Chrome cocktail chairs • Centre pieces on all tables • 4 Lounge Areas that accommodate 200 people (couches and ottomans) • 6 x electrical socket points • 2 x 240v spotlights • Signage
3.	Artists Marquee <u>To be divided into three:</u> a) Lounge Area b) Two changing rooms(1 Female and 1 Male)	6m x 6m	To provide changing rooms for artists as well as a lounge area.	<ul style="list-style-type: none"> • 2 x tables (1.5m x 1m) • 8 x chairs • Grass carpet • 3 x Electrical sockets • 3x Spotlights

4.	Catering Marquee (Mass catering and VIP Catering)	8m x 8m	Storage and operating room for caterers	<ul style="list-style-type: none"> • 4 x 1.8m tables • 8 x Heavy Duty Plastic Chairs • 4 electrical socket points • Grass carpet
5.	Medical Marquee(to be divided into two; female and male consultation room)	10m x10m	First aid/Emergency Response	<ul style="list-style-type: none"> • 2 x 1.8m tables • 4 Heavy Duty Plastic Chairs • 2 electrical socket points • Signage
6.	Joint Operation Committee (JOC) Marquee	6m x 6m	JOC operation centre	<ul style="list-style-type: none"> • 2 x 1.8m tables • 4 Heavy Duty Plastic Chairs • signage
7.	United Nations Agency Marquee	12m x 12m	To showcase 18 UN agencies	<ul style="list-style-type: none"> • 18 x 1.8m tables • 36 Heavy Duty Plastic Chairs • Grass Carpet • 18 electrical socket points • 4 x 240v spotlights • Signage
8.	Stakeholder Marquee (With Partitioning)	20m x 60m	To host all business stakeholders and sponsors	<ul style="list-style-type: none"> • 20 x 1.8 m tables • 40 Heavy Duty Plastic Chairs • 20 x electrical socket points • 20 x 240v spotlights • Grass Carpet • signage
9.	Government Departments Marquee (with partitioning)	25m x 6m	To host all government departments	<ul style="list-style-type: none"> • 25 x 1.8 m tables • 500 Heavy Duty Plastic Chairs • 25 x electrical socket points • 25 x 240v spotlights • Grass Carpet • signage
10.	1 x Mega slide combo Jumping castle (with electricity) 1 x Adventure Combo Jumping Castle (with electricity) 1 x Inflatable 11 in 1 play centre with no pool (with electricity) Face painter	600 cmx215 cm x285cm 2 m x 2.7m x 4m 445 cm x 385 cm x 250 cm	To serve as kiddies playground	<ul style="list-style-type: none"> • Signage i.e. age restriction, disclaimer and all children should be accompanied and monitored by an adult when entering the playground.

6.3 CATEGORY C: Stage

6.3.1 The successful bidder will need to adhere to the structural and safety requirements of the appointed structural engineer.

6.3.2 All electrical cables must be properly closed and adhere to safety requirements.

6.3.3 All structures must be properly mended with re-enforcing bars to with stand any weather conditions.

Item	Description	Size
Full House Stage	Stage power must include a multi-plug socket at DJ/Keys performance position! Sufficient amounts of XLR and Jack-Jack cables to be provided for all channel list items. Stage:	12 m Wide 10 m deep

	<p>Allow for more fixtures and of higher output for bigger stages All equipment should be rigged and cabled at the time of the sound check Take all safety precautions when rigging overhead Backdrop/Stage banner to be branded</p> <ul style="list-style-type: none"> - Stairs - Disability ramp - Peak roof 	
Outdoor LED Screens	Full colour, crossover ability	X 2 Screens (160cm x 160cm)
Crowd barrier	Barrier for crowd control	400 m

6.4. CATEGORY D: Artists and Sound

Item	Description	Size
Artist	<p>1. South African Hip Hop Artist.(two options to be provided)</p> <ul style="list-style-type: none"> - Contemporary South African Hip Hop Music. - Recent album/single gained current popularity. - Crowd Pulling Artist with Considerations at the SAMA previous Awards. - Experience in Crowd Performance and Mass based events. - Ability to perform outdoors. 	To be determined by artists
Group Artists	<p>2. Afro – House Music Artists(two options to be provided)</p> <ul style="list-style-type: none"> - Contemporary South African Afro House Music. - Recent album/single gained current popularity. - Crowd Pulling Artist with Considerations at the SAMA previous Awards. - Experience in Crowd Performance and Mass based events. - Ability to perform outdoors. 	Not More than 5 members
DJ Artist	<p>3. DJ Artist</p> <ul style="list-style-type: none"> - South African DJ Music.(two options to be provided) - Recent album/single gained current popularity. - Crowd Pulling Artist with Considerations at the SAMA previous Awards. - Experience in Crowd Performance and Mass based events. - Ability to perform outdoors. 	N/A
Sound	<p>PA SPECS:</p> <ul style="list-style-type: none"> • The PA must be of high quality (e.g. JBL, EAW, L-Acoustics, Meyer, ECLER, HK, D&B) • No Behringer, Wharfedale or homemade boxes will be accepted! • The PA must be efficiently flown, time-aligned and powered to provide at least 100dB SPL of good, clean, undistorted sound reproduction at venues' rear seats. • Speakers and Columns are not to be placed in a manner that would obstruct the performer's view from stage nor should it obstruct the audience's view of the stage. • Subs are NOT to be mounted on the stage, but on the ground in front or flown in line-array. • Amplifiers should be on dedicated power with sufficient amperage to maintain an uninterrupted performance and not be inhibited by existing installations, such as FRIDGES etc. No Behringer Amplifiers! <p>MONITOR SPECS:</p> <p>–SR (Stage Right/Trumpet) – C (Stage Centre/Lead Vox) – SL (Stage Left/Saxophone) – SLB (Stage Left Back/Bass) – SRB (Stage Right Back/Percussion) – SBC (Stage Back Centre/DJ, Keyboard Player)</p> <p>Monitoring setup consists of 6 Aux mixes,7 floor wedges and must be setup in the following manner:</p> <ul style="list-style-type: none"> • Aux 1 SR (Trumpet) • Aux 2 C (Vox) *If using in-ear monitoring route thru Aux 7 • Aux 3 SL (Sax) • Aux 4 SLB (Bass) • Aux 5 SBC (DJ/Keys) • Aux 6 SRB (Percussion) 	

For Centre position –please supply 2 wedges
 The Monitors must be of high quality, a competent monitor engineer will be welcome.
 Outdoor festivals and bigger stages will require sufficient side fill monitoring to allow for maximum coverage of the stage area.

F.O.H CONTROL

Preferred Digital Consoles:

Yamaha CL3/M7/LS9,
 Sound Craft Vi/Si/Expression 3

All FOH gear needs to be of high quality and in perfect working order.

Channel Patch List/Preferred Mics:

CH 01 – Percussion Congas 1 - Sennheiser e604 /Audio-Technica PRO35/SM B57

CH 02 – Percussion Congas 2 - Sennheiser e604 /Audio-Technica PRO35/SM B57

CH 03 – Percussion Congas Sub - Sennheiser e902/Beta 52

CH 04 –LEAVE OPEN

CH 05 – Percussion Bongos 1 - Audio-Technica PRO35/SM B57

CH 06 – Percussion Bongos 1 - Audio-Technica PRO35/SM B57

CH 07 –Percussion Timbale 1 - Audio-Technica PRO35/SM B57

CH 08 –Percussion Timbale 2 - Audio-Technica PRO35/SM B57

CH 09 –Percussion Overhead - Rode NT5

CH 10 –Percussion Overhead - Rode NT5

CH 11 –DJ L DI – DBX/BSS or similar

CH 12 –DJ R DI - DBX/BSS or similar

CH 13 –Keyboard L DI - DBX/BSS or similar

CH 14 – Keyboard R DI - DBX/BSS or similar

CH 15 – Bass Amp Head – Line Out

=(Wireless)- Sennheiser ew 165 G3/Shure SM58

CH 17 - Guest Vocal (Wireless)- Sennheiser ew 165 G3/Shure SM58

CH 18 – Trumpet (Wireless) – Audio-Technica ATM350CW or similar

CH 19 - Saxophone (Wireless) – Audio-Technica ATM350CW or similar

Aux Sends such as FX to be setup as such:

Mix/Matrix 13 – Reverb Hall

Mix/Matrix 14 – Reverb Room

Mix/Matrix 15 – Reverb Plate

Mix/Matrix 16 – Mono Tap Delay *user defined key 12 to be setup for tapping

Please note that these aux settings are based on the LS9 configuration and can be setup accordingly when using the Soundcraft brand

DJ/Keyboardist

- 1 x Yamaha Motif XS/XF Series 61 Keys
- 1 x Pioneer DJM900 Nexus/800

- 1 x Table For DJ Setup

- 1 x Single Tier Keyboard Stand

Bassist

- Mark Bass Big Bang/Ampeg SVT-7 PRO [Amp Heads] • Mark Bass New York 804/Ampeg PN-410HLF [Bass Cabs]

- Please also provide 1 x Guitar stand at bass amp position.

Percussionist

- 2 x LP Congas (11" -12.5") plus LP Double Conga Stand

- 1 x LP Bongos plus Stand with Cambelt

- 1 x Set LP Timbales + Cowbell Bracket (Between 13"- 15")

- 1 x Table for Mixer & Hand-Perc

- 2 x Cymbal Boom Stands Tall

- 3 x Mic stands

6.5 CATEGORY E: Poster, Accreditation and Access Control

6.5.1 Branded accreditation cards with lanyards will be issued to VIP, diplomatic missions, Stakeholders, Service Provider, SAPS, Metro Police and must be available on 23 October 2015.

6.5.2 Posters must be mounted by the successful bidder and around the Pretoria CBD and on routes leading to Mamelodi, Atteridgeville, Cullinan, Mabopane, Soshanguve and Hammanskraal.

Item	Quantity	Description	Size
Poster	5 000	<ul style="list-style-type: none"> • Printing and mounting of posters in and around Pretoria • Full colour gloss poster on cardboard with string • 128 GSM • Artwork to be provided by DIRCO. • Mounting must be 1 month prior to the event. 	A1
Accreditation cards-branded (VIP, Embassies, Stakeholders, Service Provider, SAPS, Metro Police)	2 000	<ul style="list-style-type: none"> • A6 cards, Printed in full color on 250gsm Gloss • 35 x Hi-Q Titan plus(gloss),white 250g,455 x 640 mm • 32x Gloss Laminate both sides • Trimmed to size • Artwork to be provided by DIRCO 	A6
Lanyards	2 000	Black (Polyester material)	30mm with swivel
Standard Vinyl Wristband	10 000	Office Green (Dark/ Forest Green), subject to change	

6.6 CATEGORY F : Ablution Facilities

6.6.1 Mobile toilets must be delivered on site from 30th October 2015.

6.6.2 Dedicated personnel must be deployed on 31st October 2015 from 09:00 to 16:00 to refresh the ablution facilities on an hourly basis. Refreshment will include cleaning, replenish toilet paper, etc.

- 40 VIP Mobile toilets
(15 Male – 25 Female)
 - 10 VIP Paraplegic toilets
(4 Male – 6 Female)
- 90 Standard portable toilets
(40 Male – 50 Female)
- 10 Standard Paraplegic toilets
(4 Male – 6 Female)

6.7 CATEGORY G: Generators and power supply

- Generators to be delivered and connected on site not later than 30 October 2015.
- 3 X 150kw Mobile generators (2 x generators will be dedicated to the marquees and 1 x generator will be dedicated to the stage.)
- All cables must be covered in line with the safety and regulation policies
- Must be accompanied by fire extinguishers
- Operator to be onsite at all times

6.8 CATEGORY H : Catering

NB: The successful bidder must submit a valid Health Certificate

NB: A food tasting will also be held.

NB: Successful Bidder must provide Korshe and Halaal

NB: Distribution plan: Successful Bidder must demonstrate the distribution methodology

6.8.1 Ambassador's lounge

- Description : Cocktail menu and assorted refreshments
- Equipment : X3 Trestle tables, cutlery, paper plates and mini bar
- Quantity : 400 people; 4 drinks per person

Proposed menu option:

10% Halaal and 5% Korshe.

- Prawn and Dill Cigar
- Barbecue Chicken Drumsticks
- Chicken and Chickpea Samosas
- Vegetable Spring Rolls

- Mini Spinach and Feta Pizza
- Lemon and Herb Chicken Kebabs
- Mini Cape Malay Pie
- Teriyaki Beef Satay
- Mini Beef Wellington
- Canape – Tomato, Feta and Olive on Rye with Pesto
- Soy and Honey Chicken Wings
- Fruit Skewers
- 100% fruit juices varieties 350ml ,500 ml Bottled Still Water (**Not Prepared**) and 330ml cold drinks varieties (400 Fruit Juice, 800 Bottled Water and 400 Cold Drink)

6.8.2 Mass Catering

- Description: Polony and Cheese Sandwich
- Extras : 2 seasonal fruits and 1x100% fruit juice 500 ml 350ml and Cold Drinks (2500 Juice and 2500 Fizz Cold Drink)
- Wrapped with Food Plastic Protector and Brown Mini bags
- Quantity : 5000

6.9 CATEGORY I: Security

KINDLY NOTE: Only bidders registered with Private Security Industry Regulatory Authority (**PSIRA**) may provide a Quotation.

SPECIFICATIONS AND RESPONSIBILITIES:

- Responsible in monitoring all persons such as; Employees, Guests, Visitors, Suppliers and Contractors going in and out of the CLIENT building premises.
- Enforce, Implement and Aide CLIENT rules, policies and regulations relative to maintenance of security and safety.
- Coordinate with CLIENT representative who handles building's security operations with regards to the security guidelines of the CLIENT and other related matters pertaining to the safety and security of employees, guests, visitors and CLIENT properties.

The Security Guards will be deployed as follows:

DEPLOYMENT SCHEDULE – ANNUAL DIPLOMATIC FAIR 2015		
DATE	NUMBER OF GUARDS REQUIRED	HOURS
29 October 2015	5	06:00 – 06:00 (24 Hours)
30 October 2015	10	06:00 – 06:00 (24 Hours)
31 October 2015	50	06:00 – 18:00 (12 Hours)
	10	18:00 – 06:00 (12 Hours)
1 November 2015	10	06:00 – 12:00 (6 Hours)

The Successful bidder will be expected to attend preparatory meetings arranged by DIRCO and the Security Cluster Committee and the Security Cluster Committee.

7. COST ESTIMATES.

Estimates to be provided by the bidder upon request.

8. VALIDITY OF PERIOD OF QOUTATION.

Validity period from date of closure: 120 days

9. EVALUATION METHODOLOGY.

9.1. Responsive Criteria

**The bid will be evaluated in three phases (responsive, functionality paper and price and BBEE)
The bidders are requested to indicate which categories they are bidding for**

The following documents must be provided:

- Valid Tax certificate
- The following Certificates must be submitted based on the categories that the bidders will be responding to
 1. Structural Engineer must have Qualification : **Category A**
 2. Health Compliance Certificate : **Category H**
 3. Security Compliance Certificate : **Category I**
 4. Hygiene Compliance Document : **Category F**
- SBD1, SBD 2, SBD 3.1, SBD3.2, SBD 4, SBD 6, 1 SBD 8, SBD 9 completed
- The bidder shall attend a non-compulsory briefing session.
- In case of Joint Venture arrangement, a signed Joint Venture agreement must be attached.

NB: Any bidder that fails to comply with of the requirements will be regarded as submitting a non-responsive bid

9.2. Functionality Criteria

The following criteria for the appointment, apart from those laid down in the preferential Procurement Regulations 2001, pertaining to the preferential Policy Framework of 2000, shall apply:

Each category will be evaluated individually as per set criteria

the service provider that fails to meet 60% in respect of functionality criteria will be regarded as having submitted a non-responsive bid and will be disqualified.

The evaluation criteria and its respective weights include the following:

Criteria		Weight						
CATEGORY A: Structural Engineer.								
		100						
Capability	<p>Ability to verify and inspect the mended marquee structures. Reference in a form of testimonials from 3 contactable people.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>Provide proof of setting up various structures in the past year (2013/2015)</td> <td>3</td> </tr> <tr> <td>Provide proof of setting up various structures in the past 4 years (2012/2014)</td> <td>4</td> </tr> <tr> <td>Provide proof of setting up various structures for 5 years and above (2011/2014)</td> <td>5</td> </tr> </table>	Provide proof of setting up various structures in the past year (2013/2015)	3	Provide proof of setting up various structures in the past 4 years (2012/2014)	4	Provide proof of setting up various structures for 5 years and above (2011/2014)	5	30
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Provide proof of setting up various structures in the past 4 years (2012/2014)	4							
Provide proof of setting up various structures for 5 years and above (2011/2014)	5							
Experience	<p>Minimum of 5 years of experience in the same field.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>5 years' experience</td> <td>3</td> </tr> <tr> <td>6 years' experience</td> <td>4</td> </tr> <tr> <td>7 and above years' experience</td> <td>5</td> </tr> </table>	5 years' experience	3	6 years' experience	4	7 and above years' experience	5	30
5 years' experience	3							
6 years' experience	4							
7 and above years' experience	5							
Project Plan	The Bidder/s must submit a Project Plan outlining of the execution of the Project activities.	30						
Technical Skills	Provide qualifying key personnel who will be erecting the Marquees and their CV's.	10						
CATEGORY B; Marquees and Jumping Castles.		100						
Experience	<p>Reference in a form of testimonials from 3 contactable people.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>Provide proof of setting up various structures in the past year with 2 references (2013/2015)</td> <td>3</td> </tr> <tr> <td>Provide proof of setting up various structures in the past 4 years (2012/2015)</td> <td>4</td> </tr> <tr> <td>Provide proof of setting up various structures for 5 years and above (2011/2015)</td> <td>5</td> </tr> </table>	Provide proof of setting up various structures in the past year with 2 references (2013/2015)	3	Provide proof of setting up various structures in the past 4 years (2012/2015)	4	Provide proof of setting up various structures for 5 years and above (2011/2015)	5	35
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Provide proof of setting up various structures in the past 4 years (2012/2015)	4							
Provide proof of setting up various structures for 5 years and above (2011/2015)	5							
Capability	Ability to verify and inspect the mended marquee structures.	10						
Technical Skills	<p>Provide qualifying key personnel who will be erecting the Marquees and proof detailed experience.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>5 years' experience</td> <td>3</td> </tr> <tr> <td>6 years' experience</td> <td>4</td> </tr> <tr> <td>7 and above years' experience</td> <td>5</td> </tr> </table>	5 years' experience	3	6 years' experience	4	7 and above years' experience	5	35
5 years' experience	3							
6 years' experience	4							
7 and above years' experience	5							
Project Plan	<p>Provide project plan that outlines the timeline to setting up the Marquees.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>Minimum of 8 Hours for mending.</td> <td>3</td> </tr> <tr> <td>Minimum of 6 Hours for mending</td> <td>4</td> </tr> </table>	Minimum of 8 Hours for mending.	3	Minimum of 6 Hours for mending	4	20		
Minimum of 8 Hours for mending.	3							
Minimum of 6 Hours for mending	4							

	Minimum of 4 Hours for Mending	5	
CATEGORY C: Stage			100
Capability	Ability to set up the Stage for mass events. Reference in a form of testimonials from 3 contactable people. Evaluation Matrix		20
	Provide proof of setting up various structures in the past year (2014/2015)	3	
	Provide proof of setting up various structures in the past 2 years (from 2013 to 2015)	4	
	Provide proof of setting up various structures for more than 3 years (from 2012 to 2015)	5	
Technical Skills	Provide qualifying key personnel who will be erecting the stage and proof of detailed experience. Evaluation Matrix		30
	5 years' experience	3	
	6 years' experience	4	
	7 and above years' experience	5	
Project Plan	Provide project plan that outlines the timeline to setting up the Marquees. Evaluation Matrix		20
	Minimum of 8 Hours for mending.	3	
	Minimum of 6 Hours for mending	4	
	Minimum of 4 Hours for Mending	5	
Experience	Provide CV's as well as number of technicians to be deployed on 31 October 2015.		30
CATEGORY D: Artists and Sound			100
Capability	Ability to set up Sound for mass events. Reference in a form of testimonials from 3 contactable people. Evaluation Matrix		25
	Provide proof of setting up various structures in the past year (2014/2015)	3	
	Provide proof of setting up various structures in the past 2 years (from 2013 to 2015)	4	
	Provide proof of setting up various structures for more than 3 years (from 2012 to 2015)	5	
Technical Skills	Provide qualifying key personnel who will be operating the Sound System and proof of detailed experience. Evaluation Matrix		25

	<table border="1"> <tr> <td>5 years' experience</td> <td>3</td> </tr> <tr> <td>6 years' experience</td> <td>4</td> </tr> <tr> <td>7 and above years' experience</td> <td>5</td> </tr> </table>	5 years' experience	3	6 years' experience	4	7 and above years' experience	5	
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6 years' experience	4							
7 and above years' experience	5							
Project Plan	<p>Provide project plan that outlines the timeline to setting up the Sound System.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>Minimum of 8 Hours for mending.</td> <td>3</td> </tr> <tr> <td>Minimum of 6 Hours for mending</td> <td>4</td> </tr> <tr> <td>Minimum of 4 Hours for Mending</td> <td>5</td> </tr> </table>	Minimum of 8 Hours for mending.	3	Minimum of 6 Hours for mending	4	Minimum of 4 Hours for Mending	5	35
Minimum of 8 Hours for mending.	3							
Minimum of 6 Hours for mending	4							
Minimum of 4 Hours for Mending	5							
Experience	Provide CV's as well as number of technicians to be deployed on 30 October 2015	15						
CATEGORY E: Posters, Accreditation and Access Control		100						
Capability	<p>Ability to produce accreditation cards, posters (Mount and demount) for regional mass events. Reference in a form of testimonials from 3 contactable people.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>Provide proof of posters distribution in the past year (2014/2015)</td> <td>3</td> </tr> <tr> <td>Provide proof of posters distribution in the past 2 years (from 2013 to 2015)</td> <td>4</td> </tr> <tr> <td>Provide proof of posters distribution for more than 3 years (from 2012 to 2015)</td> <td>5</td> </tr> </table>	Provide proof of posters distribution in the past year (2014/2015)	3	Provide proof of posters distribution in the past 2 years (from 2013 to 2015)	4	Provide proof of posters distribution for more than 3 years (from 2012 to 2015)	5	40
Provide proof of posters distribution in the past year (2014/2015)	3							
Provide proof of posters distribution in the past 2 years (from 2013 to 2015)	4							
Provide proof of posters distribution for more than 3 years (from 2012 to 2015)	5							
Project Plan	<p>Provide project plan that outlines the timeline producing, mounting and demounting.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>Minimum of 8 Days for Mounting.</td> <td>3</td> </tr> <tr> <td>Minimum of 6 Days for Mounting</td> <td>4</td> </tr> <tr> <td>Minimum of 4 Days for Mounting</td> <td>5</td> </tr> </table>	Minimum of 8 Days for Mounting.	3	Minimum of 6 Days for Mounting	4	Minimum of 4 Days for Mounting	5	40
Minimum of 8 Days for Mounting.	3							
Minimum of 6 Days for Mounting	4							
Minimum of 4 Days for Mounting	5							
Experience	Provide CV's as well as number of technicians to be deployed on 24 October 2015.	20						
CATEGORY F: Ablutions Facilities		100						
Capability	<p>Ability to provide ablutions facilities for mass events. Reference in a form of testimonials from 3 contactable people.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>Provide proof of setting up ablutions facilities in the past year (2014/2015)</td> <td>3</td> </tr> <tr> <td>Provide proof of setting up various structures in the past 2 years (from 2013 to 2015)</td> <td>4</td> </tr> </table>	Provide proof of setting up ablutions facilities in the past year (2014/2015)	3	Provide proof of setting up various structures in the past 2 years (from 2013 to 2015)	4	30		
Provide proof of setting up ablutions facilities in the past year (2014/2015)	3							
Provide proof of setting up various structures in the past 2 years (from 2013 to 2015)	4							

	Provide proof of setting up ablutions facilities for more than 3 years (from 2012 to 2015)	5	
Technical Skills	Provide qualifying key personnel who will be operating and refreshing ablutions facilities. Evaluation Matrix		30
	5 years' experience	3	
	6 years' experience	4	
	7 and above years' experience	5	
Project Plan	Provide project plan that outlines the timeline to setting up ablution facilities.		20
Experience	Provide background as well as number of technicians to be deployed on 31 October 2015 to manage the facilities.		20
CATEGORY G: Generators and power supply			100
Capability	Ability to provide Generator and power supply for mass events. Reference in a form of testimonials from 3 contactable people. Evaluation Matrix		50
	Provide proof of setting up ablutions facilities in the past year (2014/2015)	3	
	Provide proof of setting up various structures in the past 2 years (from 2013 to 2015)	4	
	Provide proof of setting up ablutions facilities for more than 3 years (from 2012 to 2015)	5	
Technical Skills	Provide qualifying key personnel who will be operating the power supply. Evaluation Matrix		50
	5 years' experience	3	
	6 years' experience	4	
	7 and above years' experience	5	
CATEGORY H: Catering			100
Capability	Ability to provide catering for mass events. Reference in a form of testimonials from 3 contactable people. Evaluation Matrix		35
	Provide proof of catering for mass event in the past year (2014/2015)	3	
	Provide proof of catering for mass event in the past 2 years (from 2013 to 2015)	4	
	Provide proof of catering for mass event for more than 3 years (from 2012 to 2015)	5	
Technical Skills	Provide qualifying key personnel who will be deployed to the event. Evaluation Matrix		35
	5 years' experience	3	
	6 years' experience	4	

	7 and above years' experience	5	
Project Plan	Provide project plan for food distribution methodology.		30
CATEGORY I: Security			100
Capability	Ability to provide security for mass events. Reference in a form of testimonials from 3 contactable people. Evaluation Matrix		30
	Provide proof of providing security in the past year (2014/2015)	3	
	Provide proof of providing security in the past 2 years (from 2013 to 2015)	4	
	Provide proof of providing security for more than 3 years (from 2012 to 2015)	5	
Technical Skills	Provide qualifying key personnel who will be deployed for security duties at the event. Evaluation Matrix		30
	5 years' experience	3	
	6 years' experience	4	
	7 and above years' experience	5	
Project Plan	Provide project plan that outlines the security plan for the event.		20
Experience	Provide background as well as number of security personnel to be deployed on 31 October 2015.		20

Values: 1=Poor, 2=Fair, 3=Good, 4=Very Good, 5=Excellent

10. Price and Preference Criteria

Bid will be evaluated on the 90/10 principle in which 90 is for price and 10 is for the BBEE points. Bidders to provide detailed cost for each item per category with the indication of times to be sponsored and the value thereof

Bidders are requested to list a total price on each/per category on SBD 1 and 3.1

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

11. SPECIAL CONDITIONS

11.1 The Department reserves the right to seek sponsorship for the said event which may impact on the value of the bid to be awarded.

11.2 The evaluation will also take into account additional value add that will be negotiated with media owners for the benefit of this event and this should be encased in the proposal.

11.3 Consideration of the appointment of the bidder/s on the 2nd year will be subjected to the performance of 2015.

11.4 The department reserves the right to partially award the bid

11.5 The Department requires written safety approval by engineer prior the opening

12. GENERAL CONDITIONS

The Government Procurement: General Conditions of Contract will be applicable to this bid.

DIRCO reserves the right to accept sponsorship for various services from one or more bidders without compromising the standard and quality of the service required.

DIRCO reserves the right to conclude a Service Level Agreement with the successful bidder to supplement the General Conditions of Contract.

DIRCO further reserves the right to appoint more than one bidder if deemed necessary.

DIRCO will not be held responsible for any costs incurred by the bidders in the preparation and submission of the proposal.

DIRCO is not obliged to select or to appoint any of the bidders submitting proposals.

Appointment of bidder/bidders on the 2nd year is subjected to performance of 2015.

Evaluation on functionality criteria can only be done on the basis of information, which was asked for. The comprehensiveness of the proposal can therefore be decisive in the awarding thereof.

DIRCO request safety approval for marquees prior to opening the gates for public attendance.

The Bid must be properly submitted on or before the closing date and time specified on the invitation, fully completed in ink (as per all standard conditions of tender).

13. FEES AND PAYMENT SCHEDULE (if partly sponsored)

13.1 Fees must be quoted in South African currency;

13.2 All prices quoted must include VAT; and

13.3 Bidders should take note that DIRCO will pay any amount due within thirty (30) days after the receipt of invoice and the service has been rendered.

14. CONTACT PERSONS AND SUBMISSIONS

All enquiries can be directed to Supply Chain Management, Mr Lukholo Nyondo on 012 351 1286/1928 and documents to be submitted to the address below:

Prospective Bidder/s should submit their bonded proposals in a sealed envelope with the details of the specific bid on the outside of the envelope to:

**Per Hand
Bid Nr. DIRCO**

**Tender Box
Department of International Relations and Cooperation
OR Tambo Building
460 Soutpansberg Road
PRETORIA
0001**

Submissions must be hand delivered to the mentioned addresses on or before 11h00 on the closing date 02 October 2015.

Prospective bidders are encouraged to submit their proposals before the closing date and time, as late submissions will not be accepted.

E-mail or faxed submissions shall not be accepted.

Non - compliance with any of the above conditions will result in the bid being disqualified.

A Non-compulsory briefing session will be held at the Department of International Relations, 460 Soutpansberg Road, Queenwood, and Pretoria on the 16th September 2015 at 10:00. All interested bidders may attend the session.

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION.

BID NUMBER: DIRCO 07-2015/16

CLOSING DATE: ...02/10/2015.....

CLOSING TIME: 11:00

DESCRIPTION: INVITATION FOR THE APPOINTMENT OF A SUCCESSFUL BIDDER/S TO PROVIDE STRUCTURAL ENGINEERING SERVICES, MARQUEES, TABLES, CHAIRS, FLOORING, ELECTRICITY (GENERATORS), ARTISTS, STAGE, SOUND, ACCREDITATION, POSTERS, JUMPING CASTLES, DÉCOR, CATERING, SECURITY AND ABLUTION FACILITIES FOR THE ANNUAL DIPLOMATIC FAIR ON OCTOBER 2015 AND OCTOBER 2016.

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED TO: **Private Bag X152 Pretoria 0001.**

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)
460 Soutpansberg Road Rietondale 0084

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER
.....

POSTAL ADDRESS
.....

STREET ADDRESS
.....

TELEPHONE NUMBER CODE..... NUMBER.....

CELLPHONE NUMBER
.....

FACSIMILE NUMBER CODE..... NUMBER.....

E-MAIL ADDRESS
.....

VAT REGISTRATION NUMBER
.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);
OR.....
A REGISTERED AUDITOR
[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE 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?

YES or NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER:.....

DATE.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

TOTAL BID PRICE..... TOTAL NUMBER OF ITEMS OFFERED

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: INTERNATIONAL RELATIONS AND COOPERATION

Contact Person: Ms M Lekalakala, Ms I Kubayi & Mr L Nyondo

Tel: 012 351 1769, 012 351 1928 & 012 351 11755

Fax: 012 329 1267

E-mail address: Kubayii@dirco.gov.za & Nyondol@dirco.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Mr Nyondo L

Tel: +27 12-351 1286

E-mail address: nyondol@dirco.gov.za

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.efiling.co.za

Particulars of tender (If applicable)

Tender number

Estimated Tender amount R ,

Expected duration of the tender year(s)

Particulars of the 3 largest contracts previously awarded

Date started	Date finalised	Principal	Contact person	Telephone number	Amount

Audit

Are you currently aware of any Audit investigation against you/the company? YES NO
 If "YES" provide details

Appointment of representative/agent (Power of Attorney)

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

C C Y Y - M M - D D

Signature of representative/agent

Date

Name of representative/agent

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

C C Y Y - M M - D D

Signature of applicant/Public Officer

Date

Name of applicant/Public Officer

Notes:

- It is a serious offence to make a false declaration.
- Section 75 of the Income Tax Act, 1962, states: Any person who
 - fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - without just cause shown by him, refuses or neglects to-
 - furnish, produce or make available any information, documents or things;
 - reply to or answer truly and fully, any questions put to him ...
 As and when required in terms of this Act ... shall be guilty of an offence ...
- SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
- Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number:DIRCO.07-2015/16
Closing date 02/10/2015 Time 11h00	

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by: DIRCO
- At Union Building, South Lawn

CATEGORY B:Marquees and Jumping Castles REQUIRED:

NO	Item	size	Additional Requirement	Total Price
1.	Medical Marquee(to be divided into female and male consultation room)	10m x10m	<ul style="list-style-type: none"> • 2 x 1.8m tables • 4 Heavy Duty Chairs • 2 electrical socket points • signage 	
2.	Joint Operation Committee (JOC) Marquee	6m x 6m	<ul style="list-style-type: none"> • 2 x 1.8m tables • 4 Heavy Duty Chairs • signage 	
3.	United Nations Agency Marquee	12m x 12m	<ul style="list-style-type: none"> • 18 x 1.8m tables • 36 Heavy Duty Chairs • Grass Carpet • 18 electrical socket points • 4 x 240v spotlights • signage 	
4.	Stakeholder Marquee (With Partitioning)	20m x 60m	<ul style="list-style-type: none"> • 20 x 1.8 m tables • 40 Heavy Duty Chairs 	

			<ul style="list-style-type: none"> • 20 x electrical socket points • 20 x 240v spotlights • Grass Carpet • signage 	
5.	Government Departments Marquee (with partitioning)	25m x 6m	<ul style="list-style-type: none"> • 25 x 1.8 m tables • 500 Heavy Duty Chairs • 25 x electrical socket points • 25 x 240v spotlights • Grass Carpet • signage 	
6.	65 x Embassy Stalls (tents/marquee)	6m x 3m	<ul style="list-style-type: none"> • 130 x 1.8m tables • 130 Heavy Duty Chairs • Grass Carpet • 110 electrical socket points • 65 x 240v spotlights for each tent • signage 	
7.	VIP Bedouin Tent	30m x 15m	<ul style="list-style-type: none"> • 1 Hard Carpet • 10 High Rise Chrome Cocktail tables • 20 Heavy Duty Chrome Cocktail Chairs • 8 Small centre pieces on the tables • 4 Lounge Areas (couches and ottomans) • 6 x electrical socket points • 2 x 240v spotlights • signage 	
8	<p>1 x Mega slide combo Jumping castle (with electricity)</p> <p>1 x Adventure Combo Jumping Castle (with electricity)</p> <p>1 x Inflatable 11 in 1 play centre with no pool (with electricity)</p>	<p>600 cmx215 cm x285cm</p> <p>2 m x 2.7m x 4m</p> <p>445 cm x 385 cm x 250 cm</p>	<ul style="list-style-type: none"> • signage i.e. age restriction, disclaimer and all children should be accompanied and monitored by an adult when entering the playground 	

9.	Artists Marquee <u>To be divided into three:</u> a) Lounge Area Two changing rooms(1 Female and 1 Male)	6m x 6m	<ul style="list-style-type: none"> • 2 x tables (1.5m x 1m) • 8 x chairs • Grass carpet • 3 x Electrical sockets • 3x Spotlights 	
10.	Catering Marquee (Mass catering and VIP Catering)	8m x 8m	<ul style="list-style-type: none"> • 4 x 1.8m tables • 8 x Heavy Duty Plastic Chairs • 4 electrical socket points • Grass carpet 	
TOTAL				

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

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IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

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Closing date 02/10/2015Time 11h00	

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ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by: DIRCO
- At Union Building, South Lawn

CATEGORY C: STAGE

No.	Item	Description	size	Total Price
1.	Full House Stage	Backdrop/Stage banner to be branded Stairs Disability ramp Peak roof	12 m Wide 10 m deep	
2.	Sound	Backline 6 Microphones Multiline Sound		
3.	Outdoor LED Screen	Full colour, crossover ability	X2 screen 160cm x 160cm	
4.	Crowd barrier	400 m barrier for crowd control	400m	
TOTAL				

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

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ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by:DIRCO
- At Union Building, South Lawn

CATEGORY E: Accreditation and Access Control

No.	Item	Quantity	Description	Size	Total Price
1.	Poster	5000	<ul style="list-style-type: none"> • Printing and mounting of Posters in and around Tshwane. • Full colour gloss poster on cardboard with string. • 128 GSM • Artwork to be provided by DIRCO. • Mounting must be 1 month prior to the event. 	A1	
2.	Accreditation cards-branded (VIP, Embassies, Stakeholders, Service Provider,	2 000	<ul style="list-style-type: none"> • A6 cards, Printed in full color on 250gsm Gloss • 35 x Hi-Q Titan plus(gloss),white 	A6	

	SAPS, Metro Police		250g,455 x 640 mm <ul style="list-style-type: none"> • 32x Gloss Laminate both sides • Trimmed to size 		
3.	Lanyards	2 000	Black (Polyester material)	30mm with swivel	
4.	Standard Vinyl Wristband	10 000	Office Green (Dark/Forest Green), subject to change		
	TOTAL				

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

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- Required by:DIRCO
- At Union Building, South Lawn

CATEGORY G: Generators and power supply

No.	Item	Description	Quantity	Total Price
1.	Mobile Generator with fire extinguishers	150kw	3	
	An operator must on site at all times.		1	
	TOTAL			

SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

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ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by:DIRCO
- At Union Building, South Lawn

CATEGORY H: Catering

No.	Item	Description	Quantity	Total Price
1.	Cocktail menu	As per menu Proposed menu option: 10% Halaal and 5% Korse. <ul style="list-style-type: none">o Prawn and Dill Cigaro Barbecue Chicken Drumstickso Chicken and Chickpea Samosaso Vegetable	400	

		<ul style="list-style-type: none"> ○ Spring Rolls ○ Mini Spinach and Feta Pizza ○ Lemon and Herb Chicken Kebabs ○ Mini Cape Malay Pie ○ Teriyaki Beef Satay ○ Mini Beef Wellington ○ Canape – Tomato, Feta and Olive on Rye with Pesto ○ Soy and Honey Chicken Wings ○ Fruit Skewers 		
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2.	Assorted refreshment			
		100% fruit juices varieties 350ml 500 ml	400	
		500 ml Bottled Still Water (Not Prepared)	800	
		Cold drinks varieties	400	
3.	Sandwich	Polony and cheese sandwich	5000	
4.	Fruit	1 seasonal fruit (specify)	5000	
5.	Fruit	1 seasonal fruit (specify)	5000	
6.	Juice	100% fruit juice	5000	
	TOTAL			

SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

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ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by:DIRCO
- At Union Building, South Lawn

CATEGORY I: Security

No.	Item	Description	Quantity	Total Price
1.	Security personnel	guard 09:00 – 06:00 (21 Hours) 29 October 2015	5	
2.	Security personnel	guard 06:00 – 06:00 (24 Hours) 30 October 2015	5	
3.	Security personnel	guard 06:00 – 06:00 (24 Hours) 30 October 2015	10	

4.	Security personnel	guard	06:00 – 18:00 (12 Hours) 31 October 2015	50	
5.	Security personnel	guard	18:00 – 06:00 (12 Hours) 31 October 2015	10	
6.	Security personnel	guard	06:00 – 12:00 (6 Hours) 01 November 2015	10	
TOTAL					

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

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ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by:DIRCO
- At Union Building, South Lawn

CATEGORY A: STRUCTURAL ENGINEER

No.	Item	Description	Quantity	Total Price
	Structural engineer	Drawings, layout and design of the venue for all structural needs.	X1	
	Structural engineer	Rational design and plans for stages and marquees	X1	
	Structural engineer	Evacuation points	X1	
	TOTAL			

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by:DIRCO
- At Union Building, South Lawn

CATEGORY D: ARTISTS AND SOUND

No.	Item	Description	Quantity	Total Price
	Artist	South African Hip Hop Artist. - Contemporary South African Hip Hop Music. - Recent album/single gained current popularity. - Crowd Pulling Artist with Considerations at the SAMA previous Awards. - Experience in Crowd Performance and Mass based events. - Ability to perform outdoors.		
	Group Artists	Afro – House Music Artists/Band. - Contemporary South African Afro-House Music. - Recent album/single gained current popularity. - Crowd Pulling Artist with Considerations at the SAMA previous Awards. - Experience in Crowd Performance and Mass based events. - Ability to perform outdoors.		
	DJ Artist	DJ Artist. - Contemporary South African DJ Music. - Recent album/single gained current popularity. - Crowd Pulling Artist with Considerations at the SAMA previous Awards. - Experience in Crowd Performance and Mass based events. - Ability to perform outdoors.		
	SOUND	Please refer to Specification (TOR)		
	Total			

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder..... RFP NO:DIRCO 07/2015/16

Closing Date 02 October 2015 at 11:00 on.....

OFFER TO BE VALID FOR... 120... DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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PRICES AS PER SCHEDULE BELOW

SBD 3.2

- Required by:DIRCO
- At Union Building, South Lawn

CATEGORY E: Accreditation and Access Control

No.	Item	Quantity	Description	Size	Total Price
1.	Poster	5000	<ul style="list-style-type: none"> • Printing and mounting of Posters in and around Tshwane. • Full colour gloss poster on cardboard with string. • 128 GSM • Artwork to be provided by DIRCO. • Mounting must be 1 month prior to the event. 	A1	
2.	Accreditation cards-branded (VIP, Embassies, Stakeholders,	5 000	<ul style="list-style-type: none"> • A6 cards, Printed in full color on 250gsm Gloss • 35 x Hi-Q Titan 	A6	

	Service Provider, SAPS, Metro Police		plus(gloss),white 250g,455 x 640 mm • 32x Gloss Laminate both sides • Trimmed to size		
3.	Lanyards	2 000	Black (Polyester material)	30mm with swivel	
4.	Standard Vinyl Wristband	10 000	Office Green (Dark/ Forest Green), subject to change		
TOTAL					

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

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IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number:DIRCO.07-2015/15
Closing date 02/10/2015 Time 11h00	

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by:DIRCO
- At Union Building, South Lawn

CATEGORY F :Ablution Facilities

No.	Item	Quantity	Total Price
1.	VIP mobile toilet	40	
2.	VIP Paraplegic	10	
3.	Standard portable toilet	90	
4.	Standard portable toilet	10	
5.	Refreshing and cleaning and replenish of toilet paper		
	TOTAL		

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

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IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number:DIRCO.07-2015/16
Closing date 02/10/2015 Time 11h00	

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by:DIRCO
- At Union Building, South Lawn

CATEGORY G: Generators and power supply

No.	Item	Description	Quantity	Total Price
1.	Mobile Generator with fire extinguishers	150kw	3	
	An operator must on site at all times.		1	
	TOTAL			

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

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Name of bidder.....Bid number:DIRCO.07-2015/16

Closing date 02/10/2015 Time 11h00

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by:DIRCO
- At Union Building, South Lawn

CATEGORY H: Catering

No.	Item	Description	Quantity	Total Price
1.	Cocktail menu	As per menu	400	
2.	Assorted refreshment	100% fruit juices varieties 350ml 500 ml	400	
		500 ml Bottled Still Water (Not Prepared)	800	
		Cold drinks varieties	400	
3.	Sandwich	Polony and cheese sandwich	5000	
4.	Fruit	1 seasonal fruit (specify)	5000	
5.	Fruit	1 seasonal fruit (specify)	5000	
6.	Juice	100% fruit juice	5000	
	TOTAL			

SBD3.2

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

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Name of bidder.....	Bid number:DIRCO.07-2015/16
Closing date 02/10/2015 Time 11h00	

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by:DIRCO
- At Union Building, South Lawn

CATEGORY I: Security

No.	Item	Description	Quantity	Total Price
1.	Security personnel	guard 09:00 – 06:00 (21 Hours) 29 October 2015	5	
2.	Security personnel	guard 06:00 – 06:00 (24 Hours) 30 October 2015	5	
3.	Security personnel	guard 06:00 – 06:00 (24 Hours) 30 October 2015	10	
4.	Security personnel	guard 06:00 – 18:00 (12 Hours) 31 October 2015	50	
5.	Security personnel	guard 18:00 – 06:00 (12 Hours) 31 October 2015	10	
6.	Security personnel	guard 06:00 – 12:00 (6 Hours) 01 November 2015	10	
TOTAL				

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

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Name of bidder.....	Bid number:DIRCO.07-2015/16
Closing date 02/10/2015 Time 11h00	

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

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- Required by:DIRCO
- At Union Building, South Lawn

CATEGORY A: STRUCTURAL ENGINEER

No.	Item	Description	Quantity	Total Price
	Structural engineer	Drawings, layout and design of the venue for all structural needs.	X1	
	Structural engineer	Rational design and plans for stages and marquees	X1	
	Structural engineer	Evacuation points	X1	
	Total			

SBD3.2

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

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Name of bidder.....	Bid number:DIRCO.07-2015/16
Closing date 02/10/2015 Time 11h00	

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by:DIRCO
- At Union Building, South Lawn

CATEGORY D: Artists and Sound

No.	Item	Description	Quantity	Total Price
	Artist	South African Hip Hop Artist. - Contemporary South African Hip Hop Music. - Recent album/single gained current popularity. - Crowd Pulling Artist with Considerations at the SAMA previous Awards. - Experience in Crowd Performance and Mass based events. - Ability to perform outdoors.		
	Group Artists	Afro – House Music Artists - Contemporary South African Afro-House Music. - Recent album/single gained current popularity.		

		<ul style="list-style-type: none"> - Crowd Pulling Artist with Considerations at the SAMA previous Awards. - Experience in Crowd Performance and Mass based events. - Ability to perform outdoors. 		
	DJ Artist	DJ Artist <ul style="list-style-type: none"> - South African House DJ Music. - Recent album/single gained current popularity. - Crowd Pulling Artist with Considerations at the SAMA previous Awards. - Experience in Crowd Performance and Mass based events. - Ability to perform outdoors. 		
	SOUND	Please refer to the Specification (TOR)		
	Total			

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

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Name of bidder..... Bid number:DIRCO.07-2015/16
Closing date 02/10/2015 Time 11h00

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- Required by:DIRCO
- At Union Building, South Lawn

CATEGORY C: STAGE

No.	Item	Description	size	Total Price
1.	Full House Stage	Backdrop/Stage banner to be branded Stairs Disability ramp Peak roof	12 m Wide 10 m deep	
2.	Sound	Backline 6 Microphones Multiline Sound		
3.	Outdoor LED Screen	Full colour, crossover ability	X2 screens 160cm x 160cm	
4.	Crowd barrier	400 m barrier for crowd control	400m	
TOTAL				

**PRICING SCHEDULE – NON-FIRM PRICES
(PURCHASES)**

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Name of bidder..... Bid number:DIRCO.07-2015/16

Closing date 02/10/2015 Time 11h00

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ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by:DIRCO
- At Union Building, South Lawn

CATEGORY B: Marquees and Jumping Castles REQUIRED:

NO	Item	size	Additional Requirement	Total Price
1.	Medical Marquee(to be divided into female and male consultation room)	10m x10m	<ul style="list-style-type: none"> •2 x 1.8m tables •4 Heavy Duty Chairs •2 electrical socket points •signage 	
2.	Joint Operation Committee (JOC) Marquee	6m x 6m	<ul style="list-style-type: none"> •2 x 1.8m tables •4 Heavy Duty Chairs •signage 	
3.	United Nations Agency Marquee	12m x 12m	<ul style="list-style-type: none"> •18 x 1.8m tables •36 Heavy Duty Chairs •Grass Carpet •18 electrical socket points •4 x 240v spotlights •signage 	

4.	Stakeholder Marquee (With Partitioning)	20m x 60m	<ul style="list-style-type: none"> • 20 x 1.8 m tables • 40 Heavy Duty Chairs • 20 x electrical socket points • 20 x 240v spotlights • Grass Carpet • signage 	
5.	Government Departments Marquee (with partitioning)	25m x 6m	<ul style="list-style-type: none"> • 25 x 1.8 m tables • 500 Heavy Duty Chairs • 25 x electrical socket points • 25 x 240v spotlights • Grass Carpet • signage 	
6.	65 x Embassy Stalls (tents/marquee)	6m x 3m	<ul style="list-style-type: none"> • 130 x 1.8m tables • 130 Heavy Duty Chairs • Grass Carpet • 110 electrical socket points • 65 x 240v spotlights for each tent • signage 	
7.	VIP Bedouin Tent	30m x 15m	<ul style="list-style-type: none"> • 1 Hard Carpet • 10 High Rise Chrome Cocktail tables • 20 Heavy Duty Chrome Cocktail Chairs • 8 Small centre pieces on the tables • 4 Lounge Areas (couches and ottomans) • 6 x electrical socket points • 2 x 240v spotlights • signage 	
8	1 x Mega slide combo Jumping castle (with electricity) 1 x Adventure Combo Jumping Castle (with electricity)	600 cmx215 cm x285cm 2 m x 2.7m x 4m	<ul style="list-style-type: none"> • signage i.e. age restriction, disclaimer and all children should be accompanied and monitored by an adult when entering 	

	1 x Inflatable 11 in 1 play centre with no pool (with electricity)	445 cm x 385 cm x 250 cm	the playground	
9.	Artists Marquee <u>To be divided into three:</u> a) Lounge Area Two changing rooms(1 Female and 1 Male)	6m x 6m	<ul style="list-style-type: none"> • 2 x tables (1.5m x 1m) • 8 x chairs • Grass carpet • 3 x Electrical sockets • 3x Spotlights 	
10.	Catering Marquee (Mass catering and VIP Catering)	8m x 8m	<ul style="list-style-type: none"> • 4 x 1.8m tables • 8 x Heavy Duty Plastic Chairs • 4 electrical socket points • Grass carpet 	
	TOTAL			

B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE