



international relations & cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA

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

Reference : **DIRCO 05/2019/20**
Enquiries : Ms I Kubayi; Mr S Molekoa; Mr T Motloutng
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Fax : 012 329 1267

Sir/Madam

1. Bid No: **DIRCO 05/2019/20**
2. **REQUEST FOR PROPOSALS: INVITATION FOR BIDDER/S TO PROVIDE STRUCTURAL ENGINEERING SERVICES, MARQUEES, DÉCOR, CATERING, FLOORING, TABLES, CHAIRS, ELECTRICITY (GENERATORS), SOUND, STAGE, ARTISTS, MASTER OF CEREMONIES, MARKETING AND PROMOTIONAL MATERIAL, SECURITY, ABLUTION FACILITIES, BUS SERVICES, AND A KIDDIES PLAY AREA FOR THE ANNUAL DIPLOMATIC FAIR WHICH WILL BE HELD AT THE UNION BUILDINGS, PRETORIA, ON 30 NOVEMBER 2019.**
3. Required at the Union Buildings, Pretoria.
4. **Closing date: 8th November 2019 11 O'clock**
5. **A compulsory briefing session will be held on: 25th October 2019 10 O'clock at, OR Tambo Building, 460 Soutpansberg Road, Rietondale, Pretoria.**
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

The 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


CHIEF DIRECTOR

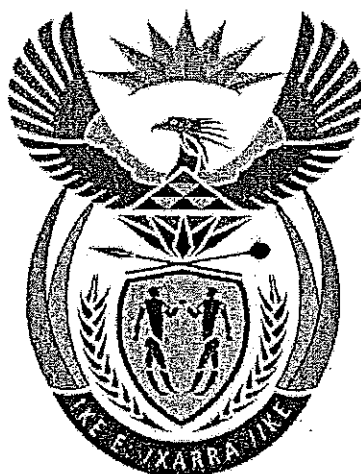
DATE: 

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 • Liliko Letebudlelwane Bemave kanye Nekusebentisana • ISebe lezobuDlelwane neNtsebenziswano yamZwe ngamaZwe • UmNyango weTjhebiswano nokuSebenzisana kweenTjhabatjhaba • Muhasho wa Vhushaka ha Dzitshakatshaka na Tshumisano • Ndzawulo ya Vuxaka bya Matlko ya Misava na Ntirhisano • Departement van Internasionale Betrekkinge en Samewerking

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DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

Invitation for bidder/s to provide structural engineering services, marquees, décor, catering, flooring, tables, chairs, electricity (generators), sound, stage, artists, master of ceremonies, marketing and promotional material, security, ablution facilities, bus services, and a kiddies play area for the annual diplomatic fair which will be held at the Union Buildings, Pretoria, on 30 November 2019.



TERMS OF REFERENCE

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Invitation for Bidder/s to provide structural engineering services, marquees, décor, catering, flooring, tables, chairs, electricity (generators), sound, stage, artists, master of ceremonies, marketing and promotional material, security, ablution facilities, bus services, and a kiddies play area for the annual diplomatic fair which will be held at the Union Buildings, Pretoria, on 30 November 2019.

1. PURPOSE

The Department of International Relations and Cooperation (DIRCO) intends to appoint a service provider/s that will provide structural engineering services, marquees, décor, catering, flooring, tables, chairs, electricity (generators), sound, stage, artists, master of ceremonies, marketing and promotional material, security, ablution facilities, bus services, and a kiddies play area for the Annual Diplomatic Fair which are scheduled to take place on 30 November 2019.

2. BACKGROUND AND CONTEXT

DIRCO, through its Branch: Public Diplomacy will host the Annual Diplomatic Fair on 30 November 2019 at the Union Buildings, City of Tshwane. DIRCO has been hosting this event annually since the year 2006. This year's edition will, among others, serve as a key platform to celebrate South Africa 25th Years of Freedom and Democracy.

The event will also serve as a unique platform to inform the general public about diplomacy, South Africa's commitment of the African Agenda and the Republic's role as an active participant in the global arena in terms of its foreign policy objectives.

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

3. SCOPE OF WORK

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

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

4. DURATION

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

5. TASK DIRECTIVE

DIRCO will brief the bidder/s on the work required during a compulsory briefing session which will be held on a date yet to be confirmed. The bidder/s will then be required to submit a comprehensive proposal and project plan on the execution of all the goods and services as prescribed herein. The proposal and project plan must, among others, clearly indicate dates, timeframes and the manner in which the services will be rendered.

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

6. SPECIFICATIONS

6.1 CATEGORY A: Structural Engineering Services

- 6.1.1 The Structural Engineer will be responsible for liaising with the City of Tshwane Joint Operations Committee and to sign off the overall structural plans for the event.
- 6.1.2 The engineer must be in possession of relevant engineering qualifications.
- 6.1.3 The engineer must obtain certificates of authenticity from the Municipality of Tshwane for all structural layouts.
- 6.1.4 The successful engineer must be in possession of a structural engineering public liability insurance certificate which includes mass events.

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

6.2 CATEGORY B: Marquees

- 6.2.1 The successful bidder/s that will provide marquees will need to adhere to the structural and safety requirements as determined in terms of the Engineering Profession Act 2000 (Act No. 46 of 2000).
- 6.2.2 All electrical connections and/or cables must be properly sealed and adhere to safety requirements as per the above-mentioned piece of legislation.
- 6.2.3 All structures must be equipped with fire extinguishers and signage.
- 6.2.4 No open fires are allowed within a parameter of 200 metres of all structures.
- 6.2.5 The successful engineer must be in possession of marquees public liability insurance certificate which includes mass events.

NO	Item	Size	Purpose	Additional Requirements
A.	x80 Aluminium frame stalls	3m (deep) x4m (wide) aluminium stalls <u>Dimensions:</u> 3m(deep) x4m(wide)	To showcase all participating Embassies in alphabetical order	<ul style="list-style-type: none"> • x160 x1.8m tables (<i>two tables per stall</i>) • x320 Heavy Duty Plastic Chairs (<i>four chairs per stall</i>) • Grass Carpet for each stall

		N.B.: All stalls must be of a uniform design		<ul style="list-style-type: none"> • x80 110v electrical socket points (<i>one per stall</i>) • x80 240v spotlights (<i>one for each stall</i>) • x80 signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>]
B.	VIP Bedouin Tent with flooring	20m x 15m	To host Ministers, Heads of Missions, Senior Government officials and Captains of Industry	<ul style="list-style-type: none"> • X12 lounge pockets (<i>each seating 8 people</i>) • X8 long plinth tables (<i>each seating 6 people</i>) • X48 high cocktail chairs accompanying the plinth tables • X10 Café style/ garden set-up (<i>each seating 4 people</i>) • X10 Electrical socket points • X10 240v spotlights • Carpet • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>]
C.	United Nations Agency Marquee	10m x 10m	To showcase 18 UN agencies	<ul style="list-style-type: none"> • X18 1.8m tables • X36 Heavy Duty Plastic Chairs • Grass Carpet • X18 electrical socket points • X18 240v spotlights • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>]
D.	Government Departments Marquee (with partitioning)	24m (wide) x 3m (deep)	To host all government departments	<ul style="list-style-type: none"> • X24 1.8m Tables • X48 Heavy Duty Plastic Chairs • X12 Electrical socket points • X12 240v Spotlights • Grass Carpet • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>]
E.	Artists Marquee <u>To be divided into three:</u> a) Lounge Area b) Two changing rooms (1 Female and 1 Male)	6m x 6m	To provide changing rooms for artists as well as a lounge area.	<ul style="list-style-type: none"> • 2 Lounge pockets (<i>each seating 6 people</i>) • Grass Carpet • X2 Electrical socket points • X2 240v spotlights • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>] <p><u>Changing rooms</u> Each room must have;</p>

				X1 Long mirror on stand (1.5mx0.8m)
F.	Medical Marquee(to be divided into two; female and male consultation room)	6m x 6m	First aid/Emergency Response	<ul style="list-style-type: none"> • X2 1.8m tables • X4 Heavy Duty Plastic Chairs • X2 electrical socket points • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>]
G.	Venue Operations Centre (VOC) Marquee	6m x 6m	VOC operation centre	<ul style="list-style-type: none"> • X2 1.8m tables • X4 Heavy Duty Plastic Chairs • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>]
H.	Marquee for Catering purposes	8m x 8m	Storage and operating room for catering company	<ul style="list-style-type: none"> • X4 1.8 tables • X8 Heavy Duty Plastic Chairs • Grass Carpet • X4 electrical socket points • X2 240v spotlights • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>]

6.3 CATEGORY C: Stage, Sound, Full Backline and Audio Visual

- 6.3.1 The bidder that will provide stage, sound, and audio visual will need to adhere to the structural and safety requirements as determined in terms of the Engineering Profession Act 2000 (Act No. 46 of 2000).
- 6.3.2 All electrical cables must be properly secured.
- 6.3.3 All structures must be properly mended with re-enforcing bars to withstand any weather conditions.
- 6.3.4 Set-up of Stage, Sound and Backline must be completed 24 hours prior to the event for the purposes of facilitating sound checks.
- 6.3.5 The successful bidder must be in a possession of a public liability insurance certificate which includes mass events.

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

B.	Sound	<ul style="list-style-type: none"> • Public Address System For Mass Outdoor Events <ul style="list-style-type: none"> ○ The PA system must be of high quality and the equivalent of; JBL/ EAW/ L-Acoustics/ Meyer/ ECLER/ HK/ D&B ○ No Behringer, Wharfedale or homemade boxes will be accepted! ○ The system must be efficient, time-aligned and powered to provide at least 100dB SPL of good, clean, undistorted sound reproduction at the venues' rear seats. ○ Speakers and Columns are not to be placed in a manner that would obstruct the performer's view from stage nor should it obstruct the audience's view of the stage. ○ Subs are NOT to be mounted on the stage, but on the ground in front or flown in line-array. ○ Amplifiers should be on dedicated power with sufficient amperage to maintain an uninterrupted performance and not be inhibited by existing installations, such as FRIDGES etc. No Behringer Amplifiers! • Full Backline (Technical rider)
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		<ul style="list-style-type: none"> • F.O.H Control <ul style="list-style-type: none"> ◦ Digital Consoles the equivalent of Yamaha CL3/ M7/ LS9/ Sound Craft Vi/Si/Expression 3 ◦ All FOH gear needs to be of high quality and in perfect working order. 	
C.	X2 Outdoor Daylight LED Screens on either side of the stage	±2m (wide) x 2m (height)	Outdoor Daylight LED Screens with crossover ability Quantity: X2 Screens
D.	X1 Outdoor Daylight LED Screen on a scuffle with Microwave link	±2m (wide) x 2m (height)	Outdoor Daylight LED Screens (<i>Screen should be on a scuffle with microwave link</i>) Quantity: X1 Screens
E.	Crowd barrier	40m fence with the height of stage size	Barrier for crowd control

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

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

No.	Item	Description	Quantity
A.	Live performance by: a renowned South African Hip-Hop Artist.	Suppliers are requested to quote us on one(1) of the following Hip-Hop Artists; <ul style="list-style-type: none"> • Casper(<i>or Equivalent</i>) • AKA(<i>or Equivalent</i>) • Nasty C (<i>or Equivalent</i>) 	X1
B.	Live performance by: Afro music/House Music Artist	Suppliers are requested to quote us on one(1) of the following Afro music/House Music Artist; <ul style="list-style-type: none"> • Lady Zamar(<i>or Equivalent</i>) • Busiswa(<i>or Equivalent</i>) • Bucie(<i>or Equivalent</i>) 	X1
C.	Disc jockey (DJ)	Suppliers are requested to quote us on one(1) of the following DJ's; <ul style="list-style-type: none"> • Prince Kaybee(<i>or Equivalent</i>) • Shimza (<i>or Equivalent</i>) • DJ Sumboddy(<i>or Equivalent</i>) 	X1
D.	Master of Ceremonies (MC)	Suppliers are requested to quote us on one(1) of the following MC's; <ul style="list-style-type: none"> • Thembisa Mdoda(<i>or Equivalent</i>) • Thembi Seete (<i>or Equivalent</i>) 	X1

6.5 CATEGORY E: Marketing and Promotional material

- 6.5.1 Branded accreditation cards with lanyards will be issued to VIP, Embassy Officials, Host Officials, Stakeholders, Service Providers, Joint Operations Committee.
- 6.5.2 All accreditation must be delivered to the Department five (5) days before the event.
- 6.5.3 Artwork for the accreditation cards and wristbands will be provided by the Department.
- 6.5.4 Posters must be mounted and be removed immediately after the event (*payment will not be processed until posters are removed*) in the following regions in Pretoria: Pretoria CBD, Sunnyside, Arcadia, Soutpansberg road, CR Swart road (between Stormvoel and Soutpansberg road), Nellmapius, Entrances into Pretoria (N4, R21), DF Malan road, Entrance to Soshanguve (on R80 highway), Ga-Rankuwa (main road/s), Entrance to Mabopane (main road/s), Winterveldt main road/s, Mamelodi, (main road/s), Refilwe main road/s, Hamanskraal main road/s, Atteridgeville Entrance and main roads.

No.	Item	Quantity	Description	Size
A.	Accreditation cards-branded in the following categories: <ul style="list-style-type: none"> ✓ VIP ✓ Embassy Official ✓ Host Official ✓ Exhibitor ✓ Stakeholder ✓ Media ✓ Artist ✓ Service Provider ✓ JOC 	2 000 <i>(Breakdown of quantities will be provided to the Successful Bidder)</i>	<ul style="list-style-type: none"> • A6 cards, Printed in full color on 250gsm Gloss • 35 x Hi-Q Titan plus(gloss), white 250g, 455 x 640 mm • Gloss Lamination on both sides • Trimmed to size • Artwork to be provided by DIRCO 	A6
B.	Lanyards with swivel hook	2 000	Black (Polyester material)	15mm (width)
C.	Branded Standard Vinyl Wristbands for guests	5 000	<ul style="list-style-type: none"> • Dark Green / Forest Green (<i>subject to change</i>) • Artwork to be provided by DIRCO 	Standard
D.	Posters	2 000	<ul style="list-style-type: none"> • Printing and mounting of posters in and around Pretoria • Full colour gloss poster on cardboard with string • 128 GSM • Mounting must be 1 month prior to the event. • Artwork to be provided by DIRCO. <p>N.B.: Posters must be mounted and be removed 3 days after the event</p>	A0
E.	Golf Shirts for Working Staff	X50	<ul style="list-style-type: none"> • Material: Poly Cotton • Collar: Flat knit rib collar with tipping / Self-fabric neck tape • Tone-on-tone buttons • Side slits • Textured mini self-check patterned fabric • Colour: White • Branding: Embroidery 	Small : X15 Medium : X15 Large : X10 X-Large : X5 XX-Large : X5
F.	Military/ Fidel cap for Working Staff	X50	<ul style="list-style-type: none"> • Material: 100% cotton • Design: Military style • Closure: Velcro • Colour: White 	Small : X25 Medium : X25

G.	Medium sized Acrylic trophies <i>N.B.: Please provide three options to choose from</i>	X6	<ul style="list-style-type: none"> Branding: Embroidery Trophies should be made of Acrylic material. Trophies should be transparent. Trophies should be globe themed. The successful bidder/s will be required to present 3 options for the Department to choose from. <p><i>(Artwork for Text engraving on metal plates will be provided to the successful bidder)</i></p>	±20cm height
H.	Large sized Acrylic trophies <i>N.B.: Please provide three options to choose from</i>	X2	<ul style="list-style-type: none"> Trophies should be made of Acrylic material. Trophies should be transparent. Trophies should be globe themed. The Successful Bidder/s will be required to present 3 options for the Department to choose from. <p><i>(Artwork for Text engraving on metal plates will be provided to the winning Bidder)</i></p>	±30cm height

6.6 CATEGORY F : Ablution Facilities (Mobile Toilets)

- 6.6.1 X2 Standard Toilets must be delivered to the venue 3 days before the event for manual workers who will be building structures on-site. A dedicated janitor should be on site for these three days to clean and replenish.
- 6.6.2 All the required toilets must be delivered at the venue by 18:00 a day prior to the event.
- 6.6.3 Dedicated janitors (X10) must be deployed on the day of the event from 08:00 to 18:00 for the purpose of refreshing and replenishing the ablution facilities on an hourly basis. This includes cleaning, replenish toilet paper, etc.
- 6.6.4 All the required toilets must be delivered at the venue a day prior

Ablution facilities are required as follows:

No.	Item	Quantity
A.	VIP Toilets	X10 (X5 Male & X5 Female)
B.	VIP Paraplegic toilets	X2
C.	Standard portable toilets (delivered 3 days prior to the event)	X2
D.	Standard portable toilets (delivered by 18:00 the day prior to the event)	X42 (X10 Male & X32 Female)
E.	Standard Paraplegic toilets	X4

6.7 CATEGORY G: Generators and Power Supply

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

Generators are required as follows:

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

6.8 CATEGORY H : Catering

- 6.8.1 The bidder/s under this category must possess valid Health Certificates
- 6.8.2 The bidder/s under this category must provide letters/certificates from suppliers where Kosher and Halaal meals will be sourced as indicated in the below specifications
- 6.8.3 The bidder/s under this category will be required to demonstrate a comprehensive distribution plan
- 6.8.4 A food tasting session will also be held with the bidder/s prior to the event.

Specifications

No.	Catering required	Quantity	Description
A.	VIP Hospitality Marquee and Artists	x 350Guests (x300 VIP guests and x50 Artist)	<i>The below menu is meant to serve as a guideline.</i> <i>*10%Vegetarian, 10% Halaal and 4% plated Kosher meals</i> <u>Selection Of Hot And Cold Bowl Food And Canapés</u> <ul style="list-style-type: none"> • Barbeque Chicken Drumsticks • Pork riblets • Samosas (Meat and Vegetarian) • Meatballs in BBQ sauce • Fish Goujons • Coronation Chicken Wraps • Cocktail Mediterranean Vegetable Kebabs • Cocktail Beef sausages • Mixed Cocktail Sweet Tartlets • Prawn and Dill cigar • Chicken pea samosas • Vegetable spring rolls • Mini spinach and feta pizza • Lemon and Herb Chicken kebabs • Mini Cape Malay pie • Teriyaki Beef Satay • Mini Beef Wellington • Tomato, Feta and olive on rye withPesto • Soy and Honey chicken winglets

			<ul style="list-style-type: none"> • Fruit skewers <p><u>Beverages</u></p> <ul style="list-style-type: none"> • x 700 - Assorted Soft drinks (x2 p/p) • x 1050 - 100% Assorted fruit juices 350ml (x3 p/p) • x 600 Still water (x5 p/p) • x 350 Sparkling water(x1 p/p) • x 200 Sparkling White wine (equivalent of Durbanville Hills) • x 150 White wine (equivalent of Durbanville Hills) • x 150 Red wine (equivalent of Durbanville Hills)
B.	Deployed Officials and VOC members	X70	<p><i>The below menu is meant to serve as a guideline</i></p> <p><u>Buffet inclusive of:</u></p> <ul style="list-style-type: none"> • Grilled chicken leg quarters • Beef wellington • Rice • Pap • Potato salad • Greek salad • Fruit skewers <p><u>Beverages</u></p> <ul style="list-style-type: none"> • x70 - Assorted Soft drinks (x1 p/p) • x70 - Assorted 100% fruit juices 350ml (x1 p/p) • x350 Still water (X5 p/p)
C.	Mass Catering	4 000 food packs	<p><u>Food packs</u></p> <p>Packs should be inclusive of :</p> <ul style="list-style-type: none"> • Cheese and Polony Sandwich (two slices per pack, 50% Brown bread, 50% White bread) • Sandwich to be put inside the paper wrap • Apple (one per pack) • Banana(one per pack) • 100% Fruit juice (one per pack) <p>(Each food pack should be in one package).</p> <ul style="list-style-type: none"> • X8000 Bottles of water (2 per person)

6.9 CATEGORY I: Security (Grade C)

- 6.9.1 Only bidders registered with the Private Security Industry Regulatory Authority (PSIRA) will be considered.
- 6.9.2 The bidder/s must be in possession of a public liability insurance certificate.
- 6.9.3 The bidder/s will be required to enforce, implement and aide client rules, policies and regulations relative to maintenance of security and safety.
- 6.9.4 The bidder/s will be required to coordinate with the client representative who handles building's security operations with regards to the security guidelines of the client and other related matters pertaining to the safety and security of employees, guests, visitors and client properties.
- 6.9.5 The security marshals will be responsible for safeguarding all structures assembled for the event.

- 6.9.6 The security marshals will be responsible for safeguarding all persons such as; Employees, Guests, Visitors, Suppliers and Contractors going in and out of the client building premises.
- 6.9.7 The security marshals must be in uniform and must be identifiable as Security.
- 6.9.8 The security marshals must be in possession of hand held scanners.
- 6.9.9 A security marshal supervisor will be required to be on duty from day 1 up until day 5.
- 6.9.10 The Security supervisors will be required to report to the appointed officer from the SAPS who will be in charge of the Joint Operations Committee.

N.B: DIRCO will not provide any catering requirements for the appointed marshals. Catering requirements for the marshals must be allocated for by the successful bidder.

The Security Guards will be deployed as follows:

No.	Date	Number of guards required	Hours
A.	Day 1	5 marshals per shift (inclusive of a supervisor with Grade B and Grade C for security marshals)	06:00 – 06:00 (24 Hours)
B.	Day 2	5 marshals per shift (inclusive of a supervisor with Grade B and Grade C for security marshals)	06:00 – 06:00 (24 Hours)
C.	Day 3	10 marshals per shift (inclusive of 2 supervisors with Grade B and Grade C for security marshals)	06:00 – 06:00 (24 Hours)
D.	Day 4 (day of the event – Saturday)	50 marshals per shift (inclusive of 10 supervisor with Grade B and Grade C for security marshals)	06:00 – 18:00 (12 Hours)
		10 marshals per shift (inclusive of 2 supervisors with Grade B and Grade C for security marshals)	18:00 – 06:00 (12 Hours)
E.	Day 5	10 marshals per shift (inclusive of 2 supervisors with Grade B and Grade C for security marshals)	06:00 – 12:00 (6 Hours)

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

6.10 CATEGORY J: Kiddies Play Area and Foldable Picnic tables

- 6.10.1 DIRCO requires for bidder/s to provide a kiddies play area for the Diplomatic Funfair.
- 6.10.2 The Successful bidder/s will be allocated space at the venue for set-up.
- 6.10.3 The Successful bidder/s will be required to display visible Notice that speaks to: Age restriction AND that all children should be accompanied and monitored by an adult when entering the playground.
- 6.10.4 Each gaming unit/play area must have signage reflecting the age and/or height restriction permitted.
- 6.10.5 All child minders must be in possession of a child minding qualification/certificate.
- 6.10.6 All child minders will be required to be dressed in uniform.
- 6.10.7 The successful bidder/s will be required to zone off the kiddies area using picket fencing. Estimated area coverage is 90m².
- 6.10.8 The successful bidder/s will be required to complete setting up a day prior to the event. The gaming units will be inflated on the day of the event, at 07:00.
- 6.10.9 Child minders will be required to be on duty from 08:00 – 18:00.

N.B: DIRCO will not provide any catering requirements for the appointed child minders. Catering requirements for the child minders must be allocated for by the successful bidder.

No.	Item	Specifications	Quantity
A.	Kiddies play Area <i>(To serve as kiddies playground)</i>	<ul style="list-style-type: none"> • Giant Inflatable Obstacle Course <u>Size:</u> 6,9 m x 4,0 m x 2,4 m • Super Dupa 5 Giant Slide <u>Size:</u> 6m x 2,1m x 2,8m • Adventure Combo Jumping Castle <u>Size:</u> 2m x 2,7m x 4m • Inflatable 11 in 1 play centre with no pool <u>Size:</u> 4,4m x 3,8m x 2,5m • Inflatable kiddies sumo wrestling costumes with mat • Giant garden chess sets • Face painters • Child minders/ Supervisors 	<ul style="list-style-type: none"> • X1 • X1 • X1 • X1 • X2 • X2 • X2 • X15
B.	Foldable Picnic Tables with Benches <i>(To be placed on the picnic area)</i>	<ul style="list-style-type: none"> • Size: 1.5 x 1.8m <i>(each)</i> • Durable Plastic • Steel legs that hold up to 500kg. • Rectangular table with 2 attached benches • Inclusive of umbrella in the centre of the table • Seats 8 people • Umbrella hole U.V. resistant • Colour: White • Green carpet in kiddies area (suitable size) 	<ul style="list-style-type: none"> • X10

6.11 CATEGORY K: Buses

- 6.11.1 DIRCO requires an accredited and reputable service provider to provide Bus services to transport community members and students from disadvantaged communities in and around Pretoria to the event.
- 6.11.2 The bidder/s must be in possession of a public liability insurance certificate.
- 6.11.3 All drivers must be in possession of a valid Professional Driving Permit (PDP).
- 6.11.4 All vehicles must have a valid road worthy certificate.
- 6.11.5 The bidder/s must note that busses may be redirected to different pick-up areas depending on the number of commuters present at each point.
- 6.11.6 All buses will be required to have branded decals identifying each pick-up point. *(DIRCO to provide the Artwork to the successful bidder)*
- 6.11.7 Capacity of each Bus : 65 seater
- 6.11.8 Number of Busses required : 20

Pick-up points and schedule

Bus Pick-up points Annual Diplomatic Fair					
Important Notice: Each bus will be expected to transport two (2) loads per allocated region					
Departure			Return		
Pick-up points	Time	Drop-off	Pick-up points	Time	Drop-off points
<u>Mamelodi (3)</u> <ul style="list-style-type: none"> • X1 Bus Mamelodi Community Hall • X1 Bus Extension 10 RDP Houses • X1 Bus 	<u>1st load:</u> 07h00 <u>2nd load:</u> 10h00	Union Buildings, Pretoria	Union Buildings, Pretoria	<u>1st load:</u> 15h00 <u>2nd load:</u> 18h00	<u>Mamelodi (3)</u> <ul style="list-style-type: none"> • X1 Bus Mamelodi Community Hall • X1 Bus Extension 10 RDP Houses • X1 Bus
<u>Nellmapius (1)</u> <ul style="list-style-type: none"> • X1 Bus Library 	<u>1st load:</u> 07h00 <u>2nd load:</u> 10h00	Union Buildings, Pretoria	Union Buildings, Pretoria	<u>1st load:</u> 15h00 <u>2nd load:</u> 18h00	<u>Nellmapius (1)</u> <ul style="list-style-type: none"> • X1 Bus Library
<u>Refilwe (1)</u> <ul style="list-style-type: none"> • X1 Bus Community Hall 	<u>1st load:</u> 07h00 <u>2nd load:</u> 10h00	Union Buildings, Pretoria	Union Buildings, Pretoria	<u>1st load:</u> 15h00 <u>2nd load:</u> 18h00	<u>Refilwe (1)</u> <ul style="list-style-type: none"> • X1 Bus Community Hall
<u>Atteridgeville (1)</u> <ul style="list-style-type: none"> • X1 Bus Community Hall 	<u>1st load:</u> 07h00 <u>2nd load:</u> 10h00	Union Buildings, Pretoria	Union Buildings, Pretoria	<u>1st load:</u> 15h00 <u>2nd load:</u> 18h00	<u>Atteridgeville (1)</u> <ul style="list-style-type: none"> • X1 Bus Community Hall
<u>Hamanskraal (2)</u> <ul style="list-style-type: none"> • X1 Bus Mandela Hall • X1 Bus Sebothoma Hall 	<u>1st load:</u> 07h00 <u>2nd load:</u> 10h00	Union Buildings, Pretoria	Union Buildings, Pretoria	<u>1st load:</u> 15h00 <u>2nd load:</u> 18h00	<u>Hamanskraal (2)</u> <ul style="list-style-type: none"> • X1 Bus Mandela Hall • X1 Bus Sebothoma Hall

Soshanguve (3) <ul style="list-style-type: none"> • X1 Bus Falala and Transfer • X1 Bus Block TT Circle & Extension 4 • X1 Bus Block X Community Centre 	<u>1st load:</u> 07h00 <u>2nd load:</u> 10h00	Union Buildings, Pretoria	Union Buildings, Pretoria	<u>1st load:</u> 15h00 <u>2nd load:</u> 18h00	Soshanguve (3) <ul style="list-style-type: none"> • X1 Bus Falala and Transfer • X1 Bus Block TT Circle & Extension 4 • X1 Bus Block X Community Centre
Ga-Rankuwa (3) <ul style="list-style-type: none"> • X1 Bus Old RDP Houses • X1 Buses Tsunami • X1 Bus Tailors Spar 	<u>1st load:</u> 07h00 <u>2nd load:</u> 10h00	Union Buildings, Pretoria	Union Buildings, Pretoria	<u>1st load:</u> 15h00 <u>2nd load:</u> 18h00	Ga-Rankuwa (3) <ul style="list-style-type: none"> • X1 Bus Old RDP Houses • X1 Buses Tsunami • X1 Bus Tailors Spar
Mabopane (3) <ul style="list-style-type: none"> • X1 Bus Bheki Square • X1 Bus Odi Hospital • X1 Bus Tsibogo School/Block U, UX 	<u>1st load:</u> 07h00 <u>2nd load:</u> 10h00	Union Buildings, Pretoria	Union Buildings, Pretoria	<u>1st load:</u> 15h00 <u>2nd load:</u> 18h00	Mabopane (3) <ul style="list-style-type: none"> • X1 Bus Bheki Square • X1 Bus Odi Hospital • X1 Bus Tsibogo School/Block U, UX
Winterveldt (3) <ul style="list-style-type: none"> • X1 Bus CBD Vuma Crossing • X1 Bus Slovo Circle and Slovo Power • X1 Bus Jakalasdans 	<u>1st load:</u> 07h00 <u>2nd load:</u> 10h00	Union Buildings, Pretoria	Union Buildings, Pretoria	<u>1st load:</u> 15h00 <u>2nd load:</u> 18h00	Winterveldt (3) <ul style="list-style-type: none"> • X1 Bus CBD Vuma Crossing • X1 Bus Slovo Circle and Slovo Power • X1 Bus Jakalasdans

7. VALIDITY OF BIDS

7.1 Validity period from date of closure: 120 days

8. EVALUATION METHODOLOGY.

The Bid must be properly submitted in sequence as per the requirement under point number 12, on or before the closing date and time specified on the invitation, fully completed in ink (as per all standard conditions of tender).

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

8.1 Administrative Compliance

All potential bidders 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>Registration on Central Supplier Database (CSD)</p> <p>Tax compliance Status on CSD</p>	YES	<p>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.</p> <p>Submit proof of registration.</p> <p>In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence. In the event the bidder is not tax compliant at the time of submission of the proposal, the bidder will be notified in writing of their non-compliance status and will be given 7 working days to submit a proof from SARS of their tax compliance status</p> <p>The bidder will be disqualified should they fail to provide written proof of their tax compliance status after 7 days of notification</p>
<p>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 (completed and signed)</p>	YES	<p>Bidders are requested to only utilize the provided SBD 3.1 for costing.</p>

In case of Joint Venture arrangement, a signed Joint Venture agreement must be attached.	YES	
Attendance of a compulsory briefing session.	YES	
Valid Municipal Certificate of Acceptability/ Health Certificate (Category H)	YES	Criteria is only applicable on CATEGORY H
A Public liability certificate (Category A, B, C, I, J, K)	YES	Criteria is only applicable on CATEGORY A,B,C, I, J & K
A structural engineering certificate (Category A)	YES	Criteria is only applicable on CATEGORY A
Company Membership / affiliation with professional and regulatory bodies such as Security Industry Association (PSIRA), proof to be submitted (Category I)	YES	Criteria is only applicable on CATEGORY I
Submission of the Driver's Professional Drivers Permit (PDP) (Category K)	YES	Criteria is only applicable on CATEGORY K
Roadworthy certificate of busses (Category K)	YES	Criteria is only applicable on CATEGORY K
Certified service history for all four (4) generators must be attached (Category G)	YES	Criteria is only applicable on CATEGORY G
Certificates/C.V for child minders (Category J)		Criteria is only applicable on CATEGORY J

8.2 Phase 2: Functionality Criteria

- 8.2.1 A panel will evaluate all proposals received on the functionality criteria as reflected. A bidder that scores less than seventy percent (70%) in respect of "functionality" will be regarded as submitting a non-responsive bid and will be disqualified.

The evaluation criteria and its respective weights include the following:

Criteria		Weight														
CATEGORY A- Structural Engineer																
		100														
Capability	<p>Ability to ensure the secure construction of marquees structures for mass based events (minimum of 500 people) based events in the past three (3) years.</p> <p>References should be in the form of testimonials from contactable people.</p> <p><i>N.B.: Testimonials should be in the form of a <u>formal letter</u> from a previous client.</i></p> <p>A formal letter should include the following;</p> <ul style="list-style-type: none"> - A letter head, - Signature of the referee - Contact details of the reference must be correct and will be contacted by the committee. - The services rendered should not be older than three (3) years. <p>Evaluation Matrix</p> <table border="1"> <thead> <tr> <th>Matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>0 reference</td> <td>0 Point</td> </tr> <tr> <td>1 reference (<i>with a valid testimonial</i>)</td> <td>1 Point</td> </tr> <tr> <td>2 references (<i>with valid testimonials</i>)</td> <td>2 Points</td> </tr> <tr> <td>3 references (<i>with valid testimonials</i>)</td> <td>3 Points</td> </tr> <tr> <td>4 references (<i>with valid testimonials</i>)</td> <td>4 Points</td> </tr> <tr> <td>5 or more references (<i>with valid testimonials</i>)</td> <td>5 Points</td> </tr> </tbody> </table>	Matrix	Points	0 reference	0 Point	1 reference (<i>with a valid testimonial</i>)	1 Point	2 references (<i>with valid testimonials</i>)	2 Points	3 references (<i>with valid testimonials</i>)	3 Points	4 references (<i>with valid testimonials</i>)	4 Points	5 or more references (<i>with valid testimonials</i>)	5 Points	60
Matrix	Points															
0 reference	0 Point															
1 reference (<i>with a valid testimonial</i>)	1 Point															
2 references (<i>with valid testimonials</i>)	2 Points															
3 references (<i>with valid testimonials</i>)	3 Points															
4 references (<i>with valid testimonials</i>)	4 Points															
5 or more references (<i>with valid testimonials</i>)	5 Points															

Experience	<p>Minimum of 10 years' experience in the structural engineering field. Bidder/s should provide company profile highlighting the number of relevant years in the structural engineering filed.</p> <p>Evaluation Matrix</p> <table border="1" data-bbox="467 394 1058 887"> <thead> <tr> <th>Matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>0- 3 years relevant experience</td> <td>0 point</td> </tr> <tr> <td>4 - 6 years relevant experience</td> <td>1 Point</td> </tr> <tr> <td>6-9 years relevant experience</td> <td>2 Points</td> </tr> <tr> <td>10 years relevant experience</td> <td>3 Points</td> </tr> <tr> <td>12 years relevant experience</td> <td>4 Points</td> </tr> <tr> <td>More than 12 years relevant experience</td> <td>5 Points</td> </tr> </tbody> </table>	Matrix	Points	0- 3 years relevant experience	0 point	4 - 6 years relevant experience	1 Point	6-9 years relevant experience	2 Points	10 years relevant experience	3 Points	12 years relevant experience	4 Points	More than 12 years relevant experience	5 Points	40
Matrix	Points															
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6-9 years relevant experience	2 Points															
10 years relevant experience	3 Points															
12 years relevant experience	4 Points															
More than 12 years relevant experience	5 Points															

CATEGORY B: Marquees

Capability	<p>Provide proof of having provided Marquees for mass based events (minimum of 500 people) based events in the past three (3) years.</p> <p>References should be in the form of testimonials contactable people.</p> <p><i>N.B.: Testimonials should be in the form of a <u>formal letter</u> from a previous client.</i></p> <p>A formal letter should include the following;</p> <ul style="list-style-type: none"> - A letter head, - Signature of the referee - Contact details of the reference must be correct and will be contacted by the committee. - The services rendered should not be older than three (3) years. - A minimum of 500 people per event <p>Evaluation Matrix</p> <table border="1" data-bbox="459 1653 1054 2038"> <thead> <tr> <th>Matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>0 reference</td> <td>0 Point</td> </tr> <tr> <td>1 reference (with a valid testimonial)</td> <td>1 Point</td> </tr> <tr> <td>2 references (with valid testimonials)</td> <td>2 Points</td> </tr> <tr> <td>3 references (with valid testimonials)</td> <td>3 Points</td> </tr> <tr> <td>4 references (with valid testimonials)</td> <td>4 Points</td> </tr> </tbody> </table>	Matrix	Points	0 reference	0 Point	1 reference (with a valid testimonial)	1 Point	2 references (with valid testimonials)	2 Points	3 references (with valid testimonials)	3 Points	4 references (with valid testimonials)	4 Points	100 60
Matrix	Points													
0 reference	0 Point													
1 reference (with a valid testimonial)	1 Point													
2 references (with valid testimonials)	2 Points													
3 references (with valid testimonials)	3 Points													
4 references (with valid testimonials)	4 Points													

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	5 or more references (<i>with valid testimonials</i>)	5 Points															
Experience	<p>Minimum of 5 years' experience in providing Marquees. Bidder/s should provide a company profile highlighting the number of relevant years.</p> <p>Evaluation Matrix</p> <table border="1"> <thead> <tr> <th>Matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>0- 1 year relevant experience</td> <td>0 point</td> </tr> <tr> <td>1 - 2 years relevant experience</td> <td>1 Point</td> </tr> <tr> <td>2-3 years relevant experience</td> <td>2 Points</td> </tr> <tr> <td>3 - 4 years relevant experience</td> <td>3 Points</td> </tr> <tr> <td>5 - 6 years relevant experience</td> <td>4 Points</td> </tr> <tr> <td>More than 6 years relevant experience</td> <td>5 Points</td> </tr> </tbody> </table>	Matrix	Points	0- 1 year relevant experience	0 point	1 - 2 years relevant experience	1 Point	2-3 years relevant experience	2 Points	3 - 4 years relevant experience	3 Points	5 - 6 years relevant experience	4 Points	More than 6 years relevant experience	5 Points		40
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2-3 years relevant experience	2 Points																
3 - 4 years relevant experience	3 Points																
5 - 6 years relevant experience	4 Points																
More than 6 years relevant experience	5 Points																
CATEGORY C: Stage, Sound, Backline and Audio Visual Equipment																	
			100														
Capability	<p>Provide proof of having provided Stage, Sound, Backline and AV for mass based events (minimum of 500 people) based events in the past three (3) years.</p> <p>References should be in the form of testimonials contactable people. N.B.: Testimonials should be in the form of a <u>formal letter</u> from a previous client.</p> <p>A formal letter should include the following;</p> <ul style="list-style-type: none"> - A letter head, - Signature of the referee - Contact details of the reference must be correct and will be contacted by the committee. - The services rendered should not be older than three (3) years. - A minimum of 500 people per event <p>Evaluation Matrix</p>		60														

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4 references <i>(with valid testimonials)</i>	4 Points															
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Experience	<p>Minimum of 5 years' experience in providing Stage, Sound, Backline and Audio visual equipment. Bidder/s should provide a company profile highlighting the number of relevant years.</p> <p>Evaluation Matrix</p> <table border="1"> <thead> <tr> <th>Matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>0- 1 year relevant experience</td> <td>0 point</td> </tr> <tr> <td>1 - 2 years relevant experience</td> <td>1 Point</td> </tr> <tr> <td>2-3 years relevant experience</td> <td>2 Points</td> </tr> <tr> <td>3 - 4 years relevant experience</td> <td>3 Points</td> </tr> <tr> <td>5 - 6 years relevant experience</td> <td>4 Points</td> </tr> <tr> <td>More than 6 years relevant experience</td> <td>5 Points</td> </tr> </tbody> </table>	Matrix	Points	0- 1 year relevant experience	0 point	1 - 2 years relevant experience	1 Point	2-3 years relevant experience	2 Points	3 - 4 years relevant experience	3 Points	5 - 6 years relevant experience	4 Points	More than 6 years relevant experience	5 Points	40
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3 - 4 years relevant experience	3 Points															
5 - 6 years relevant experience	4 Points															
More than 6 years relevant experience	5 Points															

CATEGORY D: Artists and Master of Ceremonies																
		100														
<p>Capability of the recommended Artists</p> <p><i>(Not the Company providing service)</i></p>	<p>Bidder/s should provide profile of an artist reflecting their achievement.</p> <p>The profile should reflect the number of downloads/streaming or sales of the artist.</p> <p>The profile should reflect the number of sales the artist made in the previous year whether Gold/Platinum.</p> <p>Evaluation Matrix</p> <table border="1"> <tr> <td>No information provided</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Partial information provided.</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Released an album/single in the past year but did not gain popularity.</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Released an album/single in the past year that has gained current popularity.</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Nominations at the previous SAMA/ Metro Awards.</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Released an album/single in the past year that has gained current popularity. AND Nominations at the previous SAMA/ Metro Awards.</td> <td style="text-align: center;">5</td> </tr> </table>	No information provided	0	Partial information provided.	1	Released an album/single in the past year but did not gain popularity.	2	Released an album/single in the past year that has gained current popularity.	3	Nominations at the previous SAMA/ Metro Awards.	4	Released an album/single in the past year that has gained current popularity. AND Nominations at the previous SAMA/ Metro Awards.	5	30		
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Released an album/single in the past year that has gained current popularity. AND Nominations at the previous SAMA/ Metro Awards.	5															
<p>Experience of the recommended Artists</p> <p><i>(Not the Company providing service)</i></p>	<p>Provide proof of Experience in Crowd Performance at Mass based events (minimum of 500 people):</p> <p>Bidder/s should provide profile of an artist reflecting their experience in crowd performance.</p> <p>Evaluation Matrix</p> <table border="1"> <thead> <tr> <th style="background-color: #cccccc;">Matrix</th> <th style="background-color: #cccccc;">Points</th> </tr> </thead> <tbody> <tr> <td>No experience provided</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Less than 05 months experience</td> <td style="text-align: center;">1</td> </tr> <tr> <td>05 months to 11 months experience</td> <td style="text-align: center;">2</td> </tr> <tr> <td>12 months to 23 months experience</td> <td style="text-align: center;">3</td> </tr> <tr> <td>24 months to 35 months experience</td> <td style="text-align: center;">4</td> </tr> <tr> <td>36 months and above experience</td> <td style="text-align: center;">5</td> </tr> </tbody> </table>	Matrix	Points	No experience provided	0	Less than 05 months experience	1	05 months to 11 months experience	2	12 months to 23 months experience	3	24 months to 35 months experience	4	36 months and above experience	5	40
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24 months to 35 months experience	4															
36 months and above experience	5															

<p>Capability <i>(of the Company providing service)</i></p>	<p>Provide proof of having provided Artists for previous mass based events (minimum of 500 people) in the past five (5) years.</p> <p>Proof must be in the form of testimonials from contactable people.</p> <p><i>N.B.: Testimonials should be in the form of a <u>formal letter</u> from a previous client.</i></p> <p>A formal letter should include the following;</p> <ul style="list-style-type: none"> - A letter head, - Signature of the referee - Contact details of the reference must be correct and will be contacted by the committee. - The services rendered should not be older than three (3) years. - At least 500 people per event. <table border="1" data-bbox="526 806 1029 1388"> <thead> <tr> <th>Matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>0 reference</td> <td>0 Point</td> </tr> <tr> <td>1 reference <i>(with a valid testimonial)</i></td> <td>1 Point</td> </tr> <tr> <td>2 references <i>(with a valid testimonial)</i></td> <td>2 Points</td> </tr> <tr> <td>3 references <i>(with a valid testimonial)</i></td> <td>3 Points</td> </tr> <tr> <td>4 references <i>(with a valid testimonial)</i></td> <td>4 Points</td> </tr> <tr> <td>5 or more references <i>(with a valid testimonial)</i></td> <td>5 Points</td> </tr> </tbody> </table>	Matrix	Points	0 reference	0 Point	1 reference <i>(with a valid testimonial)</i>	1 Point	2 references <i>(with a valid testimonial)</i>	2 Points	3 references <i>(with a valid testimonial)</i>	3 Points	4 references <i>(with a valid testimonial)</i>	4 Points	5 or more references <i>(with a valid testimonial)</i>	5 Points	<p>30</p>
Matrix	Points															
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2 references <i>(with a valid testimonial)</i>	2 Points															
3 references <i>(with a valid testimonial)</i>	3 Points															
4 references <i>(with a valid testimonial)</i>	4 Points															
5 or more references <i>(with a valid testimonial)</i>	5 Points															

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CATEGORY E: Marketing and Promotional material

		100														
<p>Capability</p>	<p>Ability to provide promotional material for mass based events (minimum of 500 people) based events in the past three (3) years.</p> <p>References should be in the form of testimonials from contactable people.</p> <p><i>N.B.: Testimonials should be in the form of a <u>formal letter</u> from a previous client.</i></p> <p>A formal letter should include the following;</p> <ul style="list-style-type: none"> - A letter head, - Signature of the referee, - Contactable reference. - The services rendered should not be older than three (3) years. - A minimum of 500 people per event <p>Evaluation Matrix</p> <table border="1" data-bbox="464 862 1061 1317"> <thead> <tr> <th>Matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>0 reference</td> <td>0 Point</td> </tr> <tr> <td>1 reference (with a valid testimonial)</td> <td>1 Point</td> </tr> <tr> <td>2 references (with valid testimonials)</td> <td>2 Points</td> </tr> <tr> <td>3 references (with valid testimonials)</td> <td>3 Points</td> </tr> <tr> <td>4 references (with valid testimonials)</td> <td>4 Points</td> </tr> <tr> <td>5 or more references (with valid testimonials)</td> <td>5 Points</td> </tr> </tbody> </table>	Matrix	Points	0 reference	0 Point	1 reference (with a valid testimonial)	1 Point	2 references (with valid testimonials)	2 Points	3 references (with valid testimonials)	3 Points	4 references (with valid testimonials)	4 Points	5 or more references (with valid testimonials)	5 Points	60
Matrix	Points															
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3 references (with valid testimonials)	3 Points															
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5 or more references (with valid testimonials)	5 Points															
<p>Experience</p>	<p>Minimum of 10 years' experience in providing marketing and promotional material for mass events (minimum of 500 people). Bidder/s should provide company profile with visuals of the past events not older than 5 years. The visuals must be from at least 5 similar events relevant to the technical specifications.</p> <p>Profile should include the following to be deemed valid:</p> <ul style="list-style-type: none"> • Event of a minimum of 500 people • Events not older than five (5) years • Visuals <p>Evaluation Matrix</p> <table border="1" data-bbox="464 1706 1054 2047"> <thead> <tr> <th>Matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>No profile</td> <td>0 point</td> </tr> <tr> <td>Valid profile with no visuals</td> <td>1 Point</td> </tr> <tr> <td>Valid profile with some visuals</td> <td>2 Points</td> </tr> <tr> <td>Valid profile with suitable visuals</td> <td>3 Points</td> </tr> </tbody> </table>	Matrix	Points	No profile	0 point	Valid profile with no visuals	1 Point	Valid profile with some visuals	2 Points	Valid profile with suitable visuals	3 Points	40				
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Valid profile with suitable visuals	3 Points															

P.L

	Valid profile listing 5 events with all visuals relevant to the event	4 Points																
	A valid profile with more than 5 events with all visuals relevant to the event	5 Points																
CATEGORY F: Ablution Facilities (Mobile toilets)			100															
Capability	Provide proof of having provided ablution facilities for mass events (a minimum of 500 people) in the past five years. Proof must be in the form of testimonials from contactable people. <i>N.B.: Testimonials should be in the form of a <u>formal letter</u> from a previous client.</i> A formal letter should include the following; <ul style="list-style-type: none"> - A letter head, - Signature of the referee, - Contactable reference. - The services rendered should not be older than three (3) years. - A minimum of 500 people per event Evaluation Matrix	60																
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Experience	<p>Provide a company profile with a minimum of 10 years' experience in providing ablution facilities for mass events.</p> <p>Evaluation Matrix</p> <table border="1" data-bbox="512 369 1157 987"> <thead> <tr> <th>Matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>0- 1 year relevant experience</td> <td>0 point</td> </tr> <tr> <td>1 - 2 years relevant experience</td> <td>1 Point</td> </tr> <tr> <td>2-3 years relevant experience</td> <td>2 Points</td> </tr> <tr> <td>3 - 4 years relevant experience</td> <td>3 Points</td> </tr> <tr> <td>5 - 6 years relevant experience</td> <td>4 Points</td> </tr> <tr> <td>More than 6 years relevant experience</td> <td>5 Points</td> </tr> </tbody> </table>	Matrix	Points	0- 1 year relevant experience	0 point	1 - 2 years relevant experience	1 Point	2-3 years relevant experience	2 Points	3 - 4 years relevant experience	3 Points	5 - 6 years relevant experience	4 Points	More than 6 years relevant experience	5 Points	40
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CATEGORY G: Generators and power supply

Capability	<p>Provide proof of having the capability of providing Generator/s and power supply for mass events (a minimum of 500 people per event).</p> <p>Proof must be in the form of testimonials from contactable people.</p> <p><i>N.B.: Testimonials should be in the form of a <u>formal letter</u> from a previous client.</i></p> <p>A formal letter should include the following;</p> <ul style="list-style-type: none"> - A letter head, - Signature of the referee, - Contactable reference. - The services rendered should not be older than three (3) years. - A minimum of 500 people per event. <p>Evaluation Matrix</p> <table border="1" data-bbox="528 1762 1034 1993"> <thead> <tr> <th>Matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>0 reference</td> <td>0 Point</td> </tr> <tr> <td>1 reference (with a valid testimonial)</td> <td>1 Point</td> </tr> </tbody> </table>	Matrix	Points	0 reference	0 Point	1 reference (with a valid testimonial)	1 Point	100 60
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Experience	<p>Provide experience of personnel that will be operating the generators on the day of the event.</p> <p>Bidder/s should provide a short summary of C.V detailing experience of qualified work.</p> <p>Evaluation Matrix</p> <table border="1"> <thead> <tr> <th>Matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>0- 1 year relevant experience</td> <td>0 point</td> </tr> <tr> <td>1 - 2 years relevant experience</td> <td>1 Point</td> </tr> <tr> <td>2 - 3 years relevant experience</td> <td>2 Points</td> </tr> <tr> <td>3 - 4 years relevant experience</td> <td>3 Points</td> </tr> <tr> <td>5 - 6 years relevant experience</td> <td>4 Points</td> </tr> <tr> <td>More than 6 years relevant experience</td> <td>5 Points</td> </tr> </tbody> </table>	Matrix	Points	0- 1 year relevant experience	0 point	1 - 2 years relevant experience	1 Point	2 - 3 years relevant experience	2 Points	3 - 4 years relevant experience	3 Points	5 - 6 years relevant experience	4 Points	More than 6 years relevant experience	5 Points	40
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CATEGORY H: Catering																
		100														
Capability	<p>Proof of having provided catering services for mass events (a minimum of 500 people per event) in the past five (5) years.</p> <p>Proof must be in the form of testimonials from contactable people.</p> <p><i>N.B.: Testimonials should be in the form of a <u>formal letter</u> from a previous client.</i></p> <p>A formal letter should include the following;</p> <ul style="list-style-type: none"> - A letter head, - Signature of the referee, - Contactable reference. - The services rendered should not be older than three (3) years. - A minimum of 500 people per event. <p>Evaluation Matrix</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>0 reference</td> <td>0 Point</td> </tr> <tr> <td>1 reference (<i>with a valid testimonial</i>)</td> <td>1 Point</td> </tr> <tr> <td>2 references (<i>with a valid testimonial</i>)</td> <td>2 Points</td> </tr> <tr> <td>3 references (<i>with a valid testimonial</i>)</td> <td>3 Points</td> </tr> <tr> <td>4 references (<i>with a valid testimonial</i>)</td> <td>4 Points</td> </tr> <tr> <td>5 or more references (<i>with a valid testimonial</i>)</td> <td>5 Points</td> </tr> </tbody> </table>	Matrix	Points	0 reference	0 Point	1 reference (<i>with a valid testimonial</i>)	1 Point	2 references (<i>with a valid testimonial</i>)	2 Points	3 references (<i>with a valid testimonial</i>)	3 Points	4 references (<i>with a valid testimonial</i>)	4 Points	5 or more references (<i>with a valid testimonial</i>)	5 Points	60
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Technical Skills	Provide experience in delivering catering services. Bidder/s should provide company profile indicating relevant experience. Evaluation Matrix <table border="1" data-bbox="454 360 1118 981"> <thead> <tr> <th>Matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>0 - 1 year relevant experience</td> <td>0 point</td> </tr> <tr> <td>1 - 2 years relevant experience</td> <td>1 Point</td> </tr> <tr> <td>2 - 3 years relevant experience</td> <td>2 Points</td> </tr> <tr> <td>3 - 4 years relevant experience</td> <td>3 Points</td> </tr> <tr> <td>5 - 6 years relevant experience</td> <td>4 Points</td> </tr> <tr> <td>More than 6 years relevant experience</td> <td>5 Points</td> </tr> </tbody> </table>	Matrix	Points	0 - 1 year relevant experience	0 point	1 - 2 years relevant experience	1 Point	2 - 3 years relevant experience	2 Points	3 - 4 years relevant experience	3 Points	5 - 6 years relevant experience	4 Points	More than 6 years relevant experience	5 Points	40
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CATEGORY I: Security

Capability	Provide proof of having provided security services in the past three years or more for mass-based events (a minimum of 500 people per event). Proof must be in the form of testimonials from contactable people or more. <i>N.B.: Testimonials should be in the form of a <u>formal letter</u> from a previous client.</i> A formal letter should include the following; <ul style="list-style-type: none"> - A letter head, - Signature of the referee, - Contactable reference. - The services rendered should not be older than three (3) years. - A minimum of 500 people per event Evaluation Matrix <table border="1" data-bbox="528 1711 1032 2027"> <thead> <tr> <th>Matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>0 reference</td> <td>0 Point</td> </tr> <tr> <td>1 reference (with a valid testimonial)</td> <td>1 Point</td> </tr> <tr> <td>2 references (with a valid testimonial)</td> <td>2 Points</td> </tr> </tbody> </table>	Matrix	Points	0 reference	0 Point	1 reference (with a valid testimonial)	1 Point	2 references (with a valid testimonial)	2 Points	100 60
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	5 or more references (with a valid testimonial)	5 Points	

Technical Skills	Provide profiles and experience of the company. Proof must be provided in a form of a company profile indicating relevant experience. Evaluation Matrix	40												
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CATEGORY J: Kiddies Play Area and Foldable Picnic tables

Capability	<p>Provide proof of having provided a kiddies play area (jumping castles and/or face painting services) in the past three (3) years or more.</p> <p>Proof must be in the form of testimonials from contactable references or more.</p> <p><i>N.B.: Testimonials should be in the form of a <u>formal letter</u> from a previous client.</i></p> <p>A formal letter should include the following;</p> <ul style="list-style-type: none"> - A letter head, - Signature of the referee, - Contactable reference. - The services rendered should not be older than three (3) years. <p>Evaluation Matrix</p>	60
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Technical Skills	<p>Provide profiles and experience of child minders that will be deployed for the event.</p> <p>Proof must be provided in a form of a CV of child minders or short summary (provide at least 3 CVs)</p> <p>Evaluation Matrix</p> <table border="1"> <thead> <tr> <th>Matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>0 - 1 year relevant experience</td> <td>0 point</td> </tr> <tr> <td>1 - 2 years relevant experience</td> <td>1 Point</td> </tr> <tr> <td>2 - 3 years relevant experience</td> <td>2 Points</td> </tr> <tr> <td>3 - 4 years relevant experience</td> <td>3 Points</td> </tr> <tr> <td>5 - 6 years relevant experience</td> <td>4 Points</td> </tr> <tr> <td>More than 6 years relevant experience</td> <td>5 Points</td> </tr> </tbody> </table>	Matrix	Points	0 - 1 year relevant experience	0 point	1 - 2 years relevant experience	1 Point	2 - 3 years relevant experience	2 Points	3 - 4 years relevant experience	3 Points	5 - 6 years relevant experience	4 Points	More than 6 years relevant experience	5 Points	40
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CATEGORY K: Buses

<p>Experience</p>	<p>A minimum of three (3) years' experience in Bus chartering services. Bidder/s should provide company profile.</p> <p>Evaluation Matrix</p> <table border="1" data-bbox="512 544 1158 1167"> <thead> <tr> <th>Matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>0- 1 year relevant experience</td> <td>0 point</td> </tr> <tr> <td>1 - 2 years relevant experience</td> <td>1 Point</td> </tr> <tr> <td>2-3 years relevant experience</td> <td>2 Points</td> </tr> <tr> <td>3 - 4 years relevant experience</td> <td>3 Points</td> </tr> <tr> <td>5 - 6 years relevant experience</td> <td>4 Points</td> </tr> <tr> <td>More than 6 years relevant experience</td> <td>5 Points</td> </tr> </tbody> </table>	Matrix	Points	0- 1 year relevant experience	0 point	1 - 2 years relevant experience	1 Point	2-3 years relevant experience	2 Points	3 - 4 years relevant experience	3 Points	5 - 6 years relevant experience	4 Points	More than 6 years relevant experience	5 Points	<p>60</p>
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<p>Credibility</p>	<p>Proof of a minimum of one (1) previous contract of the same nature where 200 or more clients were shuttled.</p> <p>Such claims must be supported with sufficient credentials in the form of testimonials.</p> <p><i>N.B.: Testimonials should be in the form of a formal letter from a previous client.</i></p> <ul style="list-style-type: none"> - A letter head, - Signature of the referee, - Contactable reference. - The services rendered should not be older than three (3) years. - 200 or more clients shuttled <p>Evaluation Matrix</p> <table border="1" data-bbox="528 1718 1034 2000"> <thead> <tr> <th>Matrix</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>0 reference</td> <td>0 Point</td> </tr> <tr> <td>1 irrelevant reference</td> <td>1 Point</td> </tr> <tr> <td>1 relevant reference</td> <td>5 Points</td> </tr> </tbody> </table>	Matrix	Points	0 reference	0 Point	1 irrelevant reference	1 Point	1 relevant reference	5 Points	<p>40</p>						
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All service providers who scored less than 70 points on functionality criteria will not be considered for Price and BBEE

8.3 Price and Preference Criteria

Price Points and Preference Points

The applicable formula (80/20) will be used during the final calculation to evaluate the bid. For the remaining points, certain goals have been targeted and the points allocated for these goals are indicated in the enclosed forms SBD6.1 that must be completed in detail.

A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

9. SPECIAL CONDITIONS

- 9.1 The Department reserves the right to seek sponsorship for the said event which may impact on the value of the bid to be awarded.
- 9.2 The department reserves the right to partially award the bid.
- 9.3 In the case of inferior quality of items required being delivered to the Department, a reduction in price will be effected on the final invoice.

10. GENERAL CONDITIONS

- 10.1 The Government General Procurement Conditions of Contract ("GCC") will be applicable to this bid.
- 10.2 A bid proposal shall only be deemed accepted once written notice is given by DIRCO to the successful Bidder/s and a SLA has been signed and entered into by the duly authorised representatives of both parties. The successful Bidder/s shall be held solely and jointly liable for non-compliance with any of the provisions contained in this TOR and SLA by his/her/its partner/s and/or sub-contractor/s.
- 10.3 DIRCO will enter into a service level agreement (hereinafter referred to as "SLA") with the successful Bidder/s to supplement the GCC. The requirements and provisions contained herein will form an integral part of the SLA. The SLA will, among others, govern the relationship between the parties, ensure that services are provided according to specified standards and within stipulated timeframes and to provide for remedies for under/poor performance and non-compliance with terms and conditions contained in this TOR and the SLA.
- 10.4 DIRCO reserves the right to appoint more than one Bidder
- 10.5 The bid evaluation will only be done on the basis of information that was requested and provided.
- 10.6 The bid evaluation process will not create any obligations on the part of DIRCO to make use of any proposed services.

- 10.7 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.
- 10.8 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 Bidder/s.
- 10.9 DIRCO reserves the right and full discretion to:
- 10.9.1 Withdraw from this process and the provisions of the bid at any time;
 - 10.9.2 Cancel this bid at any time and all subsequent proposals may be rejected in whole or in part;
- 10.10 The Department's decisions will be final and no correspondence will be entered into from the closing date of submissions until after the selection.
- 10.11 A bid proposal shall only be deemed accepted once written notice is given by DIRCO to the successful Bidder/s and a SLA has been signed and entered into by the duly authorised representatives of both parties. The successful Bidder/s shall be held solely and jointly liable for non-compliance with any of the provisions contained in this TOR and SLA by his/her/its partner/s and/or sub-contractor/s.
- 10.12 Receipt of a proposal neither commits DIRCO to award the bid to any entity, even if all requirements stated in this TOR are met, nor does it limit DIRCO's right to negotiate in its best interest.
- 10.13 Bidder/s confirm that they have read, understood and accept all the terms and conditions contained in this TOR which will form an integral part of the SLA.
- 10.14 DIRCO reserves the right to invite Bidders to present or otherwise demonstrate their proposals to clarify aspects that are required as part of the evaluation process, at the Bidder's own cost.
- 10.15 DIRCO will not be responsible for, or pay, any expenses or losses which may be incurred by any Bidder/s in the preparation and submission of the bid proposal. Costs incurred for the preparation of the proposal shall be for each Bidder's own account.
- 10.16 If the Bidder/s is a company, a certified copy of the resolution of the Board of Directors (personally signed by the Chairperson of the Board) authorizing the person who signs this bid proposal to do so, as well as to sign the SLA resulting from this bid and any other documents and correspondence in connection with this bid and SLA on behalf of the partnership, must be submitted with this bid proposal.
- 10.17 If the Bid is a partnership, a certified copy of the resolution of the partners (personally signed by all the partners) authorizing the person who signs this bid proposal to do so, as well as to sign the SLA resulting from this bid and any other documents and correspondence in connection with this bid and SLA on behalf of the partnership, must be submitted with this bid proposal.
- 10.18 Failure to comply with clauses 11.15 and 11.16 will result in the disqualification of the bid proposal.
- 10.19 If a Bidder/s and/or its partner/s or sub-contractor/s, or any other person employed by him/her/it, is found to have either directly or indirectly offered, promised or given to any person in the employ of DIRCO any commission, gratuity, gift or other consideration, shall be immediately disqualified from the entire bidding process irrespective of the date on which such information was brought to the Department's attention. In addition, DIRCO shall have the right to summarily and without recourse to law, (however, without prejudice to any other legal remedies available to the Department), hold the disqualified Bidder/s and/or its partner/s or sub-contractor/s liable for any damages, losses, costs and expenses it may have sustained as a result thereof.

- 10.20 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.
- 10.21 Before, during and after the entire tender prospective Bidders must obtain written approval from DIRCO prior to the release of any information, whether in part or whole, that pertains to the potential work or activities contained in this TOR, the SLA or any other correspondences of whatsoever nature. Failure to adhere to this requirement will result in immediate disqualification from the entire tender process and if a SLA is concluded between the Parties, DIRCO reserves the right to institute legal proceedings against the Bidder/s.
- 10.22 DIRCO will treat all proposals as confidential until the tender process has been completed and the tender has been awarded to the successful Bidder/s. Thereafter, proposals and related documentation may be made available for inspection at DIRCO's sole discretion, except for material that is proprietary or confidential. DIRCO will not disclose or make public any information which the Bidder/s have marked "*proprietary*" or "*confidential*".
- 10.23 Bidder/s should take note that the Department will endeavour to, subject to DIRCO's internal procurement and payment policies, pay the Bidder/s within 30 days after receipt of an invoice following the rendering of services to the Department's satisfaction.
- 10.24 Failure to render a service as per agreement with a main bidder as a subcontractor penalty clause will apply

11. FEES AND PAYMENT SCHEDULE (if partly sponsored)

- 11.1 Fees must be quoted in South African currency;
- 11.2 All prices quoted must include VAT; and
- 11.3 Bidders should take note that DIRCO will pay any amount due within thirty (30) days after the receipt of invoice and the service has been rendered.

12. CONTACT PERSONS AND SUBMISSIONS

12.1 Submission of bids

The Bid must be properly submitted in the following sequence:

- 12.1.1 All SBD forms must be completed and signed.
- 12.1.2 Administrative criteria must be clearly marked as per TOR.
- 12.1.3 Functionality criteria must be clearly marked as per TOR.
- 12.1.4 Visuals must be in a separate envelope for bidder/s bidding for category E.
- 12.1.5 Proposals must be one (1) original and two (2) copies.
- 12.1.6 All proposals must be neatly bound.

All enquiries can be directed to Supply Chain Management: Ms I Kubayi, Mr T Motloung, Mr S Molekoa tel: 012 351 0435 / 8640 / 0362 or email KubayiI@dirco.gov.za or MolekoaS@dirco.gov.za.

The date for the compulsory Briefing sessions is 25 October 2019 at 10:00am and will be held at OR Tambo Building, 460 Soutpansberg Road, Pretoria, 0001.

The bid will close on 08 November 2019 at 11:00am, no late submissions will be considered.

Prospective service providers should submit their bonded proposals in a sealed envelope with the details of the specific tender on the outside of the envelope to:

Security Gate (Main Gate), Tender Box
OR Tambo Building
460 Soutpansberg Street
Rietondale
Department of International Relations and Cooperation
Pretoria
0084

Submissions should be hand delivered to the above mentioned address on or before

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

E-Mailed or faxed submissions will not be accepted

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.

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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.

Js General Conditions of Contract (revised July 2010)

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/PUBLIC ENTITY)					
BID NUMBER:	DIRCO 05-2019/20	CLOSING DATE:	08/11/2019	CLOSING TIME:	11:00
DESCRIPTION	Invitation for bidder/s to provide structural engineering services, marquees, décor, catering, flooring, tables, chairs, electricity (generators), sound, stage, artists, master of ceremonies, marketing and promotional material, security, ablution facilities, bus services, and a kiddies play area for the annual diplomatic fair which will be held at the union buildings, Pretoria, on 30 November 2019.				
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					
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (TICK APPLICABLE BOX)		TCS PIN: <input type="checkbox"/> Yes <input type="checkbox"/> No	OR	CSD No: B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER		DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE (ALL INCLUSIVE)		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY			CONTACT PERSON		
CONTACT PERSON			TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS		
E-MAIL ADDRESS					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

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

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

**PART A
INVITATION TO BID**

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BID NUMBER:	DIRCO 05-2019/20	CLOSING DATE:	08/11/2019	CLOSING TIME:	11:00
DESCRIPTION	Invitation for bidder/s to provide structural engineering services, marquees, décor, catering, flooring, tables, chairs, electricity (generators), sound, stage, artists, master of ceremonies, marketing and promotional material, security, ablution facilities, bus services, and a kiddies play area for the annual diplomatic fair which will be held at the union buildings, Pretoria, on 30 November 2019.				
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					
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NAME OF BIDDER					
POSTAL ADDRESS					
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TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
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		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
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CONTACT PERSON			TELEPHONE NUMBER		
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PART B
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NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

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

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

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

Name of bidder.....Bid number: DIRCO 05-2019/20

Closing date 08/11/2019 Time 11h00

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by: The Department of International Relations and Cooperation (DIRCO)

1. CATEGORY A: Structural Engineering Services

- 1.1 The Structural Engineer will be responsible for liaising with the City of Tshwane Joint Operations Committee and to sign off the overall structural plans for the event.
- 1.2 The engineer must be in possession of relevant engineering qualifications.
- 1.3 The engineer must obtain certificates of authenticity from the Municipality of Tshwane for all structural layouts.
- 1.4 The successful engineer must be in possession of a structural engineering public liability insurance certificate which includes mass events.

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

Bidders initials:

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

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

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

Name of bidder..... Bid number: DIRCO 05-2019/20

Closing date 08/11/2019 Time 11h00

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by: The Department of International Relations and Cooperation (DIRCO)

2. CATEGORY B: Marquees

- 2.1 The successful bidder/s that will provide marquees will need to adhere to the structural and safety requirements as determined in terms of the Engineering Profession Act 2000 (Act No. 46 of 2000).
- 2.2 All electrical connections and/or cables must be properly sealed and adhere to safety requirements as per the above-mentioned piece of legislation.
- 2.3 All structures must be equipped with fire extinguishers and signage.
- 2.4 No open fires are allowed within a parameter of 200 metres of all structures.
- The successful engineer must be in possession of marquees public liability insurance certificate which includes mass events

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

Bidders initials:

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

Bidders initials:

E.	Artists Marquee <u>To be divided into three:</u> a) Lounge Area b) Two changing rooms (1 Female and 1 Male)	6m x 6m	To provide changing rooms for artists as well as a lounge area.	<ul style="list-style-type: none"> • 2 Lounge pockets (each seating 6 people) • Grass Carpet • X2 Electrical socket points • X2 240v spotlights • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>] <p>The Furniture should be Similar to the Vip section</p>
F.	Medical Marquee(to be divided into two; female and male consultation room)	6m x 6m	First aid/Emergency Response	<ul style="list-style-type: none"> • X2 1.8m tables • X4 Heavy Duty Plastic Chairs • X2 electrical socket points • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>]
G.	Venue Operations Centre (VOC) Marquee	6m x 6m	VOC operation centre	<ul style="list-style-type: none"> • X2 1.8m tables • X4 Heavy Duty Plastic Chairs • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>]
H.	Marquee for Catering purposes	8m x 8m	Storage and operating room for catering company	<ul style="list-style-type: none"> • X4 1.8 tables • X8 Heavy Duty Plastic Chairs • Grass Carpet • X4 electrical socket points • X2 240v spotlights • Signage [100cm (wide) x 40cm (height), full colour <i>Artwork will be provided</i>]

Bidders initials:

**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 05-2019/20
Closing date 08/11/2019 Time 11h00	

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by: The Department of International Relations and Cooperation (DIRCO)

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

- 3.1 The bidder that will provide stage, sound, and audio visual will need to adhere to the structural and safety requirements as determined in terms of the Engineering Profession Act 2000 (Act No. 46 of 2000).
- 3.2 All electrical cables must be properly secured.
- 3.3 All structures must be properly mended with re-enforcing bars to withstand any weather conditions.
- 3.4 Set-up of Stage, Sound and Backline must be completed 24 hours prior to the event for the purposes of facilitating sound checks.
- 3.5 The successful bidder must be in a possession of a public liability insurance certificate which includes mass events.

Bidders initials:

No.	ITEM	SIZE	DESCRIPTION	TOTAL COST
A.	Full House Stage with Dome roof	12m (wide) x 8m (deep) x 1m (height)	<p><u>Stage</u></p> <ul style="list-style-type: none"> • Stage should include a dome roof • Stage should include stairs & a ramp <p><u>Powering</u></p> <ul style="list-style-type: none"> • Stage power must include a multi-plug socket at DJ/Keys performance position! • Sufficient quantity of XLR and Jack-Jack cables to be provided for all channel list items. • Allow for more fixtures of higher output for a big stage <p><u>Rigging</u></p> <ul style="list-style-type: none"> • All equipment should be rigged and cabled at the time of the sound check • Take all safety precautions when rigging overhead <p><u>Branding for Stage Backdrop and Speaker Towers</u></p> <p>The service provider will be required to provide appropriate print size for the following branding material</p> <ul style="list-style-type: none"> • Stage backdrop • Speaker tower Banners <p><i>(Artwork will be provided)</i></p>	
B.	Sound		<ul style="list-style-type: none"> • Public Address System For Mass Outdoor Events <ul style="list-style-type: none"> ○ The PA system must be of high quality and the equivalent of; JBL/ EAW/ L-Acoustics/ Meyer/ ECLER/ HK/ D&B ○ No Behringer, Wharfedale or homemade boxes will be accepted! ○ The system must be efficient, time-aligned and powered to provide at least 100dB SPL of good, clean, undistorted sound reproduction at the venues' rear seats. ○ Speakers and Columns are not to be placed in a manner that would obstruct the performer's view from stage nor should it obstruct the audience's view of the stage. 	

Bidders initials:

		<ul style="list-style-type: none"> o Subs are NOT to be mounted on the stage, but on the ground in front or flown in line-array. o Amplifiers should be on dedicated power with sufficient amperage to maintain an uninterrupted performance and not be inhibited by existing installations, such as FRIDGES etc. No Behringer Amplifiers! <ul style="list-style-type: none"> • Full Backline (Technical rider) • F.O.H Control <ul style="list-style-type: none"> o Digital Consoles the equivalent of Yamaha CL3/ M7/ LS9/ Sound Craft Vi/Si/Expression 3 o All FOH gear needs to be of high quality and in perfect working order. 	
C.	X2 Outdoor Daylight LED Screens on either side of the stage	±2m (wide) x 2m (height)	Outdoor Daylight LED Screens with crossover ability Quantity: X2 Screens
D.	X1 Outdoor Daylight LED Screen on a scuffle with Microwave link	±2m (wide) x 2m (height)	Outdoor Daylight LED Screens <i>(Screen should be on a scuffle with microwave link)</i> Quantity: X1 Screens
E.	Crowd barrier	40m fence with the height of stage size	Barrier for crowd control

Bidders initials:

**PRICING SCHEDULE – FIRM PRICES
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ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- Required by: The Department of International Relations and Cooperation (DIRCO)

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

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

No.	ITEM	DESCRIPTION	QUANTITY	TOTAL COST
A.	Live performance by: a renowned South African Hip-Hop Artist.	<ul style="list-style-type: none"> Suppliers are requested to quote us on one(1) of the following Hip-Hop Artists; Casper(<i>or Equivalent</i>) AKA(<i>or Equivalent</i>) Nasty C (<i>or Equivalent</i>) 	X1	
B.	Live performance by: Afro music/House Music Group	<ul style="list-style-type: none"> Suppliers are requested to quote us on one(1) of the following Afro music/House Music Artist; Lady Zamar(<i>or Equivalent</i>) Busiswa(<i>or Equivalent</i>) Bucie(<i>or Equivalent</i>) 	X1	
C.	DJ	<ul style="list-style-type: none"> Suppliers are requested to quote us on one(1) of the following DJ's; Prince Kaybee(<i>or Equivalent</i>) Shimza (<i>or Equivalent</i>) 	X1	

Bidders initials:

		<ul style="list-style-type: none"> • DJ Sumebody(<i>or Equivalent</i>) 		
D.	Master of Ceremonies (MC)	Suppliers are requested to quote us on one(1) of the following MC's; <ul style="list-style-type: none"> • Thembisa Mdoda(<i>or Equivalent</i>) • Thembi Seete (<i>or Equivalent</i>) 	X1	

Bidders initials:

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

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Name of bidder.....	Bid number: DIRCO 05-2019/20
Closing date 08/11/2019 Time 11h00	

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

5. CATEGORY E: Marketing and Promotional material

- 5.1 Branded accreditation cards with lanyards will be issued to VIP, Embassy Officials, Host Officials, Stakeholders, Service Providers, Joint Operations Committee.
- 5.2 All accreditation must be delivered to the Department five (5) days before the event.
- 5.3 Artwork for the accreditation cards and wristbands will be provided by the Department.
- 5.4 Posters must be mounted and be removed immediately after the event (*payment will not be processed until posters are removed*) in the following regions in Pretoria: *Pretoria CBD, Sunnyside, Arcadia, Soutpansberg road, CR Swart road (between Stormvoel and Soutpansberg road), Nellmapius, Entrances into Pretoria (N4, R21), DF Malan road, Entrance to Soshanguve (on R80 highway), Ga-Rankuwa (main road/s), Entrance to Mabopane (main road/s), Winterveldt main road/s, Mamelodi, (main road/s), Refilwe main road/s, Hamanskraal main road/s, Atteridgeville Entrance and main roads.*

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

Bidders initials:

	<ul style="list-style-type: none"> ✓ Service Provider ✓ JOC 				
B.	Lanyards with swivel hook	2 000	Black (Polyester material)	15mm (width)	
C.	Branded Standard Vinyl Wristbands for guests	5 000	(Dark/ Forest Green), subject to change Artwork to be provided by DIRCO	Standard	
D.	Posters	2 000	<ul style="list-style-type: none"> • Printing and mounting of posters in and around Pretoria • Full colour gloss poster on cardboard with string • 128 GSM • Mounting must be 1 month prior to the event. • Artwork to be provided by DIRCO. 	A0	
E.	Golf Shirts for Working Staff	X50	<ul style="list-style-type: none"> • Material: Poly Cotton • Collar: Flat knit rib collar with tipping / Self-fabric neck tape • Tone-on-tone buttons • Side slits • Textured mini self-check patterned fabric • Colour: White • Branding: Embroidery 	Small : X15 Medium : X15 Large : X10 X-Large : X5 XX-Large : X5	
F.	Military/ Fidel cap for Working Staff	X50	<ul style="list-style-type: none"> • Material: 100% cotton • Design: Military style • Closure: Velcro • Colour: White • Branding: Embroidery 	Small : X25 Medium : X25	
G.	Mediumsized Acrylic trophies <i>N.B.: Please provide three options to choose from</i>	X6	<ul style="list-style-type: none"> • Trophies should be made of Acrylic material. • Trophies should be transparent. • Trophies should be globe themed. • The Successful Bidder/s will be required to present 3 options for the 	±20cm height	

Bidders initials:

			<p>Department to choose from.</p> <p><i>(Artwork for Text engraving on metal plates will be provided to the winning Bidder)</i></p>		
H.	<p>Large sized Acrylic trophies</p> <p><i>N.B.: Please provide three options to choose from</i></p>	X2	<ul style="list-style-type: none"> • <i>(Trophies should be made of Acrylic material.</i> • <i>Trophies should be transparent.</i> • <i>Trophies should be globe themed.</i> • <i>The Successful Bidder/s will be required to present 3 options for the Department to choose from.</i> <p><i>(Artwork for Text engraving on metal plates will be provided to the winning Bidder)</i></p>	±30cm height	

Bidders initials:

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

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Closing date 08/11/2019 Time 11h00	

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

6. CATEGORY F : Ablution Facilities (Mobile Toilets)

- 6.1 X2 Standard Toilets must be delivered to the venue 3 days before the event for manual workers who will be building structures on-site. A dedicated janitor should be on site for these three days to clean and replenish.
- 6.2 All the required toilets must be delivered at the venue by 18:00 a day prior to the event.
- 6.3 Dedicated janitors (X10) must be deployed on the day of the event from 08:00 to 18:00 for the purpose of refreshing and replenishing the ablution facilities **on an hourly basis**. This includes cleaning, replenish toilet paper, etc.
- 6.4 All the required toilets must be delivered at the venue a day prior

Ablution facilities are required as follows:

No.	Item	Quantity	TOTAL COST
A.	VIP Toilets	X10 (X5 Male & X5 Female)	
B.	VIP Paraplegic toilets	X2	
C.	Standard portable toilets (delivered 3 days prior to the event)	X2	
D.	Standard portable toilets	X42 (X10 Male & X34 Female)	
E.	Standard Paraplegic toilets	X4	

Bidders initials:

**PRICING SCHEDULE – FIRM PRICES
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- Required by: The Department of International Relations and Cooperation (DIRCO)

7. CATEGORY G: Generators and Power Supply

- 7.1 Generators to be delivered and connected on site two days leading up to the event.
- 7.2 All cables must be covered in line with the safety and regulation policies
- 7.3 Each Generator must be accompanied by a fire extinguisher
- 7.4 The service history for all four (4) generators will be requested from the Successful Bidder.
- 7.5 An operator to be onsite day before for testing and on the day of the event from 07:00 – 18:00

Generators are required as follows:

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

Bidders initials:

**PRICING SCHEDULE – FIRM PRICES
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- Required by: The Department of International Relations and Cooperation (DIRCO)

8. CATEGORY H : Catering

- 8.1 The bidder/s under this category must possess valid Health Certificates
- 8.2 The bidder/s under this category must provide letters/certificates from suppliers where Kosher and Halaal meals will be sourced as indicated in the below specifications
- 8.3 The bidder/s under this category will be required to demonstrate a comprehensive distribution plan
- 8.4 A food tasting session will also be held with the bidder/s prior to the event.

Specifications

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

Bidders initials:

			<ul style="list-style-type: none"> • Chicken pea samosas • Vegetable spring rolls • Mini spinach and feta pizza • Lemon and Herb Chicken kebabs • Mini Cape Malay pie • Teriyaki Beef Satay • Mini Beef Wellington • Tomato, Feta and olive on ye with Pesto • Soy and Honey chicken winglets • Fruit skewers <p style="background-color: black; color: black;">[REDACTED]</p> <p><u>Beverages</u></p> <ul style="list-style-type: none"> • X700 Assorted Soft drinks (X4 p/p) • X1050 100% Assorted fruit juices 350ml (X3 p/p) • X600 Still water (X3 p/p) • X350 Sparkling water • X150 Sparkling White wine (Durbanville Hills) • X150 White wine (Durbanville Hills) • 	
B.	Deployed Officials and VOC members	X70	<p><u>Buffet inclusive of:</u></p> <ul style="list-style-type: none"> • Grilled leg quarters • Beef wellington • Basmati rice • Pap • Potato salad • Greek salad • Fruit skewers <p><u>Beverages</u></p> <ul style="list-style-type: none"> • X70 Assorted Soft drinks (X1 p/p) • X70 100% fruit juices 350ml (Assorted) • X350 Still water 	

Bidders initials:

C.	Mass Catering	4 000 food packs	<u>Food packs</u> <u>Packs should be inclusive of :</u> <u>Cheese and Polony Sandwich</u> <u>(two slices per pack, 50%</u> <u>Brown bread, 50% White</u> <u>bread)</u> <u>Sandwich to be put inside the</u> <u>paper wrap</u> <u>Apple (one per pack)</u> <u>Banana(one per pack)</u> <u>100% Fruit juice (one per pack)</u> <u>(Each food pack should be in</u> <u>one package).</u> <u>X8000 Bottles of water (2 per</u> <u>person)</u> •	
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SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
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- Required by: The Department of International Relations and Cooperation (DIRCO)

9. CATEGORY I: Security

- 9.1 Only bidders registered with the Private Security Industry Regulatory Authority (PSIRA) will be considered.
- 9.2 The bidder/s must be in possession of a public liability insurance certificate.
- 9.3 The bidder/s will be required to enforce, implement and aide client rules, policies and regulations relative to maintenance of security and safety.
- 9.4 The bidder/s will be required to coordinate with the client representative who handles building's security operations with regards to the security guidelines of the client and other related matters pertaining to the safety and security of employees, guests, visitors and client properties.
- 9.5 The security marshals will be responsible for safeguarding all structures assembled for the event.

Bidders initials:

- 9.6 The security marshals will be responsible for safeguarding all persons such as; Employees, Guests, Visitors, Suppliers and Contractors going in and out of the client building premises.
- 9.7 The security marshals must be in uniform and must be identifiable as Security.
- 9.8 The security marshals must be in possession of hand held scanners.
- 9.9 A security marshal supervisor will be required to be on duty from day 1 up until day 5.
- 9.10 The Security supervisors will be required to report to the appointed officer from the SAPS who will be in charge of the Joint Operations Committee.

N.B: DIRCO will not provide any catering requirements for the appointed marshals. Catering requirements for the marshals must be allocated for by the successful bidder.

No.	Date	Number of guards required	Hours	Total cost
A.	Day 1	5 marshals per shift (inclusive of a supervisor with Grade B and Grade C for security marshals)	06:00 – 06:00 (24 Hours)	
B.	Day 2	5 marshals per shift (inclusive of a supervisor with Grade B and Grade C for security marshals)	06:00 – 06:00 (24 Hours)	
C.	Day 3	10 marshals per shift (inclusive of 2 supervisors with Grade B and Grade C for security marshals)	06:00 – 06:00 (24 Hours)	
D.	Day 4 (day of the event – Saturday)	50 marshals per shift (inclusive of 10 supervisor with Grade B and Grade C for security marshals)	06:00 – 18:00 (12 Hours)	
		10 marshals per shift (inclusive of 2 supervisors with Grade B and Grade C for security marshals)	18:00 – 06:00 (12 Hours)	
E.	Day 5	10 marshals per shift (inclusive of 2 supervisors with Grade B and Grade C for security marshals)	06:00 – 12:00 (6 Hours)	

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

Bidders initials:

**PRICING SCHEDULE – FIRM PRICES
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- Required by: The Department of International Relations and Cooperation (DIRCO)

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

- 10.1 DIRCO requires for bidder/s to provide a kiddies play area for the Diplomatic Funfair.
- 10.2 The Successful bidder/s will be allocated space at the venue for set-up.
- 10.3 The Successful bidder/s will be required to display visible Notice that speaks to: Age restriction AND that all children should be accompanied and monitored by an adult when entering the playground.
- 10.4 Each gaming unit/play area must have signage reflecting the age and/or height restriction permitted.
- 10.5 All child minders must be in possession of a child minding qualification/certificate.
- 10.6 All child minders will be required to be dressed in uniform.
- 10.7 The successful bidder/s will be required to zone off the kiddies area using picket fencing. Estimated area coverage is 90m².
- 10.8 The successful bidder/s will be required to complete setting up a day prior to the event. The gaming units will be inflated on the day of the event, at 07:00.
- 10.9 Child minders will be required to be on duty from 08:00 – 18:00.

N.B: DIRCO will not provide any catering requirements for the appointed child minders. Catering requirements for the child minders must be allocated for by the successful bidder

Bidders initials:

No.	Item	Specifications	Quantity	TOTAL COST
A.	Kiddies play Area <i>(To serve as kiddies playground)</i>	<ul style="list-style-type: none"> • Giant Inflatable Obstacle Course <u>Size:</u> 6,9 m x 4,0 m x 2,4 m • Super Dupa 5 Giant Slide <u>Size:</u> 6m x 2,1m x 2,8m • Adventure Combo Jumping Castle <u>Size:</u> 2m x 2,7m x 4m • Inflatable 11 in 1 play centre with no pool <u>Size:</u> 4,4m x 3,8m x 2,5m • Inflatable kiddies sumo wrestling costumes with mat • Giant garden chess sets • Face painters • Child minders/ Supervisors 	<ul style="list-style-type: none"> • X1 • X1 • X1 • X1 • X2 • X2 • X2 • X15 	
B.	Foldable Picnic Tables with Benches with Umbrella. <i>(To be placed on the picnic area)</i>	<ul style="list-style-type: none"> • Size: 1.5x1.8m <i>(each)</i> • Durable Plastic • Steel legs that hold up to 500kg. • Rectangular table with 2 attached benches • Inclusive of umbrella in the centre of the table • Seats 8 people • Umbrella hole U.V. resistant • Colour: White • Green carpet in kiddies area(Suitable size) 	<ul style="list-style-type: none"> • X10 	

Bidders initials:

**PRICING SCHEDULE – FIRM PRICES
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- Required by: The Department of International Relations and Cooperation (DIRCO)

11. CATEGORY K: Buses

- 11.1 DIRCO requires an accredited and reputable service provider to provide Bus services to transport community members and students from disadvantaged communities in and around Pretoria to the event.
- 11.2 The bidder/s must be in possession of a public liability insurance certificate.
- 11.3 All drivers must be in possession of a valid Professional Driving Permit (PDP).
- 11.4 All vehicles must have a valid road worthy certificate.
- 11.5 The bidder/s must note that busses may be redirected to different pick-up areas depending on the number of commuters present at each point.
- 11.6 All buses will be required to have branded decals identifying each pick-up point. *(DIRCO to provide the Artwork to the successful bidder)*
- 11.7 Capacity of each Bus : 65 seater
- 11.8 Number of Busses required : 20

Bidders initials:

Pick-up points and schedule

Bus Pick-up points
Annual Diplomatic Fair
Saturday, 30 November 2019

Important Notice: Each bus will be expected to transport two (2) loads per allocated region

Departure			Return			
Pick-up points	Time	Drop-off	Pick-up points	Time	Drop-off points	TOTAL COST
<u>Mamelodi (3)</u> <ul style="list-style-type: none"> • X1 Bus Mamelodi Community Hall • X1 Bus Extension 10 RDP Houses • X1 Bus 	<u>1st load:</u> 07h00 <u>2nd load:</u> 10h00	Union Buildings, Pretoria	Union Buildings, Pretoria	<u>1st load:</u> 15h00 <u>2nd load:</u> 18h00	<u>Mamelodi (3)</u> <ul style="list-style-type: none"> • X1 Bus Mamelodi Community Hall • X1 Bus Extension 10 RDP Houses • X1 Bus 	
<u>Nellmapius (1)</u> <ul style="list-style-type: none"> • X1 Bus 	<u>1st load:</u> 07h00 <u>2nd load:</u> 10h00	Union Buildings, Pretoria	Union Buildings, Pretoria	<u>1st load:</u> 15h00 <u>2nd load:</u> 18h00	<u>Nellmapius (1)</u> <ul style="list-style-type: none"> • X1 Bus 	
<u>Refilwe (1)</u> X1 Bus	<u>1st load:</u> 07h00 <u>2nd load:</u> 10h00	Union Buildings, Pretoria	Union Buildings, Pretoria	<u>1st load:</u> 15h00 <u>2nd load:</u> 18h00	<u>Refilwe (1)</u> X1 Bus	
<u>Atteridgeville (1)</u> X1 Bus	<u>1st load:</u> 07h00	Union Buildings, Pretoria	Union Buildings, Pretoria	<u>1st load:</u> 15h00	<u>Atteridgeville (1)</u> X1 Bus	

Bidders initials:

	<u>2nd load:</u> 10h00			<u>2nd load:</u> 18h00	
Hamanskraal (2) X2 Buses	<u>1st load:</u> 07h00 <u>2nd load:</u> 10h00	Union Buildings, Pretoria	Union Buildings, Pretoria	<u>1st load:</u> 15h00 <u>2nd load:</u> 18h00	Hamanskraal (2) X2 Buses
Soshanguve (3) • X1 Bus Falala and Transfer • X1 Bus Block TT Circle & Extension 4 • X1 Bus Block X Community Centre	<u>1st load:</u> 07h00 <u>2nd load:</u> 10h00	Union Buildings, Pretoria	Union Buildings, Pretoria	<u>1st load:</u> 15h00 <u>2nd load:</u> 18h00	Soshanguve (3) • X1 Bus Falala and Transfer • X1 Bus Block TT Circle & Extension 4 • X1 Bus Block X Community Centre
Ga-Rankuwa (3) • X1 Bus Old RDP Houses • X1 Buses Tsunami • X1 Bus Tailors Spar	<u>1st load:</u> 07h00 <u>2nd load:</u> 10h00	Union Buildings, Pretoria	Union Buildings, Pretoria	<u>1st load:</u> 15h00 <u>2nd load:</u> 18h00	Ga-Rankuwa (3) • X1 Bus Old RDP Houses • X1 Buses Tsunami • X1 Bus Tailors Spar
Mabopane (3) • X1 Bus Bheki Square • X1 Bus Odi Hospital • X1 Bus Tsibogo School/Block U, UX	<u>1st load:</u> 07h00 <u>2nd load:</u> 10h00	Union Buildings, Pretoria	Union Buildings, Pretoria	<u>1st load:</u> 15h00 <u>2nd load:</u> 18h00	Mabopane (3) • X1 Bus Bheki Square • X1 Bus Odi Hospital • X1 Bus Tsibogo School/Block U, UX

Bidders initials:

Winterveldt (3) <ul style="list-style-type: none"> • X1 Bus CBD Vuma Crossing • X1 Bus Slovo Circle and Slovo Power • X1 Bus Jakalasdans 	<u>1st load:</u> 07h00 <u>2nd load:</u> 10h00	Union Buildings, Pretoria	Union Buildings, Pretoria	1 st load 15h00 2 nd load 18h00	Winterveldt (3) <ul style="list-style-type: none"> • X1 Bus CBD Vuma Crossing • X1 Bus Slovo Circle and Slovo Power • X1 Bus Jakalasdans 	
TOTAL COST						

Bidders initials:

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

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

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

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

¹"State" means –

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

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

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

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

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

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

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

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

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

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

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

2.8.1 If so, furnish particulars:

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

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

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

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

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

1.2

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

1.3 Points for this bid shall be awarded for:

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

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

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

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

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

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

5. BID DECLARATION

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

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

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

7. SUB-CONTRACTING

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

(Tick applicable box)

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

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

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

Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT _____ registration
number:.....

8.3 Company _____ registration
number:.....

8.4 TYPE OF COMPANY/ FIRM

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

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

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

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

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

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

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

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

Item	Question	Yes	No
4.1	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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

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

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

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

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

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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