



international relations & cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

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Reference : **DIRCO 04/2018/19**
Enquiries : Ms A Mnisi; Mr S Molekoa; Ms I Kubayi
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Sir/Madam

1. Bid No: **DIRCO 04/2018/19**
2. **Invitation for proposals to provide catering and décor services for the Department's Heads of Mission Conference which will take place from 19 to 25 October 2018 at the Department of International Relations and Cooperation, Pretoria, Gauteng.**
3. Required at Department of International Relations and Cooperation.
4. **Closing date: 12 October 2018 11 O'clock**
5. A compulsory briefing Session will be held on: **28 September 2018 at 10 O'clock, 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, 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: **19/09/2018**

Kgoro ya 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 neNisebenziswano 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



TERMS OF REFERENCE

DIRCO: 04/2018/19

Invitation for proposals to provide catering services for the Department's Heads of Mission Conference which will take place from 19 to 25 October 2018 at the Department of International Relations and Cooperation, Pretoria, Gauteng.

Invitation for proposals to provide catering and décor services for the Department's Heads of Mission Conference which will take place from 19 to 25 October 2018 at the Department of International Relations and Cooperation, Pretoria, Gauteng.

1. PURPOSE

The Department of International Relations and Cooperation (DIRCO) invites potential Bidder/s to submit proposals for the provision of catering and decor services for the Heads of Mission Conference which will take place from 19 to 25 October 2018 at the DIRCO, Pretoria, Gauteng.

2. BACKGROUND

The Heads of Mission Conference affords the Department the opportunity to engage with South African Heads of Mission accredited to Foreign Countries with which the Republic of South Africa has diplomatic relations on foreign policy objectives and strategic matters in line with the Department's Constitutional mandate.

The Heads of Mission Conference will be preceded by regional sessions and engagements of the various Branches/Business Units within the Department and the Heads of Mission accredited to countries in their respective Regions. The regional sessions are scheduled to commence on 19 October 2018 and conclude on 21 October 2018, Heads of Missions conference are scheduled to commence on the 22 October 2018 and conclude on the 25 October 2018.

In preparation for the event, a Departmental Planning Committee was established to coordinate all the logistical arrangements for the event. Logistical requirements include assisting with the required goods and services and the facilitation of provision of catering and décor services for both the regional sessions as well as the actual Heads of Mission Conference.

3. SCOPE OF WORK

DIRCO requires accredited and reputable Bidder/s to submit proposals for the provision of the following services for the Heads of Mission Conference

Services required

- Catering and
- Décor services

Date: 19 October 2018 to 25 October 2018

3.1 SPECIFICATIONS

Bidders are requested to quote on catering and décor services as follows:

3.1.1 CATERING AND DÉCOR SPECIFICATIONS FOR HEADS OF MISSION (HOM'S)

DATE	GUESTS	ARRIVAL	MID MORNING	LUNCH	AFTERNOON	CONFERENCE HALL
	19-10-2018 to 25-10-2018	Coffee/Tea Station	Coffee/Tea Station	Lunch	Coffee/Tea Station	Venue set-up
	Conditions	Estimated time of guests' arrival is 08h00 which will be confirmed closer to event. Service provider will be expected to have service & set-up ready at least 30 minutes prior to break.	Estimated time of guests' tea break is 10h00 which will be confirmed closer to event. Service provider will be expected to have service & set-up ready at least 30 minutes prior to break.	Estimated time for the luncheon is 12h30 which will be confirmed closer to event. Service provider will be expected to have service & set-up ready at least 30 minutes prior to the luncheon.	Estimated time of tea break is 15h30 which will be confirmed closer to event. Service provider will be expected to have service & set-up ready at least 30 minutes prior to tea break.	Venue should be set up with bottled water and water glasses; mints upon commencement of the meeting (08h00) and replenished during mid-morning tea break, lunch and afternoon tea break.

19.10.2018	120 guests	<ul style="list-style-type: none"> - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) 	<ul style="list-style-type: none"> - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Assorted croissants 	<ul style="list-style-type: none"> - Savoury Rice - Roast Potatoes - Curried Fish - Lemon and herb - Chicken - Steamed butternut - Green Salad - Coleslaw - Salad - Mushroom - Quiche - Fruit Platter - Assorted soft drinks - Bottled Water 	<ul style="list-style-type: none"> - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) 	<ul style="list-style-type: none"> - Wrapped Mints in small bowls (1 bowl for 2 guests) - Bottled Water
20.10.2018	180 guests	<ul style="list-style-type: none"> - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) 	<ul style="list-style-type: none"> - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Assorted sandwiches - Fruit Platter 	<ul style="list-style-type: none"> - Savoury Rice - Dombolo - Beef stew - Lemon and herb - Chicken - Spicy Cabbage - Steamed butternut - Green Salad - Three Bean Salad - Vegetable Lasagne 	<ul style="list-style-type: none"> - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Biscuits - Whole Fruits 	<ul style="list-style-type: none"> - Wrapped Mints in small bowls (1 bowl for 2 guests) - Bottled Water

22.10.2018	400 guests	<ul style="list-style-type: none"> - Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweetener - Milk (cold and hot) 	<ul style="list-style-type: none"> - Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Assorted mini wraps 	<ul style="list-style-type: none"> - Lunch - Rice - Mielie pap - Brisket with sauce - Malay - Chicken - Three Green Bean Salad - Steamed butternut - Green salad - Pasta Salad - Vegetarian - Quiche - Apple Bake with Custard - Fruit Platter - Assorted soft drinks - Bottled Water 	<ul style="list-style-type: none"> - Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Biscuits - Whole Fruits 	<ul style="list-style-type: none"> - Wrapped Mints in small bowls (1 bowl for 2 guests) - Bottled Water
23.10.2018	400 guests	<ul style="list-style-type: none"> - Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweetener - Milk (cold and hot) 	<ul style="list-style-type: none"> - Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Assorted sandwiches 	<ul style="list-style-type: none"> - Lunch - Vegetable Soup with mini bread rolls - Roast Potatoes - Grilled Hake - Beef - Lasagne - Seasonal Grilled mixed 	<ul style="list-style-type: none"> - Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Biscuits - Whole Fruits 	<ul style="list-style-type: none"> - Wrapped Mints in small bowls (1 bowl for 2 guests) - Bottled Water

<p>Vegetable chunks Green Salad Beetroot Salad Cauliflower and Broccoli bake Milk Tart Fruit Platter Assorted soft drinks Bottled Water</p>						
<p>400 guests</p>	<p>Filter Coffee Selections of Teas Sugar including sweeteners Milk (cold and hot)</p>	<p>Filter Coffee Selections of Teas Sugar including sweeteners Milk (cold and hot) Assorted croissants with filling</p>	<p>Savoury Rice Roast Potatoes Curried Fish Lemon and herb Chicken Steamed butternut Green Salad Coleslaw Salad Mushroom Quiche Fruit Platter Assorted soft drinks Bottled Water</p>	<p>Filter Coffee Selections of Teas Sugar including sweeteners Milk (cold and hot) Biscuits Whole Fruits</p>	<p>Wrapped Mints in small bowls (1 bowl for 2 guests) Bottled Water</p>	

25.10.2 018	400 guests	<ul style="list-style-type: none"> - Filter Coffee Selections of Teas - Sugar including sweetener - Milk (cold and hot) 	<ul style="list-style-type: none"> - Filter Coffee Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Assorted croissants with filling 	<ul style="list-style-type: none"> - Pap balls - Bread Rolls - Wors - BBQ - Chicken - Brisket - Mild - Chakalaka - Salsa - Green Salad - Beans with roti wraps - Roasted - Butternut - Fruit Platter - Orange - Pudding with orange sauce - Assorted soft drinks - Bottled Water 	<ul style="list-style-type: none"> - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Biscuits - Whole Fruits 	<ul style="list-style-type: none"> - Wrapped Mints in small bowls (1 bowl for 2 guests) - Bottled Water 	
- Other requirement							
Professional Wait Staff	-	It is of utmost importance that prospective bidders should include a deployment plan which includes ratio of 1 waiter per 10 guests.					
	-	Please note that a detailed list of ALL staff will be required for screening and vetting purposes and would have to be accredited prior to event.					
	-	Wait staff must have a RSA ID					
	-	Bidder/s should have a contingency plan in place to ensure that wait staff compliment is fulfilled and project plan is not compromised					

	<ul style="list-style-type: none"> - Deployment plan should also include an indication of the number of staff at all levels e.g. chefs; floor managers; supervisors. - Waiters should be well trained and experienced. - Waiters to wear a uniform and project a professional image. - All wait staff to have serving trays.
Crockery & Cutlery	<ul style="list-style-type: none"> - Crockery & cutlery to be provided according to confirmed menu (e.g. if soup is served there should be soup spoons etc. - Plain glassware to be used for catering.
Catering Equipment	<ul style="list-style-type: none"> - The prospective Bidder/s is expected to provide all the necessary catering equipment as needed for the event (e.g chaffing dishes; dishing spoons etc) - Chaffing dishes will have to be approved by DIRCO catering work stream prior to utilization.
Linen; Table Accessories; Décor	<ul style="list-style-type: none"> - The Bidder/s is expected to supply and quote on all décor & linen i.e. table cloths; under blankets; centrepieces; chair covers; etc) - Bidder/s will be requested to prepare a mock set-up whereby the client can choose linen & centrepieces. A minimum of 3 décor choices to be presented. - The Bidder/s is expected to also prepare for a food tasting 1-2 weeks before the event - The Bidder/s will provide round tables, chairs; chair covers for as per the number of guest provided above. - The Bidder/s will provide the trestle tables to be utilized as buffet/serving stations.
Refreshments	<ul style="list-style-type: none"> - Diet soft drinks options to be available. - Proposal should provide a maximum of 2 soft drinks per guest.(NB juice should be 100%) - Bottled water must be 70% still and 30% sparkling
Dietary Requirements	<ul style="list-style-type: none"> - Proposal must include provision for halaal (10% halaal) and vegetarian meals. (10% vegetarian) - Consideration should be made for dietary requirements received closer to event e.g. kosher meals; lactose intolerant meals etc. gluten free; wheat free; diabetic guests
Additional requirements	<ul style="list-style-type: none"> - Food must be 10% halaal and include provision of 10% vegetarian meals - Numbers are lesser on the 19th October (100 guests) 20th – 21st October (180 guests). From the 22nd – 25th October 2018 it will increase to 400 guest. All décor and equipment to be quoted accordingly. - Consideration should be made for dietary requirements received closer to event e.g. kosher meals; lactose intolerant meals etc. gluten free; wheat free; diabetic guests.

	<ul style="list-style-type: none"> - The prospective service provider will provide all crockery; cutlery & catering equipment as needed for the above service e.g. chaffing dishes, serving spoons, etc. - The service provider will be responsible to place water and mints in the Conference Hall and replenish in between intervals. - The service provider will have to ensure the table linen is clean and changed when necessary. - The prospective service provider must put together a detailed project plan outlining the service in terms of delivery; refresh the area & clearing the area e.g. garbage removal. - Deployment plan should also include an indication of the number of staff at all levels e.g. chefs; floor managers; supervisors. Sufficient waiters should be ensured to ensure prompt; efficient and professional service (minimum of 1 waiter per table). Service Provider should have a contingency plan in place to ensure that wait staff compliment is fulfilled and deployment is not compromised - The prospective service provider is expected to provide all the necessary catering equipment as needed for the event. - It should be noted that a small service kitchen will be available to the service provider if needed. Service Provider will be responsible for the equipment and cleanliness of the kitchen during the period of utilization. - A comprehensive soft drink menu should be available to choose from for guests. - Service provider will be required to prepare a mock set-up whereby the client can choose linen & centrepieces. - A minimum of 3 décor choices to be presented. - The food must be transported in an insulated temperature control vehicle
<p>Décor</p>	<p>19 October 2018 (120)</p> <ul style="list-style-type: none"> - 12 x round tables with under blankets - 120 banquet chairs (sturdy) - 120 Chair covers (Changed on a daily basis if need be) - 3 x trestle tables (three buffet stations) - 80 x trestle tables with table clothes (Conference Venue) - 12 Cream White Round tablecloths (changed on a daily basis) - Cream White Rectangle tablecloths for the trestle tables - 100 Cream White Linen Serviettes for lunch (daily) - Paper serviettes for tea stations - Cutlery and Crockery to be provided according to confirmed menu (e.g. if soup is served there should be soup spoons etc. - 100 Plain Glassware for lunch

<ul style="list-style-type: none"> - 12 Centrepieces (Fresh seasonal flowers 25cm X 25 cm high) 	
<p>20 October 2018- 21 October 2018 (180)</p> <ul style="list-style-type: none"> - 18 x round tables with under blankets - 180 banquet chairs (sturdy) - 180 Chair covers (Changed on a daily basis if need be) - 8x trestle tables (three buffet stations) - 80x trestle tables with table clothes (Conference Venue) - 18x Cream White Round tablecloths (changed on a daily basis) - Cream White Rectangle tablecloths for the trestle tables - 180 Cream White Linen Serviettes for lunch (daily) - Paper serviettes for tea stations - Cutlery and Crockery to be provided according to confirmed menu (e.g. if. - 180 Plain Glassware for lunch - 18 Centrepieces (Fresh seasonal flowers 25cm X 25 cm high) 	
<p>22 October 2018- 25 October 2018 (400)</p> <ul style="list-style-type: none"> - 40 x round tables with under blankets - 400 banquet chairs (sturdy) - 400 Chair covers (Changed on a daily basis if need be) - 18 x trestle tables (three buffet stations) - 80 x trestle tables with table clothes (Conference Venue) - 40 Cream White Round tablecloths (changed on a daily basis) - Cream White Rectangle tablecloths for the trestle tables - 400 Cream White Linen Serviettes for lunch (daily) - Paper serviettes for tea stations - Cutlery and Crockery to be provided according to confirmed menu (e.g. if soup is served there should be soup spoons etc. - 400 Plain Glassware for lunch - 40 Centrepieces (Fresh seasonal flowers 25cm X 25 cm high) 	

4. COST ESTIMATES.

4.1 *Estimates to be provided by the bidder at the time of submission of proposals.*

5. VALIDITY OF PERIOD OF PROPOSAL.

5.1 Validity period from date of closure: 120 days

5.2 TOR do not constitute the final agreement between DIRCO and the successful bidder. It is important to state that the rights and obligations of the parties will be determined through the conclusion of a formal agreement at the end of the process that may include the General Conditions of Contract (GCC) for public procurement as well as any applicable Special Conditions of Contract (SCC) that would take precedence over the GCC in the event of conflict.

6. EVALUATION METHODOLOGY

All the bids received will be evaluated in the following 3 phases (Administrative, Functionality criteria and Price)

6.1 Phase 1: Administrative Compliance

All potential Service Providers must comply with all minimum requirements in order to qualify for the next stage of the evaluation process. The minimum requirements which must be fully and comprehensively completed are as follows:

Requirements

Document that must be submitted	Non-submission may result in disqualification?	
<p>Completed and signed Standard Bid Documents SBD1, SBD 4, SBD 6.1,SBD 8, SBD 9</p> <p>In case of Joint Venture arrangement, all bidders/members must also submit all the mandatory documents</p>	YES	<p>In the event the bidder fails to submit the completed documents at the time of submitting the proposal , a Bidder will be requested to submit the documents within 3 days from the date of request, failure to submit the documents will disqualify the bidder</p>
<p>Tax compliance Status on CSD</p>	YES	<p>In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.</p> <p>In the event the bidder is not tax complaint at the time of submission of the proposal, the bidder will be notified in writing of their non-compliance status</p>

		and will be given 7 working days to submit a proof from SARS of their tax compliance status The bidder will be disqualified should they fail to provide written proof of their tax compliance status after 7 days of notification
It is expected that the bidder/s will provide a detailed Proposal which will itemize all costs on services related to the event as indicated in the specifications (VAT inclusive); SBD 3.1	YES	
In case of Joint Venture arrangement, a signed Joint Venture agreement must be attached.	YES	
Attendance of a compulsory briefing session.	YES	
Registration on Central Supplier Database (CSD)	YES	Bidders must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration.
A confirmation letter from a service provider where halaal food will be sourced	YES	
Valid Municipal Certificate of Acceptability/ Health Certificate.	YES	

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

6.2 Phase 2: Functionality Criteria

6.2.1 A panel will evaluate all proposals for functionality

6.2.2 A Bidder or Bidders that scores less than 70 points in respect of functionality will be regarded as having submitted a non-responsive bid and will be disqualified.

The evaluation criteria and its respective weights include the following:

Criteria		Weight										
Capacity to deliver	<p>Service providers are requested to provide proof of having provided a catering and décor services for events in the past three (3) years.</p> <p>N.B.: Proof should be in the form of Testimonials/references from clients</p> <p>Evaluation Matrix</p> <table border="1" data-bbox="501 696 1161 880"> <tr> <td>1 Testimonial/reference</td> <td>1 point</td> </tr> <tr> <td>2 Testimonials/references</td> <td>2 points</td> </tr> <tr> <td>3 Testimonials/references</td> <td>3 points</td> </tr> <tr> <td>4 Testimonials/references</td> <td>4 points</td> </tr> <tr> <td>5 Testimonials/references or more</td> <td>5 points</td> </tr> </table>	1 Testimonial/reference	1 point	2 Testimonials/references	2 points	3 Testimonials/references	3 points	4 Testimonials/references	4 points	5 Testimonials/references or more	5 points	10
1 Testimonial/reference	1 point											
2 Testimonials/references	2 points											
3 Testimonials/references	3 points											
4 Testimonials/references	4 points											
5 Testimonials/references or more	5 points											
Project plan	<p>Service providers are requested to outline how duties will be executed from day one until last day</p> <ul style="list-style-type: none"> • Deployment plan • How mock set-up will be done • How food will be prepared • Supervision of personnel and contingency plan • Clearing tables <p>Evaluation Matrix:</p> <p>1 factor covered=1 point 2 factors covered = 2 point 3 factors covered = 3 points 4 factors covered = 4 points 5 factors covered = 5 points</p>	10										
Mock set-up(food tasting)	<p>Menu must be equivalent Presidential State banquette</p> <ul style="list-style-type: none"> • Menu items as per paragraph 3.1.1 • Tasting • Presentation • Quality of products • Texture <p>Evaluation Matrix:</p> <p>1 factor covered=1 point 2 factors covered = 2 point 3 factors covered = 3 points 4 factors covered = 4 points 5 factors covered = 5 points</p>	40										

Mock set-up(Décor)	<p>The set must be equivalent to Presidential State banquette</p> <ul style="list-style-type: none"> • Flowers(theme will be provided) • Table and chairs • Under-plates • Linen(theme will be provided) • Cutlery, crockery <p>Evaluation Matrix:</p> <p>1 factor covered=1 point 2 factors covered = 2 point 3 factors covered = 3 points 4 factors covered = 4 points 5 factors covered = 5 points</p>	40
Total Points	100	

6.3 Phase 3: Price and Preference Criteria

The proposal for will be evaluated based on Price and BBEE

Proposal will be evaluated on the 80/20 principle in which 80 points are allocated for price and 20 points are allocated for the BBEE points. Service providers must provide detailed costs for each item per category and the value thereof.

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

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

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

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

7. GENERAL CONDITIONS

- 7.1 The Government General Procurement Conditions of Contract ("GCC") will be applicable to this Bid.

8. SPECIAL CONDITIONS

- 8.1 The Department reserves the right to seek sponsorship for the said event which may impact on the value of the bid to be awarded.
- 8.2 The department reserves the right to partially award the bid.
- 8.3 In the case of inferior quality of required items being delivered to the Department, a reduction in price will be effected on the final invoice.
- 8.4 DIRCO will enter into a SLA with the successful Service Provider/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.
- 8.5 DIRCO reserves the right to appoint more than one Service Provider
- 8.6 The evaluation of proposals will only be done on the basis of information that was requested and provided.
- 8.7 The proposal evaluation process will not create any obligations on the part of DIRCO to make use of any proposed services. 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.
- 8.8 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 Service Provider/s.
- 8.9 DIRCO reserves the right and full discretion to:

- 8.9.1 Withdraw from this process and the provisions of the Proposal at any time;
- 8.9.2 Cancel this bid before the bid is allocated or SLA signed and all subsequent proposals may be rejected in whole or in part;
- 8.10 The Department's decisions will be final and no correspondence will be entered into from the closing date of submissions until after the selection process has been completed.
- 8.11 A Proposal shall only be deemed accepted once written notice is given by DIRCO to the successful Service Provider/s and a SLA has been signed and entered into by the duly authorised representatives of both parties. The successful Service Provider/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.
- 8.12 Receipt of a proposal neither commits DIRCO to award the Proposal 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.
- 8.13 Service Provider/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.
- 8.14 DIRCO reserves the right to invite Service Providers to present or otherwise demonstrate their proposals to clarify aspects that are required as part of the evaluation process, at the Service Provider's own cost.
- 8.15 DIRCO will not be responsible for, or pay, any expenses or losses which may be incurred by any Service Provider/s in the preparation and submission of the Proposal. Costs incurred for the preparation of the proposal shall be for each Service Provider's own account.
- 8.16 If the Service Provider/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 quotation proposal to do so, as well as to sign the SLA resulting from this quotation and any other documents and correspondence in connection with this quotation and SLA on behalf of the partnership, must be submitted with this quotation proposal.
- 8.17 If the Proposal is a partnership, a certified copy of the resolution of the partners (personally signed by all the partners) authorizing the person who signs this Proposal to do so, as well as to sign the SLA resulting from this Proposal and any other documents and correspondence in connection with this Proposal and SLA on behalf of the partnership, must be submitted with this Proposal.
- 8.18 If the Bidder is a close corporation, a certified copy of the resolution of a meeting of members (signed by all the members) authorising the person who signs this proposal to do so, as well as to sign any agreement resulting from this bid and any other documents and correspondence in connection with this bid and/or agreement on behalf of the close corporation, must be submitted with this proposal."
- 8.19 Failure to comply with clauses 8.16, 8.17, 8.18 will result in the disqualification of the bid.
- 8.20 If a Service Provider/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 bid evaluation 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 Service Provider/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.

- 8.21 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.
- 8.22 Before, during and after the entire process prospective Service Providers 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 process and if a SLA is concluded between the Parties, DIRCO reserves the right to institute legal proceedings against the Service Provider/s.
- 8.23 DIRCO will treat all proposals as confidential until the process has been completed and the tender has been awarded to the successful Service Provider/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 Service Provider/s have marked "*proprietary*" or "*confidential*".
- 8.24 Service Provider/s should take note that the Department will endeavour to, subject to DIRCO's internal procurement and payment policies, pay the Service Provider/s within 30 days after receipt of an invoice following the rendering of services to the Department's satisfaction.

9. FEES AND PAYMENT SCHEDULE (if partly sponsored)

- 9.1 Fees must be quoted in South African currency;
- 9.2 All prices quoted must include VAT; and
- 9.3 Service Providers should take note that DIRCO will pay any amount due within thirty (30) days and the service has been rendered and compliant invoice has been received.

10. CONTACT PERSONS AND SUBMISSIONS

All enquiries can be directed to Supply Chain Management, and documents to be submitted to the address below: kubayji@dirco.gov.za; molekoas@dirco.gov.za; mnisia@dirco.gov.za
Tel: 012 351 1928/0362/0435

A compulsory briefing session will be held on the 28th September 2018 at OR Tambo Building
460 Soutpansberg Road, PRETORIA, 0001

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

Per Hand
Proposal 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 12 October 2018.

Prospective Service Providers are required to submit their proposals before the 12 October 2018 at 11h00, 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 Proposal being disqualified.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)					
BID NUMBER:	DIRCO 04-2018/19	CLOSING DATE:	08/10/2018	CLOSING TIME:	11:00
DESCRIPTION	Invitation for Proposals to provide Catering and Décor services for the Biennial Heads of Missions Conference which will take place from 19 to 25 October 2018 at the Department of International Relations and Cooperation, Pretoria, Gauteng.				
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		[IF YES ENCLOSE PROOF]			[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					

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**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)? YES NO
 - 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES NO
 - 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
 - 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? YES 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.

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SBD 3.1

**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 04/2018/19
Closing date: 12/10/18 Time 11h00

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

Required by: the Department of International Relations and Cooperation

DATE	Pax	ARRIVAL	MID MORNING	LUNCH	AFTERNOON	Conference Hall	Unit Price
19-10-2018 to 25-10-2018	120 guests	Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot)	Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Assorted croissants	Lunch - Savoury Rice - Roast Potatoes - Curried Fish - Lemon and herb Chicken - Steamed butternut - Green Salad - Coleslaw Salad - Mushroom Quiche - Fruit Platter - Assorted soft drinks - Bottled Water	Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot)	Venue set-up - Wrapped Mints in small bowls (1 bowl for 2 guests) - Bottled Water	
20-10-2018	180 guests	Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot)	Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Assorted sandwiches - Fruit Platter	Lunch - Savoury Rice - Dombolo - Beef stew - Lemon and herb Chicken - Spicy Cabbage - Steamed butternut - Green Salad - Three Bean Salad - Vegetable Lasagne - Malva Pudding with custard - Dessert - Fruit Platter	Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Biscuits - Whole Fruits	Venue set-up - Wrapped Mints in small bowls (1 bowl for 2 guests) - Bottled Water	

21

21.10.20 18	180 guests	<ul style="list-style-type: none"> - Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) 	<ul style="list-style-type: none"> - Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Assorted croissants with variety of fillings 	<ul style="list-style-type: none"> - Assorted soft drinks - Bottled Water Lunch - Savoury Rice - Roast Potatoes - Roast Chicken - Mutton stew - Creamed Spinach - Braised Carrots - Green Salad - Coleslaw salad - Vegetarian bake - Chocolate Pudding with chocolate sauce - Fruit Platter - Assorted soft drinks - Bottled Water 	<ul style="list-style-type: none"> - Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Assorted mini wraps 	<ul style="list-style-type: none"> - Assorted soft drinks - Bottled Water Lunch - Rice - Mielie pap - Brisket with sauce - Malay Chicken - Three Green Bean Salad - Steamed butternut - Green salad - Pasta Salad - Vegetarian Quiche - Apple Bake with Custard 	<ul style="list-style-type: none"> - Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) 	<ul style="list-style-type: none"> - Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Biscuits - Whole Fruits 	<ul style="list-style-type: none"> - Bottled Water
22.10.20 18	400 guests	<ul style="list-style-type: none"> - Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) 	<ul style="list-style-type: none"> - Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Assorted mini wraps 	<ul style="list-style-type: none"> - Assorted soft drinks - Bottled Water Lunch - Rice - Mielie pap - Brisket with sauce - Malay Chicken - Three Green Bean Salad - Steamed butternut - Green salad - Pasta Salad - Vegetarian Quiche - Apple Bake with Custard 	<ul style="list-style-type: none"> - Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Assorted mini wraps 	<ul style="list-style-type: none"> - Assorted soft drinks - Bottled Water Lunch - Rice - Mielie pap - Brisket with sauce - Malay Chicken - Three Green Bean Salad - Steamed butternut - Green salad - Pasta Salad - Vegetarian Quiche - Apple Bake with Custard 	<ul style="list-style-type: none"> - Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) 	<ul style="list-style-type: none"> - Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Biscuits - Whole Fruits 	<ul style="list-style-type: none"> - Bottled Water

23.10.20 18	400 guests	<ul style="list-style-type: none"> - Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) 	<ul style="list-style-type: none"> - Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Assorted sandwiches 	<ul style="list-style-type: none"> - Lunch - Vegetable Soup with mini bread rolls - Roast Potatoes - Grilled Hake - Beef Lasagne - Seasonal Grilled mixed Vegetable chunks - Green Salad - Beetroot Salad - Cauliflower and Broccoli bake - Milk Tart - Fruit Platter - Assorted soft drinks - Bottled Water 	<ul style="list-style-type: none"> - Coffee/Tea Station - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Assorted Whole Fruits 	<ul style="list-style-type: none"> - Fruit Platter - Assorted soft drinks - Bottled Water 	-
24.10.20 18	400 guests	<ul style="list-style-type: none"> - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) 	<ul style="list-style-type: none"> - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Assorted croissants with filling 	<ul style="list-style-type: none"> - Savoury Rice - Roast Potatoes - Curried Fish - Lemon and herb Chicken - Steamed butternut - Green Salad - Coleslaw Salad - Mushroom Quiche - Fruit Platter 	<ul style="list-style-type: none"> - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Whole Fruits 	<ul style="list-style-type: none"> - Wrapped Mints in small bowls (1 bowl for 2 guests) - Bottled Water 	-

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					<ul style="list-style-type: none"> - Assorted soft drinks - Bottled Water 		
25.10.20 18	400 guests	<ul style="list-style-type: none"> - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) 	<ul style="list-style-type: none"> - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Assorted croissants with filling 	<ul style="list-style-type: none"> - Pap balls - Bread Rolls - Wors - BBQ Chicken - Brisket - Mild - Chakalaka - Salsa - Green Salad - Beans with roti wraps - Roasted - Butternut - Fruit Platter - Orange - Pudding with orange sauce - Assorted soft drinks - Bottled Water 	<ul style="list-style-type: none"> - Filter Coffee - Selections of Teas - Sugar including sweeteners - Milk (cold and hot) - Biscuits - Whole Fruits 	<ul style="list-style-type: none"> - Wrapped Mints in small bowls (1 bowl for 2 guests) - Bottled Water 	-
<ul style="list-style-type: none"> - Other requirement 							

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Professional Wait Staff	- It is of utmost importance that prospective bidders should include a deployment plan which includes ratio of 1 waiter per 10 guests	
Catering Equipment	- The prospective Bidder/s is expected to provide all the necessary catering equipment as needed for the event (e.g. chafing dishes; dishing spoons etc).	
Refreshments	- Diet soft drinks options to be available. (Number of drinks must be in line with the dates indicated on TOR) - Quotations should provide a maximum of 2 soft drinks per guest. (NB juice should be 100%) - Bottled water must be 70% still and 30% sparkling	
Décor	<p>19 October 2018 (120)</p> <ul style="list-style-type: none"> - 12 x round tables with under blankets - 120 banquet chairs (sturdy) - 120 Chair covers (Changed on a daily basis if need be) - 3 x trestle tables (three buffet stations) - 80 x trestle tables with table clothes (Conference Venue) - 12 Cream White Round tablecloths (changed on a daily basis) - Cream White Rectangle tablecloths for the trestle tables - 100 Cream White Linen Serviettes for lunch (daily) - Paper serviettes for tea stations - Cutlery and Crockery to be provided according to confirmed menu (e.g. if soup is served there should be soup spoons etc. - 100 Plain Glassware for lunch - 12 Centrepieces (Fresh seasonal flowers 25cm X 25 cm high) <p>20 October 2018- 21 October 2018 (180)</p> <ul style="list-style-type: none"> - 18 x round tables with under blankets - 180 banquet chairs (sturdy) - 180 Chair covers (Changed on a daily basis if need be) - 8x trestle tables (three buffet stations) - 80x trestle tables with table clothes (Conference Venue) - 18x Cream White Round tablecloths (changed on a daily basis) - Cream White Rectangle tablecloths for the trestle tables - 180 Cream White Linen Serviettes for lunch (daily) - Paper serviettes for tea stations - Cutlery and Crockery to be provided according to confirmed menu (e.g. if. - 180 Plain Glassware for lunch - 18 Centrepieces (Fresh seasonal flowers 25cm X 25 cm high) 	

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	<p>22 October 2018- 25 October 2018 (400)</p> <ul style="list-style-type: none"> - 40 x round tables with under blankets - 400 banquet chairs (sturdy) - 400 Chair covers (Changed on a daily basis if need be) - 18 x trestle tables (three buffet stations) - 80 x trestle tables with table clothes (Conference Venue) - 40 Cream White Round tablecloths (changed on a daily basis) - Cream White Rectangle tablecloths for the trestle tables - 400 Cream White Linen Serviettes for lunch (daily) - Paper serviettes for tea stations - Cutlery and Crockery to be provided according to confirmed menu (e.g. if soup is served there should be soup spoons etc. - 400 Plain Glassware for lunch - 40 Centrepieces (Fresh seasonal flowers 25cm X 25 cm high) 	
	<p>Total Bid Cost</p>	

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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**

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

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

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

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

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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

May 2011

**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.

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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		

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

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

Handwritten mark

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.

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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

THE NATIONAL TREASURY

Republic of South Africa



**GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT**

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24. Anti-dumping
and countervailing
duties and rights**

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.