



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 03/2017/18**
Enquiries : Ms JFW Grimsell; Mr S Molekoa; Ms I Kubayi
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Sir/Madam

1. Bid No: **DIRCO 03/2017/18**
2. **Invitation for Bidder/s to provide structural engineering services, marquees, décor, catering, flooring, tables, chairs, electricity (generators), sound, stage, artists, master of ceremonies, marketing and promotional material, security, ablution facilities, bus services, and a kiddies play area for the annual diplomatic fair which will be held in October 2017 and October 2018.**
3. Required at Department of International Relations and Cooperation.
4. **Closing date: 18 August 2017 11 O'clock**
5. A Compulsory briefing Session will be held on: **01 August 2017 at 11 O'clock, Multipurpose OR Tambo Building Soutpansberg road, Rietondale 0084.**
6. The attached documents consist of this cover page and the following pages. Terms of Reference, SBD1, SBD3.1, SBD 3.2, SBD4, SBD6.1, SBD8, SBD9, and General Conditions of Contract.
7. All documents accompanying this bid invitation must be completed in detail where applicable and returned with your bid.
8. Please make sure that your bid reaches this office before the closing date.
9. 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 New Head office Building, 460 Soutpansberg road Rietondale Pretoria.

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

Yours faithfully

DIRECTOR-GENERAL

DATE: 27/07/2017

Gqora y Tirišano le Tšhomišano ya Dinaga tša Boditšhabatšhaba • Lefapha la Dikamano le Tshebedisano Dinaheng tsa Matjhaba • Lefapha la Dikamano tsa Boditšhabatšhaba le Tirisano • UMnyango Wezobudlelwano Nokubambisana Bamazwe Namazwe • Litiko Letebudlelwane Bemave kanye Nekusebentisana • ISebe lezobudlelwane neNtsebenziswano yamZwe ngamaZwe • UmNyango weTjhebiswano nokuSebenzisana kweenTjhabatjhaba • Muhasho wa Vhushaka ha Dzitshakatshaka na Tshumisano • Ndzawulo ya Vuxaka bya Matiko ya Misava na Ntirhisano • Departement van Internasionale Betrekkinge en Samewerking

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

Invitation for Bidder/s to provide structural engineering services, marquees, décor, catering, flooring, tables, chairs, electricity (generators), sound, stage, artists, master of ceremonies, marketing and promotional material, security, ablution facilities, bus services, and a kiddies play area for the annual diplomatic fair which will be held in October 2017 and October 2018.



TERMS OF REFERENCE

Invitation for Bidder/s to provide structural engineering services, marquees, décor, catering, flooring, tables, chairs, electricity (generators), sound, stage, artists, master of ceremonies, marketing and promotional material, security, ablution facilities, bus services, and a kiddies play area for the annual diplomatic fair which will be held in October 2017 and October 2018.

1. PURPOSE

The Department of International Relations and Cooperation (DIRCO) intends to appoint a service provider/s that will provide structural engineering services, marquees, décor, catering, flooring, tables, chairs, electricity (generators), sound, stage, artists, master of ceremonies, marketing and promotional material, security, ablution facilities, bus services, and a kiddies play area for the Annual Diplomatic Fairs which are scheduled to take place on 28 October 2017 and 27 October 2018.

2. BACKGROUND AND CONTEXT

DIRCO, through its Branch: Public Diplomacy will host the Diplomatic Funfairs on Saturday, 28 October 2017 and 27 October 2018 at the Union Buildings, Pretoria, in order to celebrate the centenary of struggle stalwart, former ANC President and diplomat extraordinaire Mr Oliver Tambo. The event will be themed “**O.R. Tambo...In his footsteps**”.

The funfair is hosted annually as one of the Department's flagship events since 2006. The event's primary objective is to create a platform to inform the general public about soft diplomacy through cultural exchange, as well as to reaffirm 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.

These objectives are achieved through bringing together various diplomatic missions accredited to South Africa to host stalls wherein they can demonstrate their respective country's goods and services to the general public. Demonstrations will be showcased for members of the public to enjoy and to purchase. It will also include culture, arts, music, dance, language and global cuisine.

3. SCOPE OF WORK

The terms of reference has been divided into 11 categories of the services that are required. Bidders may quote DIRCO on more than one category.

In cases where services will be sub-contracted, the Bidders need to have concluded a valid agreement with his/her external sourced service provider which will render service/s on behalf of the successful bidder.

4. DURATION

The contract will remain in full effect until the successful bidder has delivered all goods and services and fulfilled all requirements as contained herein for each year. The contract for the 1st year (2017) will remain in full effect until 28 October 2017, and the contract for the 2nd year (2018) will remain in full effect until 27 October 2018.

5. TASK DIRECTIVE

DIRCO will brief the Bidder/s on the work required during a compulsory briefing session which will be held on 01 August 2017 at 11:00. The Bidder/s will then be required to submit a comprehensive proposal and project plan on the execution of all the goods and services as prescribed herein. The proposal and project plan must, among others, clearly indicate 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.

6. SPECIFICATIONS

6.1 CATEGORY A: Structural Engineering Services

- 6.1.1 The Engineer must be in possession of Artisan qualifications.
- 6.1.2 The Engineer must obtain certificates of authenticity from the Municipality of Tshwane for all structural layouts.
- 6.1.3 The Successful Engineer must be in possession of a Public Liability insurance certificate.

NO.	Item	Quantity	Purpose	Additional Requirements
A.	Structural Engineer	1	Structural Engineering Services	<ul style="list-style-type: none"> • Drawings, layout and designs illustrating all structural requirements. • Rational design and structural plans for stages, marquees and stalls • Evacuation and Emergency assembly points must be included in the layout plan • All structural plans and layouts must be in compliance with the City of Tshwane Regulations. • All structural plans and layouts must be in compliance with the health and safety legislation • The Engineer should adhere to the Electricity and fire compliance regulations with City of Tshwane regulations • All structures should be certified • All structural layouts and Fire & Safety plans should be presented by the Engineer and approved by the relevant body at the City of Tshwane.

6.2 CATEGORY B: Marquees

- 6.2.1 The Successful Bidder/s that will provide Marquees will need to adhere to the structural and safety requirements as determined in terms of the Engineering Profession Act 2000 (Act No. 46 of 2000).
- 6.2.2 All electrical connections and/or cables must be properly sealed and adhere to safety requirements as per the above-mentioned piece of legislation.
- 6.2.3 All structures must be equipped with fire extinguishers and signage.
- 6.2.4 No open fires are allowed within a parameter of 200 meters of all structures.
- 6.2.5 The Bidder/s must be in possession of a Public Liability insurance certificate.

NO.	Item	Size	Purpose	Additional Requirements
A.	X80 Aluminium frame stalls	3m (deep) X 4m (wide) Aluminium stalls <u>Dimensions:</u> 3m(deep) X4m(wide) N.B.: All Stalls must be of a uniform design	To showcase all participating Embassies in alphabetical order	<ul style="list-style-type: none"> • X160 1.8m tables (<i>two tables per stall</i>) • X320 Heavy Duty Plastic Chairs (<i>four chairs per stall</i>) • Grass Carpet for each stall • X80 110v electrical socket points (<i>one per stall</i>) • X80 240v spotlights (<i>one for each stall</i>) • X80 Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>]

B.	VIP Bedouin Tent with flooring	20m x 15m	To host Ministers, Heads of Missions, Senior Government officials and Captains of Industry	<ul style="list-style-type: none"> • X12 lounge pockets (each seating 8 people) • X8 long plinth tables (each seating 6 people) • X48 high cocktail chairs accompanying the plinth tables • X10 Café style/ garden set-up (each seating 4 people) • X10 Electrical socket points • X10 240v spotlights • Carpet • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>]
C.	United Nations Agency Marquee	10m x 10m	To showcase 18 UN agencies	<ul style="list-style-type: none"> • X18 1.8m tables • X36 Heavy Duty Plastic Chairs • Grass Carpet • X18 electrical socket points • X18 240v spotlights • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>]
D.	Government Departments Marquee (with partitioning)	24m (wide) x 3m (deep)	To host all government departments	<ul style="list-style-type: none"> • X24 1.8m Tables • X48 Heavy Duty Plastic Chairs • X12 Electrical socket points • X12 240v Spotlights • Grass Carpet • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>]
E.	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 Lounge pockets (each seating 6 people) • Grass Carpet • X2 Electrical socket points • X2 240v spotlights • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>]
F.	Medical Marquee(to be divided into two; female and male consultation room)	6m x 6m	First aid/Emergency Response	<ul style="list-style-type: none"> • X2 1.8m tables • X4 Heavy Duty Plastic Chairs • X2 electrical socket points • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>]
G.	Venue Operations Centre (VOC) Marquee	6m x 6m	VOC operation centre	<ul style="list-style-type: none"> • X2 1.8m tables • X4 Heavy Duty Plastic Chairs • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>]
H.	Marquee for Catering purposes	8m x 8m	Storage and operating room for catering company	<ul style="list-style-type: none"> • X4 1.8 tables • X8 Heavy Duty Plastic Chairs • Grass Carpet • X4 electrical socket points • X2 240v spotlights

				<ul style="list-style-type: none"> • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>]
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6.3 CATEGORY C: Stage, Sound, Full Backline and Audio Visual

- 6.3.1 The Bidder must adhere to the structural and safety requirements of the appointed structural engineer.
6.3.2 All electrical cables must be properly secured.
6.3.3 All structures must be properly mended with re-enforcing bars to withstand any weather conditions.
6.3.4 Set-up of Stage, Sound and Backline must be complete 24 hours prior to the event for the purposes of facilitating sound checks.
6.3.5 The Bidder/s must be in possession of a public liability insurance certificate.

No.	Item	Size	Description
A.	Full House Stage with Dome roof	12m (wide) x 8m (deep) x 1m (height)	<p><u>Stage</u></p> <ul style="list-style-type: none"> • Stage should include a dome roof • Stage should include stairs & a ramp <p><u>Powering</u></p> <ul style="list-style-type: none"> • Stage power must include a multi-plug socket at DJ/Keys performance position! • Sufficient quantity of XLR and Jack-Jack cables to be provided for all channel list items. • Allow for more fixtures of higher output for a big stage <p><u>Rigging</u></p> <ul style="list-style-type: none"> • All equipment should be rigged and cabled at the time of the sound check • Take all safety precautions when rigging overhead <p><u>Branding for Stage Backdrop and Speaker Towers</u></p> <p>The service provider will be required to print the following branding material:</p> <ul style="list-style-type: none"> • Stage backdrop • Speaker tower Banners <p>(Artwork will be provided)</p>
B.	Sound	<ul style="list-style-type: none"> • Public Address System For Mass Outdoor Events <ul style="list-style-type: none"> ○ The PA system must be of high quality and the equivalent of; JBL/ EAW/ L-Acoustics/ Meyer/ ECLER/ HK/ D&B ○ No Behringer, Wharfedale or homemade boxes will be accepted! 	

		<ul style="list-style-type: none"> o The system must be efficient, time-aligned and powered to provide at least 100dB SPL of good, clean, undistorted sound reproduction at the venues' rear seats. o 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. o Subs are NOT to be mounted on the stage, but on the ground in front or flown in line-array. o 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! <ul style="list-style-type: none"> • Full Backline (Technical rider) • F.O.H Control <ul style="list-style-type: none"> o Digital Consoles the equivalent of Yamaha CL3/ M7/ LS9/ Sound Craft Vi/Si/Expression 3 o All FOH gear needs to be of high quality and in perfect working order. 	
C.	X2 Outdoor Daylight LED Screens on either side of the stage	±2m (wide) x 2m (height)	Outdoor Daylight LED Screens with crossover ability Quantity: X2 Screens
D.	X1 Outdoor Daylight LED Screen on a scuffle with Microwave link	±2m (wide) x 2m (height)	Outdoor Daylight LED Screens for the purpose of screening of the Derby (Screen should be on a scuffle with microwave link) Quantity: X1 Screens
E.	Crowd barrier	40m fence	Barrier for crowd control

6.4 CATEGORY D: Artists and Master of ceremonies (MC)

6.4.1 All Bidders are required to provide three options of Artists in each category for the Department to choose from.

No.	Item	Description	Quantity
A.	<p>Live performance by: a renowned South African Hip-Hop Artist.</p> <p><i>N.B.: Please provide three options to choose from</i></p>	<ul style="list-style-type: none"> • Renowned South African Hip-Hop performer. • Released an album/single in the past year that has gained current popularity. • Nominations at the previous SAMA/ Metro Awards. • Experience in Crowd Performance and Mass based outdoor events. 	X1
B.	<p>Live performance by: Afro music/House Music Group</p> <p><i>N.B.: Please provide three options to choose from</i></p>	<ul style="list-style-type: none"> • Renowned South African Afro-pop Music performers. • Released an album/single in the past year that has gained current popularity. • Nominations at the previous SAMA/ Metro Awards. • Experience in Crowd Performance and Mass based outdoor events. 	X1

C.	DJ <i>N.B.: Please provide three options to choose from</i>	<ul style="list-style-type: none"> Contemporary South African DJ. Released an album/single in the past year that has gained current popularity. Nominations at the previous SAMA/ Metro Awards. Experience in Crowd Performance and Mass based outdoor events. 	X1
D.	Master of Ceremonies (MC)	<ul style="list-style-type: none"> Professional MC who appeals to a cross-cutting market (all age groups). The MC needs to have at least five years' experience in crowd performance/ entertainment. 	X1

6.5 CATEGORY E: Marketing and Promotional material

- 6.5.1 Branded accreditation cards with lanyards will be issued to VIP, Embassy Officials, Host Officials, Stakeholders, Service Providers, Joint Operations Committee.
- 6.5.2 All accreditation must be delivered to the Department five (5) days before the event.
- 6.5.3 Artwork for the accreditation cards and wristbands will be provided by the Department.
- 6.5.4 Posters must be mounted in the following regions in Pretoria: *Pretoria CBD, Sunnyside, Arcadia, Soutpansberg road, CR Swart road (between Stormvoel and Soutpansberg road), Nellmapius, Entrances into Pretoria (N4, R21), DF Malan road, Entrance to Soshanguve (on R80 highway), Ga-Rankuwa (main road/s), Entrance to Mabopane (main road/s), Winterveldt main road/s, Mamelodi, (main road/s), Refilwe main road/s, Hamanskraal main road/s, Atteridgeville Entrance and main roads.*

No.	Item	Quantity	Description	Size
A.	Accreditation cards-branded in the following categories: <ul style="list-style-type: none"> ✓ VIP ✓ Embassy Official ✓ Host Official ✓ Exhibitor ✓ Stakeholder ✓ Media ✓ Artist ✓ Service Provider ✓ JOC 	2 000 <i>(Breakdown of quantities will be provided to the Successful Bidder)</i>	<ul style="list-style-type: none"> o A6 cards, Printed in full color on 250gsm Gloss o 35 x Hi-Q Titan plus(gloss), white 250g, 455 x 640 mm o Gloss Lamination on both sides o Trimmed to size o Artwork to be provided by DIRCO 	A6
B.	Lanyards with swivel hook	2 000	Black (Polyester material)	15mm (width)
C.	Branded Standard Vinyl Wristbands for guests	5 000	Office Green (Dark/ Forest Green), subject to change	Standard
D.	Posters	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 • Mounting must be 1 month prior to the event. • Artwork to be provided by DIRCO. 	A0

E.	Golf Shirts for Working Staff	X50	<ul style="list-style-type: none"> Material: Poly Cotton Collar: Flat knit rib collar with tipping / Self-fabric neck tape Tone-on-tone buttons Side slits Textured mini self-check patterned fabric Colour: White Branding: Embroidery 	Small : X15 Medium : X15 Large : X10 X-Large : X5 XX-Large : X5
F.	Military/ Fidel cap for Working Staff	X50	<ul style="list-style-type: none"> Material: 100% cotton Design: Military style Closure: Velcro Colour: White Branding: Embroidery 	Small : X25 Medium : X25
G.	Medium sized Acrylic trophies <i>N.B.: Please provide three options to choose from</i>	X6	<ul style="list-style-type: none"> Trophies should be made of Acrylic material. Trophies should be transparent. Trophies should be globe themed. The Successful Bidder/s will be required to present 3 options for the Department to choose from. <p><i>(Artwork for Text engraving on metal plates will be provided to the winning Bidder)</i></p>	±20cm height
H.	Large sized Acrylic trophies <i>N.B.: Please provide three options to choose from</i>	X2	<p><i>(Artwork for Text engraving on metal plates will be provided to the winning Bidder)</i></p>	±30cm height

6.6 CATEGORY F : Ablution Facilities (Mobile Toilets)

6.6.1 The Mobile toilets must be delivered on site one (1) day ahead of the event taking place.

6.6.2 Dedicated janitors must be deployed on the day of the event from 08:00 to 18:00 for the purpose of refreshing and replenishing the ablution facilities on an hourly basis. This includes cleaning, replenish toilet paper, etc.

Ablution facilities are required as follows:

No.	Item	Quantity
A.	VIP Toilets	X10 (X5 Male & X5 Female)
B.	VIP Paraplegic toilets	X2
C.	Standard portable toilets	X44 (X10 Male & X34 Female)
D.	Standard Paraplegic toilets	X4

6.7 CATEGORY G: Generators and Power Supply

- 6.7.1 Generators to be delivered and connected on site two days leading up to the event.
- 6.7.2 All cables must be covered in line with the safety and regulation policies
- 6.7.3 Each Generator must be accompanied by a fire extinguisher
- 6.7.4 The service history for all four (4) generators will be requested from the Successful Bidder.
- 6.7.5 An operator to be onsite on the day(s) of the event from 07:00 – 18:00 (28 October 2017 & 27 October 2018)

Generators are required as follows:

No.	Item	Quantity
A.	150kw Mobile generators	X4 <i>(generators will be dedicated to the Sound, Stage, Catering Marquee, Stalls, OB Van, Kiddies area)</i> N.B.: The permitted noise level for each generator should be no more than 45 decibels dB(A)

6.8 CATEGORY H : Catering

- 6.8.1 The Bidder/s under this category must possess valid Health and Halaal Certificates
- 6.8.2 The Bidder/s under this category must provide Kosher and Halaal meals as indicated in the below specifications
- 6.8.3 The Bidder/s under this category will be required to demonstrate a comprehensive distribution plan
- 6.8.4 A food tasting session will also be held with the Bidder/s a month leading up to the event.

Specifications

No.	Catering required	Quantity	Description
A.	VIP Hospitality Marquee and Artists	X400 Guests	<p>*10%Vegetarian, 10% Halaal and 4% plated Kosher meals</p> <p><u>Selection Of Hot And Cold Bowl Food And Canapés</u></p> <ul style="list-style-type: none"> • Barbeque Chicken Drumsticks • Pork riblets • Samosas (Meat and Vegetarian) • Meatballs in BBQ sauce • Fish Goujons • Coronation Chicken Wraps. • Cocktail Mediterranean Vegetable Kebabs • Cocktail Beef sausages • Mixed Cocktail Sweet Tartlets • Prawn and Dill cigar • Chicken pea samosas • Vegetable spring rolls • Mini spinach and feta pizza • Lemon and Herb Chicken kebabs • Mini Cape Malay pie • Teriyaki Beef Satay • Mini Beef Wellington • Tomato, Feta and olive on ye with Pesto • Soy and Honey chicken winglets • Fruit skewers <p>N.B.: The above menu is meant to serve as a guideline</p>

			<p><u>Beverages</u></p> <ul style="list-style-type: none"> • X800 Assorted Soft drinks (X4 p/p) • X600 100% Assorted fruit juices 350ml (X3 p/p) • X600 Still water (X3 p/p) • X100 Sparkling water • X200 Sparkling White wine (Durbanville Hills) • X200 White wine (Durbanville Hills) • X200 Red wine (Durbanville Hills)
B.	Deployed Officials and VOC members	X70	<p><u>Buffet inclusive of:</u></p> <ul style="list-style-type: none"> • Grilled leg quarters • Beef wellington • Basmati rice • Pap • Potato salad • Greek salad • Fruit skewers <p><u>Beverages</u></p> <ul style="list-style-type: none"> • X70 Assorted Soft drinks (X1 p/p) • X70 100% fruit juices 350ml (Assorted) • X140 Still water
C.	Mass Catering	2 000 food packs	<p><u>Lunch packs</u></p> <p>Packs should be inclusive of :</p> <ul style="list-style-type: none"> • Cheese and Polony Sandwich (two slices per pack) • Apple (one per pack) • 100% Fruit juice (one per pack) <p><u>Beverages</u></p> <ul style="list-style-type: none"> • X2000 100% fruit juices 350ml (Assorted)

6.9 CATEGORY I: Security

- 6.9.1 Only Bidders registered with the Private Security Industry Regulatory Authority (**PSIRA**) will be considered.
- 6.9.2 The Bidder/s must be in possession of a public liability insurance certificate.
- 6.9.3 The Bidder/s will be required to Enforce, Implement and Aide CLIENT rules, policies and regulations relative to maintenance of security and safety.
- 6.9.4 The Bidder/s will be required to coordinate with the 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.
- 6.9.5 The Security marshals will be responsible for safeguarding all structures assembled for the event.
- 6.9.6 The Security marshals will be responsible for safeguarding all persons such as; Employees, Guests, Visitors, Suppliers and Contractors going in and out of the CLIENT building premises.

The Security Guards will be deployed as follows:

28 October 2017 (1st Year)

No.	Date	Number of guards required	Hours
A.	25 October 2017	5	06:00 – 06:00 (24 Hours)
B.	26 October 2017	5	06:00 – 06:00 (24 Hours)
C.	27 October 2017	10	06:00 – 06:00 (24 Hours)
D.	28 October 2017	50	06:00 – 18:00 (12 Hours)
		10	18:00 – 06:00 (12 Hours)
E.	29 October 2017	10	06:00 – 12:00 (6 Hours)

27 October 2018 (2nd Year)

No.	Date	Number of guards required	Hours
A.	24 October 2018	5	06:00 – 06:00 (24 Hours)
B.	25 October 2018	5	06:00 – 06:00 (24 Hours)
C.	26 October 2018	10	06:00 – 06:00 (24 Hours)
D.	27 October 2018	50	06:00 – 18:00 (12 Hours)
		10	18:00 – 06:00 (12 Hours)
E.	28 October 2018	10	06:00 – 12:00 (6 Hours)

N.B.: The Successful Bidder/s will be required to attend preparatory meetings arranged by DIRCO and the Security Cluster Committee. Meetings will be convened at DIRCO.

6.10 CATEGORY J: Kiddies Play Area and Foldable Picnic table

6.10.1 DIRCO requires for Bidder/s to provide a kiddies play area for the Diplomatic Funfair.

6.10.2 The Successful Bidder/s will be allocated space at the venue for set-up.

6.10.3 The Successful Bidder/s will be required to display visible Notice that speaks to: Age restriction AND that all children should be accompanied and monitored by an adult when entering the playground.

No.	Item	Specifications	Quantity
A.	Kiddies play Area <i>(To serve as kiddies playground)</i>	<ul style="list-style-type: none"> • Inflatable Mini soccer arena with target nets and soccer balls • Giant Inflatable Obstacle Course • Super Dupa 5 Giant Slide Size: 6000mm x 2150mm x 2850mm • Adventure Combo Jumping Castle Size: 2000mm x 2700mm x 4000mm • Inflatable 11 in 1 play centre with no pool Size: 4450mm x 3850mm x 2500mm • Inflatable sumo wrestling costumes with mat • Face painters • Child minders/ Supervisors 	<ul style="list-style-type: none"> • X1 • X1 • X1 • X1 • X1 • X2 • X4 • 12
B.	Foldable Picnic Tables with Benches <i>(To be placed on the picnic area)</i>	<ul style="list-style-type: none"> • Size: 1.5x1.8m (each) • Durable Plastic • Steel legs that hold up to 500kg. • Rectangular table with 2 attached benches • Inclusive of umbrella in the centre of the table • Seats 8 people • Umbrella hole U.V. resistant • Colour: White 	<ul style="list-style-type: none"> • X10

6.11 CATEGORY K: Buses

- 6.11.1 DIRCO requires an accredited and reputable service provider to provide Bus services to transport community members and students from disadvantaged communities in and around Pretoria to the event.
- 6.11.2 The Bidder/s must be in possession of a public liability insurance certificate.
- 6.11.3 Transportation will be required for both funfairs (Saturday, 28 October 2017 & Saturday, 27 October 2018)
- 6.11.4 Capacity of Buses : 65 seater
- 6.11.5 Number of Buses : 20

Pick-up points and schedule

Bus Pick-up points Annual Diplomatic Fair Saturday, 28 October 2017 & Saturday, 27 October 2018					
Important Notice: Each bus will be expected to transport two (2) loads per allocated region					
Departure			Return		
Pick-up points	Time	Drop-off	Pick-up points	Time	Drop-off points
<u>Mamelodi (3)</u> <ul style="list-style-type: none"> • X1 Bus Mamelodi Community Hall • X1 Bus Extension 10 RDP Houses • X1 Bus 	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Mamelodi (3)</u> <ul style="list-style-type: none"> • X1 Bus Mamelodi Community Hall • X1 Bus Extension 10 RDP Houses • X1 Bus
<u>Nellmapius (1)</u> <ul style="list-style-type: none"> • X1 Bus 	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Nellmapius (1)</u> <ul style="list-style-type: none"> • X1 Bus
<u>Refilwe (1)</u> X1 Bus	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Refilwe (1)</u> X1 Bus
<u>Atteridgeville (1)</u> X1 Bus	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Atteridgeville (1)</u> X1 Bus
<u>Hamanskraal (2)</u> X2 Buses	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Hamanskraal (2)</u> X2 Buses
<u>Soshanguve (3)</u> <ul style="list-style-type: none"> • X1 Bus Falala and Transfer 	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Soshanguve (3)</u> <ul style="list-style-type: none"> • X1 Bus Falala and Transfer

<ul style="list-style-type: none"> • X1 Bus Block TT Circle & Extension 4 • X1 Bus Block X Community Centre 					<ul style="list-style-type: none"> • X1 Bus Block TT Circle & Extension 4 • X1 Bus Block X Community Centre
<u>Ga-Rankuwa (3)</u> <ul style="list-style-type: none"> • X1 Bus Old RDP Houses • X1 Buses Tsunami • X1 Bus Tailors Spar 	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Ga-Rankuwa (3)</u> <ul style="list-style-type: none"> • X1 Bus Old RDP Houses • X1 Buses Tsunami • X1 Bus Tailors Spar
<u>Mabopane (3)</u> <ul style="list-style-type: none"> • X1 Bus Bheki Square • X1 Bus Odi Hospital • X1 Bus Tsibogo School/Block U, UX 	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Mabopane (3)</u> <ul style="list-style-type: none"> • X1 Bus Bheki Square • X1 Bus Odi Hospital • X1 Bus Tsibogo School/Block U, UX
<u>Winterveldt (3)</u> <ul style="list-style-type: none"> • X1 Bus CBD Vuma Crossing • X1 Bus Slovo Circle and Slovo Power • X1 Bus Jakalasdans 	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Winterveldt (3)</u> <ul style="list-style-type: none"> • X1 Bus CBD Vuma Crossing • X1 Bus Slovo Circle and Slovo Power • X1 Bus Jakalasdans

7. COST ESTIMATES

Estimates to be provided by the Bidder/s upon request.

8. VALIDITY OF PERIOD OF BIDS

The bid will remain valid until the Bidder has delivered all goods and services and fulfilled all requirements as contained herein.

The bid for the 1st year (2017) will remain in full effect until 28 October 2017, and the bid for the 2nd year (2018) will remain in full effect until 27 October 2018.

9. EVALUATION METHODOLOGY.

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).

Bidders must comply with all special/and or/general conditions and responsiveness criteria which are as follows:

9.1 Responsive Criteria

Minimum requirements that must be met by bidders in order to meet all stages of the evaluation process.

Requirements

- 9.1.1 Central Supplier Database (CSD) with a Tax compliant status
- 9.1.2 Submission of a complete pricing schedule (Vat inclusive)
- 9.1.3 It is expected that the bidder/s will provide a detailed quotation which will itemize all costs on services related to the event as indicated in the specifications.
- 9.1.4 All relevant Standard Bid Documentation (SBD) must be completed, signed and submitted; SBD1, SBD3.1, SBD3.2, SBD4, SBD6.1, SBD8, SBD9
- 9.1.5 In case of Joint Venture arrangement, a signed Joint Venture agreement must be attached.
- 9.1.6 Valid Municipal Certificate of Acceptability/ Health Certificate (Category H)
- 9.1.7 Certificate of Acceptability – Halaal (Category H)
- 9.1.8 A Public liability certificate (Category A, B, C, I, K)
- 9.1.9 Attendance of a Compulsory briefing session

Note: Bidder/s failing to comply with or submit any of the above information will be regarded as submitting a non-responsive bid.

9.2 Functionality Criteria

- 9.2.1 Phase 2: Functionality Criteria
- 9.2.2 A panel will evaluate all proposals for functionality
- 9.2.3 A Bidder or Bidders and its partner/sub-contractor that scores less than 60% in respect of functionality will be regarded as having submitted a non-responsive bid and will be disqualified.
- 9.2.4 A bid proposal shall only be deemed accepted once written notice is given by DIRCO to the successful Bidder/s and a SLA has been signed and entered into by the duly authorised representatives of both parties. The successful Bidder/s shall be held solely and jointly liable for non-compliance with any of the provisions contained in this TOR and SLA by his/her/its partner/s and/or sub-contractor/s.

The evaluation criteria and its respective weights include the following:

Criteria	Weight
CATEGORY A: Structural Engineer	
Capability	100
Ability to ensure the secure construction of marquees structures for mass based events.	40
References should be in the form of testimonials from a minimum of three 3 contactable people.	
<i>N.B.: Testimonials should be in the form of a formal letter from a previous client.</i>	
Evaluation Matrix	
3 Testimonials	3
4 Testimonials	4
5 or more Testimonials	5

Experience	Minimum of 10 years' experience in the structural engineering field. Evaluation Matrix <table border="1" data-bbox="571 253 1082 353"> <tr> <td>10 years' experience</td> <td>3</td> </tr> <tr> <td>12 years' experience</td> <td>4</td> </tr> <tr> <td>More than 12 years' experience</td> <td>5</td> </tr> </table>	10 years' experience	3	12 years' experience	4	More than 12 years' experience	5	60
10 years' experience	3							
12 years' experience	4							
More than 12 years' experience	5							
CATEGORY B: Marquees								
100								
Capability	Provide proof of having provided Marquees for mass based events in the past five years. References should be in the form of testimonials from three 3 contactable people or more. <i>N.B.: Testimonials should be in the form of a formal letter from a previous client.</i> Evaluation Matrix <table border="1" data-bbox="571 763 1129 887"> <tr> <td>3 Testimonials</td> <td>3</td> </tr> <tr> <td>4 Testimonials</td> <td>4</td> </tr> <tr> <td>5 or more Testimonials</td> <td>5</td> </tr> </table>	3 Testimonials	3	4 Testimonials	4	5 or more Testimonials	5	45
3 Testimonials	3							
4 Testimonials	4							
5 or more Testimonials	5							
Technical Skills	Provide experience of the qualified workers who will be constructing the Marquees. Evaluation Matrix <table border="1" data-bbox="571 1021 1082 1144"> <tr> <td>3 years' experience</td> <td>3</td> </tr> <tr> <td>4 years' experience</td> <td>4</td> </tr> <tr> <td>5 and above years' experience</td> <td>5</td> </tr> </table>	3 years' experience	3	4 years' experience	4	5 and above years' experience	5	45
3 years' experience	3							
4 years' experience	4							
5 and above years' experience	5							
Project Plan	Provide a detailed project plan that outlines the dates and times attached to the construction and breakdown of all structures. Evaluation Matrix <table border="1" data-bbox="571 1335 1129 1413"> <tr> <td>Project plan not attached</td> <td>1</td> </tr> <tr> <td>Project plan attached</td> <td>5</td> </tr> </table>	Project plan not attached	1	Project plan attached	5	10		
Project plan not attached	1							
Project plan attached	5							
CATEGORY C: Stage, Sound, Backline and AV								
100								
Capability	Provide proof of having provided Stage and Sound for mass events in the past five (5) years. References should be in the form of testimonials from three 3 contactable people or more. <i>N.B.: Testimonials should be in the form of a formal letter from a previous client.</i> Evaluation Matrix <table border="1" data-bbox="571 1816 1129 1939"> <tr> <td>3 Testimonials</td> <td>3</td> </tr> <tr> <td>4 Testimonials</td> <td>4</td> </tr> <tr> <td>5 or more Testimonials</td> <td>5</td> </tr> </table>	3 Testimonials	3	4 Testimonials	4	5 or more Testimonials	5	20
3 Testimonials	3							
4 Testimonials	4							
5 or more Testimonials	5							

Technical Skills	Provide experience of qualified workers who will be constructing the Stage and Sound. Evaluation Matrix <table border="1" data-bbox="571 253 1082 353"> <tr> <td>3 years' experience</td> <td>3</td> </tr> <tr> <td>4 years' experience</td> <td>4</td> </tr> <tr> <td>5 and above years' experience</td> <td>5</td> </tr> </table>	3 years' experience	3	4 years' experience	4	5 and above years' experience	5	30
3 years' experience	3							
4 years' experience	4							
5 and above years' experience	5							
Project Plan	Provide a detailed project plan that demonstrates the timelines attached to setting-up the Stage and Sound for the event Evaluation Matrix <table border="1" data-bbox="571 539 1129 622"> <tr> <td>Project plan not attached</td> <td>1</td> </tr> <tr> <td>Project plan attached</td> <td>5</td> </tr> </table>	Project plan not attached	1	Project plan attached	5	20		
Project plan not attached	1							
Project plan attached	5							
Membership/ Association	Provide proof being a member of the Southern African Association for the Conference Industry (SAACI) Evaluation Matrix <table border="1" data-bbox="571 779 1129 880"> <tr> <td>Proof of SAACI association not attached</td> <td>1</td> </tr> <tr> <td>Proof of SAACI association attached</td> <td>5</td> </tr> </table>	Proof of SAACI association not attached	1	Proof of SAACI association attached	5	30		
Proof of SAACI association not attached	1							
Proof of SAACI association attached	5							
CATEGORY D: Artists and Master of Ceremonies								
		100						
Capability of the recommended Artists <i>(Not the Company providing service)</i>	Evaluation Matrix <table border="1" data-bbox="571 1025 1118 1375"> <tr> <td>Released an album/single in the past year that has gained current popularity.</td> <td>3</td> </tr> <tr> <td>Nominations at the previous SAMA/ Metro Awards.</td> <td>4</td> </tr> <tr> <td>Released an album/single in the past year that has gained current popularity. AND Nominations at the previous SAMA/ Metro Awards.</td> <td>5</td> </tr> </table>	Released an album/single in the past year that has gained current popularity.	3	Nominations at the previous SAMA/ Metro Awards.	4	Released an album/single in the past year that has gained current popularity. AND Nominations at the previous SAMA/ Metro Awards.	5	50
Released an album/single in the past year that has gained current popularity.	3							
Nominations at the previous SAMA/ Metro Awards.	4							
Released an album/single in the past year that has gained current popularity. AND Nominations at the previous SAMA/ Metro Awards.	5							
Experience of the recommended Artists <i>(Not the Company providing service)</i>	Provide proof of Experience in Crowd Performance at Mass based events: Evaluation Matrix <table border="1" data-bbox="571 1525 1118 1711"> <tr> <td>Experience of One(1) year and below</td> <td>3</td> </tr> <tr> <td>Experience of between one (1) year and two (2) years</td> <td>4</td> </tr> <tr> <td>Experience of more than two (2) years</td> <td>5</td> </tr> </table>	Experience of One(1) year and below	3	Experience of between one (1) year and two (2) years	4	Experience of more than two (2) years	5	30
Experience of One(1) year and below	3							
Experience of between one (1) year and two (2) years	4							
Experience of more than two (2) years	5							

<p>Capability <i>(of the Company providing service)</i></p>	<p>Provide proof of having provided Artists for previous mass based events in the past five (5) years.</p> <p>Proof must be in the form of testimonials from three 3 contactable people or more.</p> <p><i>N.B.: Testimonials should be in the form of a formal letter from a previous client.</i></p> <p>Evaluation Matrix</p> <table border="1" data-bbox="571 472 1134 600"> <tr> <td>3 Testimonials</td> <td>3</td> </tr> <tr> <td>4 Testimonials</td> <td>4</td> </tr> <tr> <td>5 or more Testimonials</td> <td>5</td> </tr> </table>	3 Testimonials	3	4 Testimonials	4	5 or more Testimonials	5	<p>20</p>
3 Testimonials	3							
4 Testimonials	4							
5 or more Testimonials	5							
CATEGORY E: Marketing and Promotional material								
<p>Capability</p>	<p>Provide proof of having produced marketing and promotional material for mass events in the past five (5) years.</p> <p>Proof must be in the form of testimonials from 3 contactable people or more.</p> <p><i>N.B.: Testimonials should be in the form of a formal letter from a previous client.</i></p> <p>Evaluation Matrix</p> <table border="1" data-bbox="571 1025 1134 1153"> <tr> <td>3 Testimonials</td> <td>3</td> </tr> <tr> <td>4 Testimonials</td> <td>4</td> </tr> <tr> <td>5 or more Testimonials</td> <td>5</td> </tr> </table>	3 Testimonials	3	4 Testimonials	4	5 or more Testimonials	5	<p>100 80</p>
3 Testimonials	3							
4 Testimonials	4							
5 or more Testimonials	5							
<p>Project Plan</p>	<p>Provide a detailed project plan that demonstrates the production & delivery timelines attached to the required marketing and promotional material in the specifications.</p> <p>Evaluation Matrix</p> <table border="1" data-bbox="571 1350 1134 1435"> <tr> <td>Project plan not attached</td> <td>1</td> </tr> <tr> <td>Project plan attached</td> <td>5</td> </tr> </table>	Project plan not attached	1	Project plan attached	5	<p>20</p>		
Project plan not attached	1							
Project plan attached	5							
CATEGORY F: Ablution Facilities (Mobile toilets)								
<p>Capability</p>	<p>Provide proof of having provided ablution facilities for mass events in the past five years.</p> <p>Proof must be in the form of testimonials from 3 contactable people or more.</p> <p><i>N.B.: Testimonials should be in the form of a formal letter from a previous client.</i></p> <p>Evaluation Matrix</p> <table border="1" data-bbox="571 1854 1134 1982"> <tr> <td>3 Testimonials</td> <td>3</td> </tr> <tr> <td>4 Testimonials</td> <td>4</td> </tr> <tr> <td>5 or more Testimonials</td> <td>5</td> </tr> </table>	3 Testimonials	3	4 Testimonials	4	5 or more Testimonials	5	<p>100 50</p>
3 Testimonials	3							
4 Testimonials	4							
5 or more Testimonials	5							

Technical Skills	Provide experience of janitors that will be operating and refreshing the ablutions facilities. Evaluation Matrix <table border="1" data-bbox="571 253 1083 353"> <tr> <td>3 years' experience</td> <td>3</td> </tr> <tr> <td>4 years' experience</td> <td>4</td> </tr> <tr> <td>5 and above years' experience</td> <td>5</td> </tr> </table>	3 years' experience	3	4 years' experience	4	5 and above years' experience	5	30
3 years' experience	3							
4 years' experience	4							
5 and above years' experience	5							
Project Plan	Provide a detailed project plan that demonstrates the timelines attached to setting up the ablution facilities prior to the event taking place. Evaluation Matrix <table border="1" data-bbox="571 524 1134 607"> <tr> <td>Project plan not attached</td> <td>1</td> </tr> <tr> <td>Project plan attached</td> <td>5</td> </tr> </table>	Project plan not attached	1	Project plan attached	5	20		
Project plan not attached	1							
Project plan attached	5							
CATEGORY G: Generators and power supply								
100								
Capability	Provide proof of having the capability of providing Generator/s and power supply for mass events. Proof must be in the form of testimonials from a minimum of 3 contactable people. <i>N.B.: Testimonials should be in the form of a formal letter from a previous client.</i> Evaluation Matrix <table border="1" data-bbox="571 1025 1134 1149"> <tr> <td>3 Testimonials</td> <td>3</td> </tr> <tr> <td>4 Testimonials</td> <td>4</td> </tr> <tr> <td>5 or more Testimonials</td> <td>5</td> </tr> </table>	3 Testimonials	3	4 Testimonials	4	5 or more Testimonials	5	50
3 Testimonials	3							
4 Testimonials	4							
5 or more Testimonials	5							
Experience	Provide experience of personnel that will be operating and the generators on the day of the event. Evaluation Matrix <table border="1" data-bbox="571 1308 1086 1408"> <tr> <td>3 years' experience</td> <td>3</td> </tr> <tr> <td>4 years' experience</td> <td>4</td> </tr> <tr> <td>5 and above years' experience</td> <td>5</td> </tr> </table>	3 years' experience	3	4 years' experience	4	5 and above years' experience	5	50
3 years' experience	3							
4 years' experience	4							
5 and above years' experience	5							
CATEGORY H: Catering								
100								
Capability	Proof of having provided catering services for mass events in the past five (5) years. Proof must be in the form of testimonials from 3 contactable people or more. <i>N.B.: Testimonials should be in the form of a formal letter from a previous client.</i> Evaluation Matrix <table border="1" data-bbox="571 1816 1139 1939"> <tr> <td>3 Testimonials</td> <td>3</td> </tr> <tr> <td>4 Testimonials</td> <td>4</td> </tr> <tr> <td>5 or more Testimonials</td> <td>5</td> </tr> </table>	3 Testimonials	3	4 Testimonials	4	5 or more Testimonials	5	35
3 Testimonials	3							
4 Testimonials	4							
5 or more Testimonials	5							

Technical Skills	Provide experience in delivering catering services Evaluation Matrix <table border="1" data-bbox="576 226 1094 360"> <tr> <td>3 years' experience</td> <td>3</td> </tr> <tr> <td>4 years' experience</td> <td>4</td> </tr> <tr> <td>5 and above years' experience</td> <td>5</td> </tr> </table>	3 years' experience	3	4 years' experience	4	5 and above years' experience	5	35
3 years' experience	3							
4 years' experience	4							
5 and above years' experience	5							
Project Plan	Provide a detailed project plan with timelines demonstrating how and when the food will be prepared and distributed. Evaluation Matrix <table border="1" data-bbox="576 539 1137 622"> <tr> <td>Project plan not attached</td> <td>1</td> </tr> <tr> <td>Project plan attached</td> <td>5</td> </tr> </table>	Project plan not attached	1	Project plan attached	5	30		
Project plan not attached	1							
Project plan attached	5							
CATEGORY I: Security								
		100						
Capability	Provide proof of having provided Security services in the past three years or more. Proof must be in the form of testimonials from 3 contactable people or more. <i>N.B.: Testimonials should be in the form of a formal letter from a previous client.</i> Evaluation Matrix <table border="1" data-bbox="576 1014 1137 1144"> <tr> <td>3 Testimonials</td> <td>3</td> </tr> <tr> <td>4 Testimonials</td> <td>4</td> </tr> <tr> <td>5 or more Testimonials</td> <td>5</td> </tr> </table>	3 Testimonials	3	4 Testimonials	4	5 or more Testimonials	5	35
3 Testimonials	3							
4 Testimonials	4							
5 or more Testimonials	5							
Technical Skills	Provide profiles and experience of guards that will be deployed for the event. Evaluation Matrix <table border="1" data-bbox="576 1283 1094 1473"> <tr> <td>Profiles</td> <td>3</td> </tr> <tr> <td>Experience</td> <td>4</td> </tr> <tr> <td>Profiles AND Experience</td> <td>5</td> </tr> </table>	Profiles	3	Experience	4	Profiles AND Experience	5	35
Profiles	3							
Experience	4							
Profiles AND Experience	5							
Project Plan	Provide a detailed project plan that outlines the security plan for the event. Evaluation Matrix <table border="1" data-bbox="576 1630 1137 1713"> <tr> <td>Project plan not attached</td> <td>1</td> </tr> <tr> <td>Project plan attached</td> <td>5</td> </tr> </table>	Project plan not attached	1	Project plan attached	5	30		
Project plan not attached	1							
Project plan attached	5							

CATEGORY J: Kiddies Play Area and Foldable Picnic tables

<p>Capability</p>	<p>Provide proof of having provided a kiddies play are (Jumping castles and/or face painting services) in the past three (3) years or more.</p> <p>Proof must be in the form of testimonials from 3 contactable people or more.</p> <p><i>N.B.: Testimonials should be in the form of a formal letter from a previous client.</i></p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>3 Testimonials</td> <td>3</td> </tr> <tr> <td>4 Testimonials</td> <td>4</td> </tr> <tr> <td>5 or more Testimonials</td> <td>5</td> </tr> </table>	3 Testimonials	3	4 Testimonials	4	5 or more Testimonials	5	<p>35</p>
3 Testimonials	3							
4 Testimonials	4							
5 or more Testimonials	5							
<p>Technical Skills</p>	<p>Provide profiles and experience of operators that will be deployed for the event.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>Profiles</td> <td>3</td> </tr> <tr> <td>Experience</td> <td>4</td> </tr> <tr> <td>Profiles AND Experience</td> <td>5</td> </tr> </table>	Profiles	3	Experience	4	Profiles AND Experience	5	<p>35</p>
Profiles	3							
Experience	4							
Profiles AND Experience	5							
<p>Project Plan</p>	<p>Provide a detailed project plan that outlines how the kiddies play area will be constructed.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>Project plan not attached</td> <td>1</td> </tr> <tr> <td>Project plan attached</td> <td>5</td> </tr> </table>	Project plan not attached	1	Project plan attached	5	<p>30</p>		
Project plan not attached	1							
Project plan attached	5							

CATEGORY K: Buses

<p>Experience</p>	<p>A minimum of three (3) years' experience in Bus chartering services.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>3 years' experience</td> <td>3</td> </tr> <tr> <td>4 years' experience</td> <td>4</td> </tr> <tr> <td>5 and above years' experience</td> <td>5</td> </tr> </table>	3 years' experience	3	4 years' experience	4	5 and above years' experience	5	<p>60</p>
3 years' experience	3							
4 years' experience	4							
5 and above years' experience	5							

Credibility	Proof of a minimum of one (1) previous contract of the same nature where 100 or more clients were shuttled.	40
	Such claims must be supported with sufficient credentials in the form of testimonials.	
	<i>N.B.: Testimonials should be in the form of a formal letter from a previous client.</i>	
	Evaluation Matrix	
	3 Testimonials	3
	4 Testimonials	4
	5 or more Testimonials	5

9.3 Price and Preference Criteria

Bid will be evaluated on the 90/10 principle in which 90 is for price and 10 is for the BBBEE 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 category on SBD 1 and SBD3.1

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

10. SPECIAL CONDITIONS

- 10.1 The Department reserves the right to seek sponsorship for the said event which may impact on the value of the bid to be awarded.
- 10.2 Consideration of the appointment of the bidder/s on the 2nd year will be subjected to the performance rendered during 2017.
- 10.3 The department reserves the right to partially award the bid.
- 10.4 In the case of inferior quality of items required being delivered to the Department, a reduction in price will be effected on the final invoice.

11. GENERAL CONDITIONS

- 11.1 The Government General Procurement Conditions of Contract ("GCC") will be applicable to this bid.
- 11.2 DIRCO will enter into a service level agreement (hereinafter referred to as "SLA") with the successful Bidder/s to supplement the GCC. The requirements and provisions contained herein will form an integral part of the SLA. The SLA will, among others, govern the relationship between the parties, ensure that services are provided according to specified standards and within stipulated timeframes and to provide for remedies for under/poor performance and non-compliance with terms and conditions contained in this TOR and the SLA.
- 11.3 DIRCO reserves the right to appoint more than one Bidder
- 11.4 The bid evaluation will only be done on the basis of information that was requested and provided.
- 11.5 The bid evaluation process will not create any obligations on the part of DIRCO to make use of any proposed services.
- 11.6 Acceptance of any proposal shall only indicate a willingness to include the information into an analysis or to commence negotiations and shall not place any other duties, obligations or liabilities on DIRCO of any nature of whatsoever kind. DIRCO will not be under any obligation/s to furnish any formal acceptance or non-acceptance of any information presented.
- 11.7 All documents submitted in response to this proposal shall become the property of DIRCO with the exception of copyrighted material, trade secrets or other proprietary information clearly identified as such by the Bidder/s.
- 11.8 DIRCO reserves the right and full discretion to:
- 11.8.1 Withdraw from this process and the provisions of the bid at any time;
 - 11.8.2 Cancel this bid at any time and all subsequent proposals may be rejected in whole or in part;
- 11.9 The Department's decisions will be final and no correspondence will be entered into from the closing date of submissions until after the selection.
- 11.10 A bid proposal shall only be deemed accepted once written notice is given by DIRCO to the successful Bidder/s and a SLA has been signed and entered into by the duly authorised representatives of both parties. The successful Bidder/s shall be held solely and jointly liable for non-compliance with any of the provisions contained in this TOR and SLA by his/her/its partner/s and/or sub-contractor/s.
- 11.11 Receipt of a proposal neither commits DIRCO to award the bid to any entity, even if all requirements stated in this TOR are met, nor does it limit DIRCO's right to negotiate in its best interest.
- 11.12 Bidder/s confirm that they have read, understood and accept all the terms and conditions contained in this TOR which will form an integral part of the SLA.
- 11.13 DIRCO reserves the right to invite Bidders to present or otherwise demonstrate their proposals to clarify aspects that are required as part of the evaluation process, at the Bidder's own cost.
- 11.14 DIRCO will not be responsible for, or pay, any expenses or losses which may be incurred by any Bidder/s in the preparation and submission of the bid proposal. Costs incurred for the preparation of the proposal shall be for each Bidder's own account.
- 11.15 If the Bidder/s is a company, a certified copy of the resolution of the Board of Directors (personally signed by the Chairperson of the Board) authorizing the person who signs this bid proposal to do so, as well as to sign the SLA resulting from this bid and any other documents and correspondence in connection with this bid and SLA on behalf of the partnership, must be submitted with this bid proposal.

- 11.16 If the Bid is a partnership, a certified copy of the resolution of the partners (personally signed by all the partners) authorizing the person who signs this bid proposal to do so, as well as to sign the SLA resulting from this bid and any other documents and correspondence in connection with this bid and SLA on behalf of the partnership, must be submitted with this bid proposal.
- 11.17 Failure to comply with clauses 11.15 and 11.16 will result in the disqualification of the bid proposal.
- 11.18 If a Bidder/s and/or its partner/s or sub-contractor/s, or any other person employed by him/her/it, is found to have either directly or indirectly offered, promised or given to any person in the employ of DIRCO any commission, gratuity, gift or other consideration, shall be immediately disqualified from the entire bidding process irrespective of the date on which such information was brought to the Department's attention. In addition, DIRCO shall have the right to summarily and without recourse to law, (however, without prejudice to any other legal remedies available to the Department), hold the disqualified Bidder/s and/or its partner/s or sub-contractor/s liable for any damages, losses, costs and expenses it may have sustained as a result thereof.
- 11.19 All information and pricing will be treated as strictly confidential and will be used for the evaluation of the bid only. No information will be disclosed to parties outside of the bid evaluation committee.
- 11.20 Before, during and after the entire tender prospective Bidders must obtain written approval from DIRCO prior to the release of any information, whether in part or whole, that pertains to the potential work or activities contained in this TOR, the SLA or any other correspondences of whatsoever nature. Failure to adhere to this requirement will result in immediate disqualification from the entire tender process and if a SLA is concluded between the Parties, DIRCO reserves the right to institute legal proceedings against the Bidder/s.
- 11.21 DIRCO will treat all proposals as confidential until the tender process has been completed and the tender has been awarded to the successful Bidder/s. Thereafter, proposals and related documentation may be made available for inspection at DIRCO's sole discretion, except for material that is proprietary or confidential. DIRCO will not disclose or make public any information which the Bidder/s have marked "proprietary" or "confidential".
- 11.22 Bidder/s should take note that the Department will endeavour to, subject to DIRCO's internal procurement and payment policies, pay the Bidder/s within 30 days after receipt of an invoice following the rendering of services to the Department's satisfaction.

12. FEES AND PAYMENT SCHEDULE (if partly sponsored)

- 12.1 Fees must be quoted in South African currency;
- 12.2 All prices quoted must include VAT; and
- 12.3 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.

13. CONTACT PERSONS AND SUBMISSIONS

All enquiries can be directed to Supply Chain Management,
Tel: 012 351 1359/0362/1928
Fax: 012 329 1267
Email address: grimselljfw@dirco.gov.za;molekoas@dirco.gov.za;kubayii@dirco.gov.za

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 **18 August 2017**.

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 compulsory briefing session will be held at the Department of International Relations, 460 Soutpansberg Road, Rietondale ;Pretoria on the **01 August 2017 at 11:00**. All interested bidders may attend the session.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DIRCO 03-2017/18	CLOSING DATE:	18/08/2017	CLOSING TIME:	11:00
DESCRIPTION	Invitation for Bidder/s to provide structural engineering services, marquees, décor, catering, flooring, tables, chairs, electricity (generators), sound, stage, artists, master of ceremonies, marketing and promotional material, security, ablution facilities, bus services, and a kiddies play area for the annual diplomatic fair which will be held in October 2017 and October 2018				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION					
460 SOUTPANSBERG ROAD RIETONDALE					
PRETORIA					
0084					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> Yes
	<input type="checkbox"/> No				<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:					
[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		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	
[IF YES ENCLOSE PROOF]				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				[IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE (ALL INCLUSIVE)		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY			CONTACT PERSON		
CONTACT PERSON			TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
1.3.	BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY 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 TO BIDDING INSTITUTION.
1.4.	WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
1.5.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

**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 03-2017/18
Closing date 18/08/2017 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: The Department of International Relations and Cooperation (DIRCO)

1. CATEGORY A: Structural Engineering Services

- 1.1 The Engineer must be in possession of Artisan qualifications.
- 1.2 The Engineer must obtain certificates of authenticity from the Municipality of Tshwane for all structural layouts.
- 1.3 The Successful Engineer must be in possession of a Public Liability insurance certificate.

NO.	ITEM	QUANTITY	PURPOSE	ADDITIONAL REQUIREMENTS	TOTAL COST
A.	Structural Engineer	1	Structural Engineering Services	<ul style="list-style-type: none"> • Drawings, layout and designs illustrating all structural requirements. • Rational design and structural plans for stages, marquees and stalls • Evacuation and Emergency assembly points must be included in the layout plan • All structural plans and layouts must be in compliance with the City of 	

				<p>Tshwane Regulations.</p> <ul style="list-style-type: none">• All structural plans and layouts must be in compliance with the health and safety legislation• The Engineer should adhere to the Electricity and fire compliance regulations with City of Tshwane regulations• All structures should be certified• All structural layouts and Fire & Safety plans should be presented by the Engineer and approved by the relevant body at the City of Tshwane.	
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**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

Name of bidder.....Bid number: DIRCO 03-2017/18
Closing date 15/08/2017 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: The Department of International Relations and Cooperation (DIRCO)

2. CATEGORY B: Marquees

- 2.1 The Successful Bidder/s that will provide Marquees will need to adhere to the structural and safety requirements as determined in terms of the Engineering Profession Act 2000 (Act No. 46 of 2000).
- 2.2 All electrical connections and/or cables must be properly sealed and adhere to safety requirements as per the above-mentioned piece of legislation.
- 2.3 All structures must be equipped with fire extinguishers and signage.
- 2.4 No open fires are allowed within a parameter of 200 meters of all structures.
- 2.5 The Bidder/s must be in possession of a Public Liability insurance certificate.

NO.	ITEM	SIZE	PURPOSE	ADDITIONAL REQUIREMENTS	TOTAL COST
A.	X80 Aluminium frame stalls	3m (deep) X 4m (wide) Aluminium stalls <u>Dimensions:</u> 3m(deep) X4m(wide) N.B.: All Stalls must be of a uniform design	To showcase all participating Embassies in alphabetical order	<ul style="list-style-type: none"> X160 1.8m tables (<i>two tables per stall</i>) X320 Heavy Duty Plastic Chairs (<i>four chairs per stall</i>) Grass Carpet for each stall X80 110v electrical socket points (<i>one per stall</i>) X80 240v spotlights (<i>one for each stall</i>) X80 Signage [100cm (wide) x 40cm (height), full colour 	

				<i>Artwork will be provided]</i>	
B.	VIP Bedouin Tent with flooring	20m x 15m	To host Ministers, Heads of Missions, Senior Government officials and Captains of Industry	<ul style="list-style-type: none"> • X12 lounge pockets (each seating 8 people) • X8 long plinth tables (each seating 6 people) • X48 high cocktail chairs accompanying the plinth tables • X10 Café style/ garden set-up (each seating 4 people) • X10 Electrical socket points • X10 240v spotlights • Carpet • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided]</i> 	
C.	United Nations Agency Marquee	10m x 10m	To showcase 18 UN agencies	<ul style="list-style-type: none"> • X18 1.8m tables • X36 Heavy Duty Plastic Chairs • Grass Carpet • X18 electrical socket points • X18 240v spotlights • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided]</i> 	
D.	Government Departments Marquee (with partitioning)	24m (wide) x 3m (deep)	To host all government departments	<ul style="list-style-type: none"> • X24 1.8m Tables • X48 Heavy Duty Plastic Chairs • X12 Electrical socket points • X12 240v Spotlights • Grass Carpet • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided]</i> 	
E.	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 Lounge pockets (each seating 6 people) • Grass Carpet • X2 Electrical socket points • X2 240v spotlights • Signage [100cm (wide) x 40cm 	

				(height), full colour <i>Artwork will be provided]</i>	
F.	Medical Marquee(to be divided into two; female and male consultation room)	6m x 6m	First aid/Emergency Response	<ul style="list-style-type: none"> • X2 1.8m tables • X4 Heavy Duty Plastic Chairs • X2 electrical socket points • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided]</i> 	
G.	Venue Operations Centre (VOC) Marquee	6m x 6m	VOC operation centre	<ul style="list-style-type: none"> • X2 1.8m tables • X4 Heavy Duty Plastic Chairs • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided]</i> 	
H.	Marquee for Catering purposes	8m x 8m	Storage and operating room for catering company	<ul style="list-style-type: none"> • X4 1.8 tables • X8 Heavy Duty Plastic Chairs • Grass Carpet • X4 electrical socket points • X2 240v spotlights • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided]</i> 	

**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

Name of bidder.....Bid number: DIRCO 03-2017/18
Closing date 15/08/2017 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: The Department of International Relations and Cooperation (DIRCO)

3. CATEGORY C: Stage, Sound, Full Backline and Audio Visual

- 3.1 The Bidder must adhere to the structural and safety requirements of the appointed structural engineer.
- 3.2 All electrical cables must be properly secured.
- 3.3 All structures must be properly mended with re-enforcing bars to withstand any weather conditions.
- 3.4 Set-up of Stage, Sound and Backline must be complete 24 hours prior to the event for the purposes of facilitating sound checks.
- 3.5 The Bidder/s must be in possession of a public liability insurance certificate.

No	ITEM	SIZE	DESCRIPTION	TOTAL COST
A.	Full House Stage with Dome roof	12m (wide) x 8m (deep) x 1m (height)	<p><u>Stage</u></p> <ul style="list-style-type: none"> • Stage should include a dome roof • Stage should include stairs & a ramp <p><u>Powering</u></p> <ul style="list-style-type: none"> • Stage power must include a multi-plug socket at DJ/Keys performance position! • Sufficient quantity of XLR and Jack-Jack cables to be provided for all channel list items. • Allow for more fixtures of higher output for a big stage <p><u>Rigging</u></p> <ul style="list-style-type: none"> • All equipment should be rigged and cabled at the time of the sound check • Take all safety precautions when rigging overhead <p><u>Branding for Stage Backdrop and Speaker Towers</u> The service provider will be required to print the following branding material:</p> <ul style="list-style-type: none"> • Stage backdrop • Speaker tower Banners <p><i>(Artwork will be provided)</i></p>	
B.	Sound		<ul style="list-style-type: none"> • Public Address System For Mass Outdoor Events <ul style="list-style-type: none"> ○ The PA system must be of high quality and the equivalent of; JBL/ EAW/ L-Acoustics/ Meyer/ ECLER/ HK/ D&B ○ No Behringer, Wharfedale or homemade boxes will be accepted! ○ The system must be efficient, time-aligned and powered to provide at least 100dB SPL of good, clean, undistorted sound reproduction at the 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. 	

		<ul style="list-style-type: none"> o 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! • Full Backline (Technical rider) • F.O.H Control <ul style="list-style-type: none"> o Digital Consoles the equivalent of Yamaha CL3/ M7/ LS9/ Sound Craft Vi/Si/Expression 3 o All FOH gear needs to be of high quality and in perfect working order. 	
C.	X2 Outdoor Daylight LED Screens on either side of the stage	±2m (wide) x 2m (height)	Outdoor Daylight LED Screens with crossover ability Quantity: X2 Screens
D.	X1 Outdoor Daylight LED Screen on a scuffle with Microwave link	±2m (wide) x 2m (height)	Outdoor Daylight LED Screens for the purpose of screening of the Derby <i>(Screen should be on a scuffle with microwave link)</i> Quantity: X1 Screens
E.	Crowd barrier	40m fence	Barrier for crowd control

**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

Name of bidder..... Bid number: DIRCO 03-2017/18

Closing date 15/08/2017 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: The Department of International Relations and Cooperation (DIRCO)

4. CATEGORY D: Artists and Master of ceremonies (MC)

4.1 All Bidders are required to provide three options of Artists in each category for the Department to choose from.

No.	ITEM	DESCRIPTION	QUANTITY	TOTAL COST
A.	<p>Live performance by: a renowned South African Hip-Hop Artist.</p> <p><i>N.B.: Please provide three options to choose from</i></p>	<ul style="list-style-type: none"> • Renowned South African Hip-Hop performer. • Released an album/single in the past year that has gained current popularity. • Nominations at the previous SAMA/ Metro Awards. • Experience in Crowd Performance and Mass based outdoor events. 	X1	
B.	<p>Live performance by: Afro music/House Music Group</p> <p><i>N.B.: Please provide three options to choose from</i></p>	<ul style="list-style-type: none"> • Renowned South African Afro-pop Music performers. • Released an album/single in the past year that has gained current popularity. • Nominations at the previous SAMA/ Metro Awards. • Experience in Crowd Performance and Mass based outdoor events. 	X1	

C.	DJ <i>N.B.: Please provide three options to choose from</i>	<ul style="list-style-type: none"> • Contemporary South African DJ. • Released an album/single in the past year that has gained current popularity. • Nominations at the previous SAMA/ Metro Awards. • Experience in Crowd Performance and Mass based outdoor events. 	X1	
D.	Master of Ceremonies (MC)	<ul style="list-style-type: none"> • Professional MC who appeals to a cross-cutting market (all age groups). • The MC needs to have at least five years' experience in crowd performance/ entertainment. 	X1	

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

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Name of bidder..... Bid number: DIRCO 03-2017/18

Closing date 15/08/2017 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: The Department of International Relations and Cooperation (DIRCO)

5. CATEGORY E: Marketing and Promotional material

5.1 Branded accreditation cards with lanyards will be issued to VIP, Embassy Officials, Host Officials, Stakeholders, Service Providers, Joint Operations Committee.

5.2 All accreditation must be delivered to the Department five (5) days before the event.

5.3 Artwork for the accreditation cards and wristbands will be provided by the Department.

5.4 Posters must be mounted in the following regions in Pretoria: *Pretoria CBD, Sunnyside, Arcadia, Soutpansberg road, CR Swart road (between Stormvoel and Soutpansberg road), Nellmapius, Entrances into Pretoria (N4, R21), DF Malan road, Entrance to Soshanguve (on R80 highway), Ga-Rankuwa (main road/s), Entrance to Mabopane (main road/s), Winterveldt main road/s, Mamelodi, (main road/s), Refilwe main road/s, Hamanskraal main road/s, Atteridgeville Entrance and main roads.*

No.	ITEM	QUANTITY	DESCRIPTION	SIZE	TOTAL COST
A.	Accreditation cards-branded in the following categories: <ul style="list-style-type: none"> ✓ VIP ✓ Embassy Official ✓ Host Official ✓ Exhibitor ✓ Stakeholder ✓ Media ✓ Artist ✓ Service Provider 	2 000 <i>(Breakdown of quantities will be provided to the Successful Bidder)</i>	<ul style="list-style-type: none"> o A6 cards, Printed in full color on 250gsm Gloss o 35 x Hi-Q Titan plus(gloss), white 250g, 455 x 640 mm o Gloss Lamination on both sides o Trimmed to size o Artwork to be provided by DIRCO 	A6	

	✓ JOC				
B.	Lanyards with swivel hook	2 000	Black (Polyester material)	15mm (width)	
C.	Branded Standard Vinyl Wristbands for guests	5 000	Office Green (Dark/ Forest Green), subject to change	Standard	
D.	Posters	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 • Mounting must be 1 month prior to the event. • Artwork to be provided by DIRCO. 	A0	
E.	Golf Shirts for Working Staff	X50	<ul style="list-style-type: none"> • Material: Poly Cotton • Collar: Flat knit rib collar with tipping / Self-fabric neck tape • Tone-on-tone buttons • Side slits • Textured mini self-check patterned fabric • Colour: White • Branding: Embroidery 	Small : X15 Medium : X15 Large : X10 X-Large : X5 XX-Large : X5	
F.	Military/ Fidel cap for Working Staff	X50	<ul style="list-style-type: none"> • Material: 100% cotton • Design: Military style • Closure: Velcro • Colour: White • Branding: Embroidery 	Small : X25 Medium : X25	
G.	Mediumsized Acrylic trophies <i>N.B.: Please provide three options to choose from</i>	X6	<ul style="list-style-type: none"> • Trophies should be made of Acrylic material. • Trophies should be transparent. • Trophies should be globe themed. • The Successful Bidder/s will be required to present 3 options for the Department to choose from. 	±20cm height	

			<i>(Artwork for Text engraving on metal plates will be provided to the winning Bidder)</i>		
H.	Large sized Acrylic trophies <i>N.B.: Please provide three options to choose from</i>	X2	<i>(Artwork for Text engraving on metal plates will be provided to the winning Bidder)</i>	±30cm height	

**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 03-2017/18

Closing date 15/08/2017 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: The Department of International Relations and Cooperation (DIRCO)

6. CATEGORY F : Ablution Facilities (Mobile Toilets)

6.1 The Mobile toilets must be delivered on site one (1) day ahead of the event taking place.

6.2 Dedicated janitors must be deployed on the day of the event from 08:00 to 18:00 for the purpose of refreshing and replenishing the ablution facilities on an hourly basis. This includes cleaning, replenish toilet paper, etc.

Ablution facilities are required as follows:

No.	Item	Quantity	TOTAL COST
A.	VIP Toilets	X10 (X5 Male & X5 Female)	
B.	VIP Paraplegic toilets	X2	
C.	Standard portable toilets	X44 (X10 Male & X34 Female)	
D.	Standard Paraplegic toilets	X4	

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

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Closing date 15/08/2017 Time 11h00

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- Required by: The Department of International Relations and Cooperation (DIRCO)

7. CATEGORY G: Generators and Power Supply

7.1 Generators to be delivered and connected on site two days leading up to the event.

7.2 All cables must be covered in line with the safety and regulation policies

7.3 Each Generator must be accompanied by a fire extinguisher

7.4 The service history for all four (4) generators will be requested from the Successful Bidder.

7.5 An operator to be onsite on the day(s) of the event from 07:00 – 18:00 (28 October 2017 & 27 October 2018)

Generators are required as follows:

No.	Item	Quantity	TOTAL COST
A.	150kw Mobile generators	X4 <i>(generators will be dedicated to the Sound, Stage, Catering Marquee, Stalls, OB Van, Kiddies area)</i> N.B.: The permitted noise level for each generator should be no more than 45 decibels dB(A)	

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

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8. CATEGORY H : Catering

8.1 The Bidder/s under this category must possess valid Health and Halaal Certificates

8.2 The Bidder/s under this category must provide Kosher and Halaal meals as indicated in the below specifications

8.3 The Bidder/s under this category will be required to demonstrate a comprehensive distribution plan

8.4 A food tasting session will also be held with the Bidder/s a month leading up to the event.

Specifications

No.	CATERING REQUIRED	QUANTITY	DESCRIPTION	TOTAL COST
A.	VIP Hospitality Marquee and Artists	X400 Guests	<p>*10%Vegetarian, 10% Halaal and 4% plated Kosher meals</p> <p><u>Selection Of Hot And Cold Bowl Food And Canapés</u></p> <ul style="list-style-type: none"> • Barbeque Chicken Drumsticks • Pork riblets • Samosas (Meat and Vegetarian) • Meatballs in BBQ sauce • Fish Goujons • Coronation Chicken Wraps. • Cocktail Mediterranean Vegetable Kebabs • Cocktail Beef sausages • Mixed Cocktail Sweet Tartlets • Prawn and Dill cigar • Chicken pea samosas • Vegetable spring rolls • Mini spinach and feta pizza 	

			<ul style="list-style-type: none"> • Lemon and Herb Chicken kebabs • Mini Cape Malay pie • Teriyaki Beef Satay • Mini Beef Wellington • Tomato, Feta and olive on ye with Pesto • Soy and Honey chicken winglets • Fruit skewers <p>V.B. The above menu is not to exceed a budget</p> <p><u>Beverages</u></p> <ul style="list-style-type: none"> • X800 Assorted Soft drinks (X4 p/p) • X600 100% Assorted fruit juices 350ml (X3 p/p) • X600 Still water (X3 p/p) • X100 Sparkling water • X200 Sparkling White wine (Durbanville Hills) • X200 White wine (Durbanville Hills) • X200 Red wine (Durbanville Hills) 	
B.	Deployed Officials and VOC members	X70	<p><u>Buffet inclusive of:</u></p> <ul style="list-style-type: none"> • Grilled leg quarters • Beef wellington • Basmati rice • Pap • Potato salad • Greek salad • Fruit skewers <p><u>Beverages</u></p> <ul style="list-style-type: none"> • X70 Assorted Soft drinks (X1 p/p) • X70 100% fruit juices 350ml (Assorted) • X140 Still water 	
C.	Mass Catering	2 000 food packs	<p><u>Lunch packs</u></p> <p>Packs should be inclusive of :</p> <ul style="list-style-type: none"> • Cheese and Polony Sandwich (two slices per pack) • Apple (one per pack) • 100% Fruit juice (one per pack) <p><u>Beverages</u></p> <ul style="list-style-type: none"> • X2000 100% fruit juices 350ml (Assorted) 	

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

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Name of bidder..... Bid number: DIRCO 03-2017/18
Closing date 15/08/2017 Time 11h00

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- Required by: The Department of International Relations and Cooperation (DIRCO)

9. CATEGORY I: Security

- 9.1 Only Bidders registered with the Private Security Industry Regulatory Authority (**PSIRA**) will be considered.
- 9.2 The Bidder/s must be in possession of a public liability insurance certificate.
- 9.3 The Bidder/s will be required to Enforce, Implement and Aide CLIENT rules, policies and regulations relative to maintenance of security and safety.
- 9.4 The Bidder/s will be required to coordinate with the 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.
- 9.5 The Security marshals will be responsible for safeguarding all structures assembled for the event.
- 9.6 The Security marshals will be responsible for safeguarding all persons such as; Employees, Guests, Visitors, Suppliers and Contractors going in and out of the CLIENT building premises.

The Security Guards will be deployed as follows:

28 October 2017 (1st Year)

No.	DATE	NUMBER OF GUARDS REQUIRED	HOURS	TOTAL COST
A.	25 October 2017	5	06:00 – 06:00 (24 Hours)	
B.	26 October 2017	5	06:00 – 06:00 (24 Hours)	
C.	27 October 2017	10	06:00 – 06:00 (24 Hours)	
D.	28 October 2017	50	06:00 – 18:00 (12 Hours)	
		10	18:00 – 06:00 (12 Hours)	
E.	29 October 2017	10	06:00 – 12:00 (6 Hours)	

27 October 2018 (2nd Year)

No.	DATE	NUMBER OF GUARDS REQUIRED	HOURS	TOTAL COST
A.	24 October 2018	5	06:00 – 06:00 (24 Hours)	
B.	25 October 2018	5	06:00 – 06:00 (24 Hours)	
C.	26 October 2018	10	06:00 – 06:00 (24 Hours)	
D.	27 October 2018	50	06:00 – 18:00 (12 Hours)	
		10	18:00 – 06:00 (12 Hours)	
E.	28 October 2018	10	06:00 – 12:00 (6 Hours)	

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

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- Required by: The Department of International Relations and Cooperation (DIRCO)

10. CATEGORY J: Kiddies Play Area and Foldable Picnic table

10.1 DIRCO requires for Bidder/s to provide a kiddies play area for the Diplomatic Funfair.

10.2 The Successful Bidder/s will be allocated space at the venue for set-up.

10.3 The Successful Bidder/s will be required to display visible Notice that speaks to: Age restriction AND that all children should be accompanied and monitored by an adult when entering the playground.

No.	Item	Specifications	Quantity	TOTAL COST
A.	Kiddies play Area <i>(To serve as kiddies playground)</i>	<ul style="list-style-type: none"> • Inflatable Mini soccer arena with target nets and soccer balls • Giant Inflatable Obstacle Course • Super Dupa 5 Giant Slide <u>Size:</u> 6000mm x 2150mm x 2850mm • Adventure Combo Jumping Castle <u>Size:</u> 2000mm x 2700mm x 4000mm • Inflatable 11 in 1 play centre with no pool <u>Size:</u> 4450mm x 3850mm x 2500mm • Inflatable sumo wrestling costumes with mat • Face painters • Child minders/ Supervisors 	<ul style="list-style-type: none"> • X1 • X1 • X1 • X1 • X1 • X2 • X4 • 12 	
B.	Foldable Picnic Tables with Benches <i>(To be placed on the picnic area)</i>	<ul style="list-style-type: none"> • Size: 1.5x1.8m (each) • Durable Plastic • Steel legs that hold up to 500kg. • Rectangular table with 2 attached benches • Inclusive of umbrella in the centre of the table • Seats 8 people • Umbrella hole U.V. resistant • Colour: White 	<ul style="list-style-type: none"> • X10 	

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

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Closing date 15/08/2017 Time 11h00

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- Required by: The Department of International Relations and Cooperation (DIRCO)

11. CATEGORY K: Buses

11.1 DIRCO requires an accredited and reputable service provider to provide Bus services to transport community members and students from disadvantaged communities in and around Pretoria to the event.

11.2 The Bidder/s must be in possession of a public liability insurance certificate.

11.3 Transportation will be required for both funfairs (Saturday, 28 October 2017 & Saturday, 27 October 2018)

11.4 Capacity of Busses : 65 seater

11.5 Number of Busses : 20

Pick-up points and schedule

Bus Pick-up points Annual Diplomatic Fair Saturday, 28 October 2017 & Saturday, 27 October 2018						
<u>Important Notice: Each bus will be expected to transport two (2) loads per allocated region</u>						
Departure			Return			
Pick-up points	Time	Drop-off	Pick-up points	Time	Drop-off points	TOTAL COST

<u>Mamelodi (3)</u> <ul style="list-style-type: none"> • X1 Bus Mamelodi Community Hall • X1 Bus Extension 10 RDP Houses • X1 Bus 	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Mamelodi (3)</u> <ul style="list-style-type: none"> • X1 Bus Mamelodi Community Hall • X1 Bus Extension 10 RDP Houses • X1 Bus 	
<u>Nellmapius (1)</u> <ul style="list-style-type: none"> • X1 Bus 	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Nellmapius (1)</u> <ul style="list-style-type: none"> • X1 Bus 	
<u>Refilwe (1)</u> X1 Bus	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Refilwe (1)</u> X1 Bus	
<u>Atteridgeville (1)</u> X1 Bus	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Atteridgeville (1)</u> X1 Bus	
<u>Hamanskraal (2)</u> X2 Buses	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Hamanskraal (2)</u> X2 Buses	
<u>Soshanguve (3)</u> <ul style="list-style-type: none"> • X1 Bus Falala and Transfer • X1 Bus Block TT Circle & Extension 4 • X1 Bus Block X Community Centre 	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Soshanguve (3)</u> <ul style="list-style-type: none"> • X1 Bus Falala and Transfer • X1 Bus Block TT Circle & Extension 4 • X1 Bus Block X Community Centre 	
<u>Ga-Rankuwa (3)</u> <ul style="list-style-type: none"> • X1 Bus Old RDP Houses • X1 Buses Tsunami • X1 Bus Tailors Spar 	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Ga-Rankuwa (3)</u> <ul style="list-style-type: none"> • X1 Bus Old RDP Houses • X1 Buses Tsunami • X1 Bus Tailors Spar 	
<u>Mabopane (3)</u> <ul style="list-style-type: none"> • X1 Bus Bheki Square • X1 Bus Odi Hospital 	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Mabopane (3)</u> <ul style="list-style-type: none"> • X1 Bus Bheki Square 	

<ul style="list-style-type: none"> • X1 Bus Tsibogo School/Block U, UX 					<ul style="list-style-type: none"> • X1 Bus Odi Hospital • X1 Bus Tsibogo School/Block U, UX 	
<p><u>Winterveldt (3)</u></p> <ul style="list-style-type: none"> • X1 Bus CBD Vuma Crossing • X1 Bus Slovo Circle and Slovo Power • X1 Bus Jakalasdans 	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<p><u>Winterveldt (3)</u></p> <ul style="list-style-type: none"> • X1 Bus CBD Vuma Crossing • X1 Bus Slovo Circle and Slovo Power • X1 Bus Jakalasdans 	
TOTAL COST						

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

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Name of Bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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- Required by: The Department of International Relations and Cooperation (DIRCO)

- At: Union Buildings South Lawns

1. CATEGORY A: Structural Engineering Services

1.1 The Engineer must be in possession of Artisan qualifications.

1.2 The Engineer must obtain certificates of authenticity from the Municipality of Tshwane for all structural layouts.

1.3 The Successful Engineer must be in possession of a Public Liability insurance certificate.

NO.	ITEM	QUANTITY	PURPOSE	ADDITIONAL REQUIREMENTS	TOTAL COST
A.	Structural Engineer	1	Structural Engineering Services	<ul style="list-style-type: none"> • Drawings, layout and designs illustrating all structural requirements. • Rational design and structural plans for stages, marquees and stalls • Evacuation and Emergency assembly points must be included in the layout plan • All structural plans 	

				<p>and layouts must be in compliance with the City of Tshwane Regulations.</p> <ul style="list-style-type: none"> • All structural plans and layouts must be in compliance with the health and safety legislation • The Engineer should adhere to the Electricity and fire compliance regulations with City of Tshwane regulations • All structures should be certified • All structural layouts and Fire & Safety plans should be presented by the Engineer and approved by the relevant body at the City of Tshwane. 	
TOTAL					

PRICING SCHEDULE – NON-FIRM PRICES (PURCHASES)

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Closing Time 11:00 Closing date 15/08/2017

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- Required by: The Department of International Relations and Cooperation (DIRCO)

- At: Union Buildings South Lawns

2. CATEGORY B: Marquees

2.1 The Successful Bidder/s that will provide Marquees will need to adhere to the structural and safety requirements as determined in terms of the Engineering Profession Act 2000 (Act No. 46 of 2000).

2.2 All electrical connections and/or cables must be properly sealed and adhere to safety requirements as per the above-mentioned piece of legislation.

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

2.4 No open fires are allowed within a parameter of 200 meters of all structures.

2.5 The Bidder/s must be in possession of a Public Liability insurance certificate.

NO.	ITEM	SIZE	PURPOSE	ADDITIONAL REQUIREMENTS	TOTAL COST
A.	X80 Aluminium frame stalls	3m (deep) X 4m (wide) Aluminium stalls <u>Dimensions:</u> 3m(deep) X4m(wide) N.B.: All Stalls must be of a uniform design	To showcase all participating Embassies in alphabetical order	<ul style="list-style-type: none"> • X160 1.8m tables (<i>two tables per stall</i>) • X320 Heavy Duty Plastic Chairs (<i>four chairs per stall</i>) • Grass Carpet for each stall • X80 110v electrical socket points (<i>one per stall</i>) • X80 240v spotlights 	

				<p>(one for each stall)</p> <ul style="list-style-type: none"> • X80 Signage [100cm (wide) x 40cm (height), full colour Artwork will be provided] 	
B.	VIP Bedouin Tent with flooring	20m x 15m	To host Ministers, Heads of Missions, Senior Government officials and Captains of Industry	<ul style="list-style-type: none"> • X12 lounge pockets (each seating 8 people) • X8 long plinth tables (each seating 6 people) • X48 high cocktail chairs accompanying the plinth tables • X10 Café style/ garden set-up (each seating 4 people) • X10 Electrical socket points • X10 240v spotlights • Carpet • Signage [100cm (wide) x 40cm (height), full colour Artwork will be provided] 	
C.	United Nations Agency Marquee	10m x 10m	To showcase 18 UN agencies	<ul style="list-style-type: none"> • X18 1.8m tables • X36 Heavy Duty Plastic Chairs • Grass Carpet • X18 electrical socket points • X18 240v spotlights • Signage [100cm (wide) x 40cm (height), full colour Artwork will be provided] 	
D.	Government Departments Marquee (with partitioning)	24m (wide) x 3m (deep)	To host all government departments	<ul style="list-style-type: none"> • X24 1.8m Tables • X48 Heavy Duty Plastic Chairs • X12 Electrical socket points • X12 240v Spotlights • Grass Carpet • Signage [100cm (wide) x 40cm (height), full colour Artwork will be provided] 	
E.	Artists Marquee <u>To be divided into three:</u>	6m x 6m	To provide changing rooms for artists as well	<ul style="list-style-type: none"> • 2 Lounge pockets (each seating 6 people) 	

	a) Lounge Area b) Two changing rooms (1 Female and 1 Male)		as a lounge area.	<ul style="list-style-type: none"> • Grass Carpet • X2 Electrical socket points • X2 240v spotlights • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>] 	
F.	Medical Marquee(to be divided into two; female and male consultation room)	6m x 6m	First aid/Emergency Response	<ul style="list-style-type: none"> • X2 1.8m tables • X4 Heavy Duty Plastic Chairs • X2 electrical socket points • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>] 	
G.	Venue Operations Centre (VOC) Marquee	6m x 6m	VOC operation centre	<ul style="list-style-type: none"> • X2 1.8m tables • X4 Heavy Duty Plastic Chairs • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>] 	
H.	Marquee for Catering purposes	8m x 8m	Storage and operating room for catering company	<ul style="list-style-type: none"> • X4 1.8 tables • X8 Heavy Duty Plastic Chairs • Grass Carpet • X4 electrical socket points • X2 240v spotlights • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>] 	
TOTAL					

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

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Closing Time 11:00	Closing date 15/08/2017

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- Required by: The Department of International Relations and Cooperation (DIRCO)

- At: Union Buildings South Lawns

3. CATEGORY C: Stage, Sound, Full Backline and Audio Visual

- 3.1 The Bidder must adhere to the structural and safety requirements of the appointed structural engineer.
- 3.2 All electrical cables must be properly secured.
- 3.3 All structures must be properly mended with re-enforcing bars to withstand any weather conditions.
- 3.4 Set-up of Stage, Sound and Backline must be complete 24 hours prior to the event for the purposes of facilitating sound checks.
- 3.5 The Bidder/s must be in possession of a public liability insurance certificate.

No.	ITEM	SIZE	DESCRIPTION	TOTAL COST
A.	Full House Stage with Dome roof	12m (wide) x 8m (deep) x 1m (height)	<p><u>Stage</u></p> <ul style="list-style-type: none"> • Stage should include a dome roof • Stage should include stairs & a ramp <p><u>Powering</u></p> <ul style="list-style-type: none"> • Stage power must include a multi-plug socket at DJ/Keys performance position! • Sufficient quantity of XLR and Jack-Jack cables to be provided for all channel list items. • Allow for more fixtures of higher output for a big stage <p><u>Rigging</u></p> <ul style="list-style-type: none"> • All equipment should be rigged and cabled at the time of the sound check • Take all safety precautions when rigging overhead <p><u>Branding for Stage Backdrop and Speaker Towers</u></p> <p>The service provider will be required to print the following branding material:</p> <ul style="list-style-type: none"> • Stage backdrop • Speaker tower Banners <p><i>(Artwork will be provided)</i></p>	

B.	Sound	<ul style="list-style-type: none"> • Public Address System For Mass Outdoor Events <ul style="list-style-type: none"> ○ The PA system must be of high quality and the equivalent of; JBL/ EAW/ L-Acoustics/ Meyer/ ECLER/ HK/ D&B ○ No Behringer, Wharfedale or homemade boxes will be accepted! ○ The system must be efficient, time-aligned and powered to provide at least 100dB SPL of good, clean, undistorted sound reproduction at the 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! • Full Backline (Technical rider) • F.O.H Control <ul style="list-style-type: none"> ○ Digital Consoles the equivalent of Yamaha CL3/ M7/ LS9/ Sound Craft Vi/Si/Expression 3 ○ All FOH gear needs to be of high quality and in perfect working order. 		
C.	X2 Outdoor Daylight LED Screens on either side of the stage	±2m (wide) x 2m (height)	Outdoor Daylight LED Screens with crossover ability Quantity: X2 Screens	
D.	X1 Outdoor Daylight LED Screen on a scuffle with Microwave link	±2m (wide) x 2m (height)	Outdoor Daylight LED Screens for the purpose of screening of the Derby <i>(Screen should be on a scuffle with microwave link)</i> Quantity: X1 Screens	
E.	Crowd barrier	40m fence	Barrier for crowd control	
TOTAL				

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

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- Required by: The Department of International Relations and Cooperation (DIRCO)

- At: Union Buildings South Lawns

4. CATEGORY D: Artists and Master of ceremonies (MC)

4.1 All Bidders are required to provide three options of Artists in each category for the Department to choose from.

No.	ITEM	DESCRIPTION	QUANTITY	TOTAL COST
A.	Live performance by: a renowned South African Hip-Hop Artist. <i>N.B.: Please provide three options to choose from</i>	<ul style="list-style-type: none"> Renowned South African Hip-Hop performer. Released an album/single in the past year that has gained current popularity. Nominations at the previous SAMA/ Metro Awards. Experience in Crowd Performance and Mass based outdoor events. 	X1	
B.	Live performance by: Afro music/House Music Group <i>N.B.: Please provide three options to choose from</i>	<ul style="list-style-type: none"> Renowned South African Afro-pop Music performers. Released an album/single in the past year that has gained current popularity. Nominations at the previous SAMA/ Metro Awards. Experience in Crowd Performance and Mass based 	X1	

		outdoor events.		
C.	DJ <i>N.B.: Please provide three options to choose from</i>	<ul style="list-style-type: none"> Contemporary South African DJ. Released an album/single in the past year that has gained current popularity. Nominations at the previous SAMA/ Metro Awards. Experience in Crowd Performance and Mass based outdoor events. 	X1	
D.	Master of Ceremonies (MC)	<ul style="list-style-type: none"> Professional MC who appeals to a cross-cutting market (all age groups). The MC needs to have at least five years' experience in crowd performance/ entertainment. 	X1	
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.....	Bid number DIRCO 03-2017/18
Closing Time 11:00	Closing date 15/08/2017

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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- Required by: The Department of International Relations and Cooperation (DIRCO)

- At: Union Buildings South Lawns

5. CATEGORY E: Marketing and Promotional material

5.1 Branded accreditation cards with lanyards will be issued to VIP, Embassy Officials, Host Officials, Stakeholders, Service Providers, Joint Operations Committee.

5.2 All accreditation must be delivered to the Department five (5) days before the event.

5.3 Artwork for the accreditation cards and wristbands will be provided by the Department.

5.4 Posters must be mounted in the following regions in Pretoria: *Pretoria CBD, Sunnyside, Arcadia, Soutpansberg road, CR Swart road (between Stormvoel and Soutpansberg road), Nellmapius, Entrances into Pretoria (N4, R21), DF Malan road, Entrance to Soshanguve (on R80 highway), Ga-Rankuwa (main road/s), Entrance to Mabopane (main road/s), Winterveldt main road/s, Mamelodi, (main road/s), Refilwe main road/s, Hamanskraal main road/s, Atteridgeville Entrance and main roads.*

No.	ITEM	QUANTITY	DESCRIPTION	SIZE	TOTAL COST
A.	Accreditation cards-branded in the following categories: <ul style="list-style-type: none"> ✓ VIP ✓ Embassy Official ✓ Host Official ✓ Exhibitor ✓ Stakeholder ✓ Media ✓ Artist 	2 000 <i>(Breakdown of quantities will be provided to the Successful Bidder)</i>	<ul style="list-style-type: none"> o A6 cards, Printed in full color on 250gsm Gloss o 35 x Hi-Q Titan plus(gloss), white 250g, 455 x 640 mm o Gloss Lamination on both sides o Trimmed to size o Artwork to be provided by DIRCO 	A6	

	<ul style="list-style-type: none"> ✓ Service Provider ✓ JOC 				
B.	Lanyards with swivel hook	2 000	Black (Polyester material)	15mm (width)	
C.	Branded Standard Vinyl Wristbands for guests	5 000	Office Green (Dark/ Forest Green), subject to change	Standard	
D.	Posters	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 • Mounting must be 1 month prior to the event. • Artwork to be provided by DIRCO. 	A0	
E.	Golf Shirts for Working Staff	X50	<ul style="list-style-type: none"> • Material: Poly Cotton • Collar: Flat knit rib collar with tipping / Self-fabric neck tape • Tone-on-tone buttons • Side slits • Textured mini self-check patterned fabric • Colour: White • Branding: Embroidery 	Small : X15 Medium : X15 Large : X10 X-Large : X5 XX-Large : X5	
F.	Military/ Fidel cap for Working Staff	X50	<ul style="list-style-type: none"> • Material: 100% cotton • Design: Military style • Closure: Velcro • Colour: White • Branding: Embroidery 	Small : X25 Medium : X25	
G.	Mediumsized Acrylic trophies <i>N.B.: Please provide three options to choose from</i>	X6	<ul style="list-style-type: none"> • Trophies should be made of Acrylic material. • Trophies should be transparent. • Trophies should be globe themed. • The Successful Bidder/s will be required to present 3 options for the 	±20cm height	

			<p>Department to choose from.</p> <p><i>(Artwork for Text engraving on metal plates will be provided to the winning Bidder)</i></p>		
H.	<p>Large sized Acrylic trophies</p> <p><i>N.B.: Please provide three options to choose from</i></p>	X2	<p><i>(Artwork for Text engraving on metal plates will be provided to the winning Bidder)</i></p>	±30cm height	
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.....Bid number DIRCO 03-2017/18

Closing Time 11:00 Closing date 15/07/2017

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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- Required by: The Department of International Relations and Cooperation (DIRCO)

- At: Union Buildings South Lawns

6. CATEGORY F : Ablution Facilities (Mobile Toilets)

6.1 The Mobile toilets must be delivered on site one (1) day ahead of the event taking place.

6.2 Dedicated janitors must be deployed on the day of the event from 08:00 to 18:00 for the purpose of refreshing and replenishing the ablution facilities on an hourly basis. This includes cleaning, replenish toilet paper, etc.

Ablution facilities are required as follows:

No.	Item	Quantity	TOTAL COST
A.	VIP Toilets	X10 (X5 Male & X5 Female)	
B.	VIP Paraplegic toilets	X2	
C.	Standard portable toilets	X44 (X10 Male & X34 Female)	
D.	Standard Paraplegic toilets	X4	
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.....	Bid number DIRCO 03-2017/18
Closing Time 11:00	Closing date 15/08/2017

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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- Required by: The Department of International Relations and Cooperation (DIRCO)

- At: Union Buildings South Lawns

7. CATEGORY G: Generators and Power Supply

7.1 Generators to be delivered and connected on site two days leading up to the event.

7.2 All cables must be covered in line with the safety and regulation policies

7.3 Each Generator must be accompanied by a fire extinguisher

7.4 The service history for all four (4) generators will be requested from the Successful Bidder.

7.5 An operator to be onsite on the day(s) of the event from 07:00 – 18:00 (28 October 2017 & 27 October 2018)

Generators are required as follows:

No.	Item	Quantity	TOTAL COST
A.	150kw Mobile generators	X4 <i>(generators will be dedicated to the Sound, Stage, Catering Marquee, Stalls, OB Van, Kiddies area)</i> N.B.: The permitted noise level for each generator should be no more than 45 decibels dB(A)	
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.....	Bid number DIRCO 03-2017/18
Closing Time 11:00	Closing date 15/08/2017

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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- Required by: The Department of International Relations and Cooperation (DIRCO)

- At: Union Buildings South Lawns

8. CATEGORY H : Catering

8.1 The Bidder/s under this category must possess valid Health and Halaal Certificates

8.2 The Bidder/s under this category must provide Kosher and Halaal meals as indicated in the below specifications

8.3 The Bidder/s under this category will be required to demonstrate a comprehensive distribution plan

8.4 A food tasting session will also be held with the Bidder/s a month leading up to the event.

Specifications

No.	CATERING REQUIRED	QUANTITY	DESCRIPTION	TOTAL COST
A.	VIP Hospitality Marquee and Artists	X400 Guests	<p><i>*10%Vegetarian, 10% Halaal and 4% plated Kosher meals</i></p> <p><u>Selection Of Hot And Cold Bowl Food And Canapés</u></p> <ul style="list-style-type: none"> • Barbeque Chicken Drumsticks • Pork riblets • Samosas (Meat and Vegetarian) • Meatballs in BBQ sauce • Fish Goujons • Coronation Chicken Wraps. • Cocktail Mediterranean • Vegetable Kebabs 	

			<ul style="list-style-type: none"> • Cocktail Beef sausages • Mixed Cocktail Sweet Tartlets • Prawn and Dill cigar • Chicken pea samosas • Vegetable spring rolls • Mini spinach and feta pizza • Lemon and Herb Chicken kebabs • Mini Cape Malay pie • Teriyaki Beef Satay • Mini Beef Wellington • Tomato, Feta and olive on ye with Pesto • Soy and Honey chicken winglets • Fruit skewers <p style="background-color: black; color: white; padding: 2px;">N.B. The above menu is meant to serve as a guideline</p> <p><u>Beverages</u></p> <ul style="list-style-type: none"> • X800 Assorted Soft drinks (X4 p/p) • X600 100% Assorted fruit juices 350ml (X3 p/p) • X600 Still water (X3 p/p) • X100 Sparkling water • X200 Sparkling White wine (Durbanville Hills) • X200 White wine (Durbanville Hills) • X200 Red wine (Durbanville Hills) 	
B.	Deployed Officials and VOC members	X70	<p><u>Buffet inclusive of:</u></p> <ul style="list-style-type: none"> • Grilled leg quarters • Beef wellington • Basmati rice • Pap • Potato salad • Greek salad • Fruit skewers <p><u>Beverages</u></p> <ul style="list-style-type: none"> • X70 Assorted Soft drinks (X1 p/p) • X70 100% fruit juices 350ml (Assorted) • X140 Still water 	

C.	Mass Catering	2 000 food packs	<p><u>Lunch packs</u> Packs should be inclusive of :</p> <ul style="list-style-type: none"> • Cheese and Polony Sandwich (<i>two slices per pack</i>) • Apple (<i>one per pack</i>) • 100% Fruit juice (<i>one per pack</i>) <p><u>Beverages</u></p> <ul style="list-style-type: none"> • X2000 100% fruit juices 350ml (<i>Assorted</i>) 	
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.....	Bid number DIRCO 03-2017/18
Closing Time 11:00	Closing date 15/08/2017

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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- Required by: The Department of International Relations and Cooperation (DIRCO)

- At: Union Buildings South Lawns

9. CATEGORY I: Security

- 9.1 Only Bidders registered with the Private Security Industry Regulatory Authority (**PSIRA**) will be considered.
- 9.2 The Bidder/s must be in possession of a public liability insurance certificate.
- 9.3 The Bidder/s will be required to Enforce, Implement and Aide CLIENT rules, policies and regulations relative to maintenance of security and safety.
- 9.4 The Bidder/s will be required to coordinate with the 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.
- 9.5 The Security marshals will be responsible for safeguarding all structures assembled for the event.
- 9.6 The Security marshals will be responsible for safeguarding all persons such as; Employees, Guests, Visitors, Suppliers and Contractors going in and out of the CLIENT building premises.

The Security Guards will be deployed as follows:

27 October 2018 (2nd Year)				
No.	DATE	NUMBER OF GUARDS REQUIRED	HOURS	TOTAL COST
A.	24 October 2018	5	06:00 – 06:00 (24 Hours)	
B.	25 October 2018	5	06:00 – 06:00 (24 Hours)	
C.	26 October 2018	10	06:00 – 06:00 (24 Hours)	
D.	27 October 2018	50	06:00 – 18:00 (12 Hours)	
		10	18:00 – 06:00 (12 Hours)	
E.	28 October 2018	10	06:00 – 12:00 (6 Hours)	
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.....	Bid number DIRCO 03-2017/18
Closing Time 11:00	Closing date 15/08/2017

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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- Required by: The Department of International Relations and Cooperation (DIRCO)

- At: Union Buildings South Lawns

10. CATEGORY J: Kiddies Play Area and Foldable Picnic table

10.1 DIRCO requires for Bidder/s to provide a kiddies play area for the Diplomatic Funfair.

10.2 The Successful Bidder/s will be allocated space at the venue for set-up.

10.3 The Successful Bidder/s will be required to display visible Notice that speaks to: Age restriction AND that all children should be accompanied and monitored by an adult when entering the playground.

No.	Item	Specifications	Quantity	TOTAL COST
A.	Kiddies play Area <i>(To serve as kiddies playground)</i>	<ul style="list-style-type: none"> • Inflatable Mini soccer arena with target nets and soccer balls • Giant Inflatable Obstacle Course • Super Dupa 5 Giant Slide <u>Size:</u> 6000mm x 2150mm x 2850mm • Adventure Combo Jumping Castle <u>Size:</u> 2000mm x 2700mm x 4000mm • Inflatable 11 in 1 play centre with no pool <u>Size:</u> 4450mm x 3850mm x 2500mm • Inflatable sumo wrestling costumes with mat • Face painters • Child minders/ Supervisors 	<ul style="list-style-type: none"> • X1 • X1 • X1 • X1 • X1 • X2 • X4 • 12 	
B.	Foldable Picnic Tables with Benches <i>(To be placed on the picnic area)</i>	<ul style="list-style-type: none"> • Size: 1.5x1.8m (each) • Durable Plastic • Steel legs that hold up to 500kg. • Rectangular table with 2 attached benches • Inclusive of umbrella in the centre of the table • Seats 8 people • Umbrella hole U.V. resistant • Colour: White 	<ul style="list-style-type: none"> • X10 	
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.....	Bid number DIRCO 03-2017/18
Closing Time 11:00	Closing date 15/08/2017

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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- Required by: The Department of International Relations and Cooperation (DIRCO)

- At: Union Buildings South Lawns

11. CATEGORY K: Buses

11.1 DIRCO requires an accredited and reputable service provider to provide Bus services to transport community members and students from disadvantaged communities in and around Pretoria to the event.

11.2 The Bidder/s must be in possession of a public liability insurance certificate.

11.3 Transportation will be required for both funfairs (Saturday, 28 October 2017 & Saturday, 27 October 2018)

11.4 Capacity of Busses : 65 seater

11.5 Number of Busses : 20

Pick-up points and schedule

<p>Bus Pick-up points Annual Diplomatic Fair Saturday, 28 October 2017 & Saturday, 27 October 2018</p>
<p><u>Important Notice: Each bus will be expected to transport two (2) loads per allocated region</u></p>

Departure			Return			
Pick-up points	Time	Drop-off	Pick-up points	Time	Drop-off points	TOTAL COST
<u>Mamelodi (3)</u> <ul style="list-style-type: none"> • X1 Bus Mamelodi Community Hall • X1 Bus Extension 10 RDP Houses • X1 Bus 	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Mamelodi (3)</u> <ul style="list-style-type: none"> • X1 Bus Mamelodi Community Hall • X1 Bus Extension 10 RDP Houses • X1 Bus 	
<u>Nellmapius (1)</u> <ul style="list-style-type: none"> • X1 Bus 	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Nellmapius (1)</u> <ul style="list-style-type: none"> • X1 Bus 	
<u>Refilwe (1)</u> X1 Bus	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Refilwe (1)</u> X1 Bus	
<u>Atteridgeville (1)</u> X1 Bus	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Atteridgeville (1)</u> X1 Bus	
<u>Hamanskraal (2)</u> X2 Buses	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Hamanskraal (2)</u> X2 Buses	
<u>Soshanguve (3)</u> <ul style="list-style-type: none"> • X1 Bus Falala and Transfer • X1 Bus Block TT Circle & Extension 4 • X1 Bus Block X Community Centre 	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Soshanguve (3)</u> <ul style="list-style-type: none"> • X1 Bus Falala and Transfer • X1 Bus Block TT Circle & Extension 4 • X1 Bus Block X Community Centre 	
<u>Ga-Rankuwa (3)</u> <ul style="list-style-type: none"> • X1 Bus Old RDP Houses • X1 Buses Tsunami 	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Ga-Rankuwa (3)</u> <ul style="list-style-type: none"> • X1 Bus Old RDP Houses • X1 Buses Tsunami 	

<ul style="list-style-type: none"> • X1 Bus Tailors Spar 					<ul style="list-style-type: none"> • X1 Bus Tailors Spar 	
<u>Mabopane (3)</u> <ul style="list-style-type: none"> • X1 Bus Bheki Square • X1 Bus Odi Hospital • X1 Bus Tsibogo School/Block U, UX 	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Mabopane (3)</u> <ul style="list-style-type: none"> • X1 Bus Bheki Square • X1 Bus Odi Hospital • X1 Bus Tsibogo School/Block U, UX 	
<u>Winterveldt (3)</u> <ul style="list-style-type: none"> • X1 Bus CBD Vuma Crossing • X1 Bus Slovo Circle and Slovo Power • X1 Bus Jakalasdans 	08h00	Corner Madiba & Hamilton Street	Corner Madiba & Hamilton Street	18h00	<u>Winterveldt (3)</u> <ul style="list-style-type: none"> • X1 Bus CBD Vuma Crossing • X1 Bus Slovo Circle and Slovo Power • X1 Bus Jakalasdans 	
TOTAL COST						

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

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, 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 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

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.

¹"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.

²"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 document? **YES / NO**

(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**

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 bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

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, 2017.

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

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 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.

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

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

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 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 or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

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

8.7 Total number of years the company/firm has been in business:.....

8.8 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 contributor indicated in paragraphs 1.4 and 6.1 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 paragraphs 1.4 and 6.1, 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 contributor 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) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
--

<p>..... SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS</p> <p>.....</p> <p>.....</p>

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	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	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:		

SBD 8

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

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ 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).² 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:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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 consortium³ 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.

³ 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

Js914w 2